

## Holdingsford City Council Meeting November 14, 2016

Mayor Sue Marstein called the Holdingsford City Council meeting to order at 7:00 p.m. The pledge of allegiance was led by Boy Scout Simon Meer.

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Sandra Meer, Lisa Silbernick, Keith Hommerding, Pat Meier, Dorine Rausch, Rodney Ebnet, Steve Horvath, Simon Meer and Gordy Sjaatheim.

Mike Odden made a motion to approve the consent agenda to include October 11<sup>th</sup> meeting minutes, November 3<sup>rd</sup> Special Meeting minutes, finance reports, and submitted claims. Bob Sanchez seconded the motion. AIF

### Department Reports

Liquor Store report was given by manager Patrick Meier. October gross revenue = \$30,762.73. Expenses = \$30,469.38. Year to date lottery proceeds = \$1,952.45. Year to date balance = \$11,049.71. A quote for replacing the back door will be done this week and compared to quote from St Rosa. Food license tests need to be completed online by employees before year end and a bar training will be scheduled for employees. Cruise Control will play November 26<sup>th</sup>.

Fire Department report was given by Chief Keith Hommerding. Calls to date; one in Avon, 48 in Holdingsford, 30 in Holding Township, ten in Brockway Township, and 11 in Krain Township. Of the 100 calls, six were fires, 81 medical, nine good intent, one service call, one hazardous material and two severe weather.

Calendar proofs for the annual fundraiser are almost done. The calendar will be printed and sent out shortly. The audit of the Fire Relief Association is complete. The FEMA grant request for self-contained breathing apparatus' (SCBA's) and pagers has been finalized. An interview will be set up for a new firefighter applicant.

October training involved use of the new infra-red camera. There will not be training in November and December, due to the holidays. A donation will be made by the Relief Association for batteries purchased for annual household fire alarm battery check.

All are invited to a celebration on Sunday, November 20<sup>th</sup> at the Holdingsford Municipal Liquor Store for Pat Meier's 40 years of service to the department. A light lunch will be provided.

Emergency Managers Report was given by Dorine Rausch. The annual hazardous mitigation review will be done in January in cooperation with the county. The next Emergency Managers meeting will be January 17<sup>th</sup> in Albany. The siren by school is working and a radio will be obtained so that emergency sirens can be set off by city personnel, if needed. Recertification classes for EMT's are now completed online.

Maintenance Report was read by Mayor Sue Marstein. 80,000 gallons of sludge that was land applied. A cement pad was poured for the Main Lift Station upgrade which is planned for next week. The 4<sup>th</sup> Street Lift Station had a plugged impeller and blew a seal that was repaired. The jetter will be stored at the city shop for the winter since Upsala is building a new maintenance garage. Minnesota Rural Water (MRWA) personnel are working to collect data on an asset management plan for the city's water & wastewater assets. Minor repairs were done on the plow truck along with the DOT inspection. All snow equipment has been serviced and is ready for inclement weather. Light strings are being replaced on the Christmas decorations before they are mounted. Maintenance guys started working with Stearns County on the 2017 road projects. 1,792,500 gallons of water were pumped and 1,953,000 gallons of wastewater were treated.

### Guests

Simon Meer and members of Albany Boy Scout Troop 30 constructed and painted three sets of voting booths for his Eagle Scout project. The booths were used for the first time at the City Hall for the November 8<sup>th</sup> General Election. Monetary donations were received from the Holdingsford American Legion and materials were donated from Headley Hardware to construct to booths. Mike Odden made motion to approve Resolution 16-11-14-1 Accepting Donation of Voting Booths from Simon Meer and Albany Boy Scout Troop 30. Eric Berscheid seconded the motion. AIF

Rodney Ebnet, Holdingsford Schools Transportation Director, voiced his support and offered to be involved with a committee for safe routes to school in conjunction with the city. As a school district employee he is very aware of the need for safe crosswalks, walkways and/or bike paths for students. The council agreed that the new Listening Sessions at school would be a good opportunity to start the conversation and look at needed changes. Federal and State grant opportunities are available for Safe Routes to School, which is a county led initiative.

### Unfinished Business

Follow up on nuisance properties is continuing; Ed Ehrlichmann has moved a boat trailer off city property and is working on moving other non-compliant vehicles and trailers from his property.

A public hearing has been set for Monday, November 21<sup>st</sup> at 7:00pm to discuss the tax abatement plan for Wm. D. Scepianiak, Inc. for purchasing the old Polar building located at 430 Main Street.

### New Business

The last city staff meeting included discussion on direct deposit and payroll processing changes. There was general consensus that employees preferred direct deposit for their paychecks. The cost of printing checks and using direct deposit is very comparable, at about \$275 per year. Currently, time cards are turned in on Monday mornings every two weeks and paychecks are issued the next day. In consideration of holidays, vacation and timeliness of processing payroll, at year end, a change would be made to turn in timecards on Mondays with pay received on Friday of the same week. Mike Odden made motion to approve direct deposit of payroll checks for all employees starting in January 2017 and to extend the payroll processing time. Eric Berscheid seconded the motion. AIF

There was discussion on fund transfers and account transfers. Eric Berscheid made a motion to approve three account balance transfers: \$10,000 to park savings account from the general account for shelter; \$22,383 to Rural Development Savings from general account for annual reserve allotment; and \$30,000 to equipment savings account from the general account for future capital equipment expenditures; and two fund transfers: \$146,517.50 to Debt Fund 301 from Water & Sewer for RD Bond payment; \$18,562.50 to Fire Truck Fund 306 from Fire Fund for Truck Bond payment. Bob Sanchez seconded the motion. AIF

For the past year, the council has reviewed and updated the city ordinances at their monthly work sessions. Alan Walz made a motion to accept changes made to the city ordinances and set a public hearing for December 12<sup>th</sup> following the Truth-In-Taxation hearing at 7:00pm to take public input and comments on the proposed updates and changes. Bob Sanchez seconded the motion. AIF  
Copies of the ordinance updates and changes will be available at the city office.

The City of Holdingford was selected to participate in an asset management program sponsored by Minnesota Rural Water Association (MWRA) that is funded through the MN Department of Health. The asset management program will encompass all water and wastewater assets and help to improve management of utility operations. Teri Osterman from MWRA is working with the city to restructure the utility rates to encourage water conservation and improve fund balances since the 2011-12 Utility Improvements. She will come to the December work session to answer questions and present options. The clerk and mayor will be attending a MWRA sponsored sustainable management workshop on Tuesday, November 22<sup>nd</sup> in Garfield.

A tentative union contract was submitted by the union representative and discussed. Proposed changes to the union contract included reclassification of the Maintenance Supervisor and Maintenance Specialist to a higher salary range, insurance and benefit changes and a two year contract term. The union contract did not include a cost of living increase. In regards to reclassification, pay equity would need to be examined as well as the job descriptions and responsibilities. The council discussed options for insurance including offering a set amount for employee coverage and setting different amounts for single and family coverage. The complete contract will be requested and an additional meeting with the union representative will be scheduled. A special council meeting may be needed to negotiate the changes and meet insurance enrollment deadlines.

Attorney Sarah Jewell from Reichert Wenner, P.A. requested that the city sign and submit an agreement for services for the upcoming year. Eric Berscheid made a motion to accept the terms and conditions set forth by Reichert Wenner, P.A. for legal representation in City matters in 2017. Mike Odden seconded the motion. AIF

Following review of the election results, Alan Walz made a motion to canvass the City election results for 2016 General Election. Bob Sanchez seconded the motion. AIF

### Admin Reports

Clerks Report: Congratulations to re-elected city officials, Mayor Sue Marstein and Council member Bob Sanchez and newly elected Council member Steve Horvath. All election results are posted at city hall. Letters for delinquent utility bills that can be certified to taxes will be sent out this week. A hush mount was ordered for the kitchen disposal and should be repaired in the next week.

Several residential issues were discussed. The sidewalk at 500 2<sup>nd</sup> Street was removed and a cement driveway was poured that is at more of a slope than the prior sidewalk which could cause potential problems for snow removal and ADA accessibility. The resident was notified and was working with the contractor.

Maintenance raised a manhole on Park Street and a section of the neighboring residents cement skirt had a hairline crack from city equipment. Council will investigate options for repair.

The slope of driveways in the North High Court cul de sac was discussed, regarding how water flows and the lack of a curb. The city engineer noted that it was not out of the ordinary for that type of pavement. Also, the ownership and responsibility of the walkway between the Pedestrian Road and the cul de sac was questioned. As far as can be determined, the section of paved "trail" is the adjoining land owners' responsibility.

The League of Minnesota Cities recommended that Holdingford Chamber bucks not be accepted for payment on city utility bills, citing public purpose expenditure issues and other potential concerns.

Mayors Report: The mayor proposed ways to get residents involved in community decisions, such as starting a Park and Rec board or reviving an Economic Development Committee and appointing a council liaison for school matters.

A portable toilet was placed at Veteran's Park since the bathrooms have been winterized and the weather has been nice. Thanks to Lanny Thompson from Becker Portables for donating the portable toilet.

Councilmember Reports: Bob Sanchez suggested a meeting with the liquor store manager to look at the profitability for HMLS. Office Assistant, Lisa Silbernack has been helping at the HMLS with social media updates and promotions.  
 Minnesota 13: Grass to Glass documentary will have two showings at the Legion on Sunday, November 20<sup>th</sup>. Tickets available from Helping Hands and Headley's Hardware. Mike Odden suggested that the city look for someone to clean out some trees and brush along the river to improve visibility when looking at the covered bridge from Veterans Park.

Announcements

Public Hearing: Monday, November 21, 2016, 7:00AM – 8:00PM at Holdingford City Hall for WD Scepaniak Tax Abatement  
 Next Council Meeting: Monday, December 12, 2016, at 7:00PM, work session 6:00PM.  
 Clerk's office will be closed Nov. 24<sup>th</sup>-25<sup>th</sup> for the Thanksgiving weekend.  
 A live nativity scene, sleigh rides, tree lighting ceremony and caroling will be Friday, December 9<sup>th</sup> beginning at 5:00pm.

Residents who are delinquent on their utility payments are: Dave Hagemann, Brian Caruth, Bradley Kronback, Scott Zehowksi, Barbara Olson, Jesse Johnson, Wayne Johnston, Mary Voss, Mara Glader, Jenny Gunderson and Jayme Opatz.

Bob Sanchez made a motion to adjourn the meeting, seconded by Eric Berscheid. Meeting adjourned at 10:30p.m.  
 Respectfully submitted,

Sandra Meer  
 City Clerk, Holdingford

<b>OCTOBER 2016</b>	
<b>Department</b>	<b>Gross Pay</b>
General	\$ 8,435.07
Public Works	\$ 10,216.18
Fire	\$
Liquor	\$ 10,247.12
<b>Total</b>	<b>\$28,898.37</b>
<b>3 pay periods ending</b>	
10/3, 10/17, 10/31	

**City of Holdingford - Equal Opportunity Provider  
 Accounts Payable Check Register Report - STEARNS BANK  
 For The Fiscal Periods Range From 2016-10 To 2016-10**

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

Check #	Type	Date	Vendor Name	Amount	Status
32280	C	10/11/2016	704 AFSCME Council 65	\$102.41	C
32281	C	10/11/2016	328 AllSpec Services, LLC	\$243.00	C
32282	C	10/11/2016	6 AmeriPride Linen	\$132.04	C
32283	C	10/11/2016	326 Auto Value	\$32.52	C
32284	C	10/11/2016	18 C & L Distributing, Inc	\$3,037.85	C
32285	C	10/11/2016	21 Central MN. Alarms, Inc.	\$75.00	C
32286	C	10/11/2016	836 Charles Roth	\$500.00	C
32287	C	10/11/2016	814 Cruise Control	\$300.00	C
32288	C	10/11/2016	48 D & D Beverage	\$224.40	C
32289	C	10/11/2016	370 Dorine Rausch	\$23.76	C
32290	C	10/11/2016	53 Ecolab	\$77.43	C
32291	C	10/11/2016	80 Gopher State One-Call, Inc	\$17.55	C
32292	C	10/11/2016	787 Granite City Jobbing Co	\$1,106.16	C
32293	C	10/11/2016	92 Headley Hardware	\$322.51	C
32294	C	10/11/2016	481 Heggies Pizza	\$155.00	C
32295	C	10/11/2016	312 HENNEN FLOOR COVERING	\$3,997.00	C
32296	C	10/11/2016	107 Holdingford Fire Relief Assn	\$200.00	C
32297	C	10/11/2016	614 Holdingford Gas and Grocery	\$413.75	C
32298	C	10/11/2016	109 Hommerding Plumbing & Heating	\$111.96	C
32299	C	10/11/2016	691 Integra Telecom	\$201.52	C
32300	C	10/11/2016	730 Midcontinent Business Solutions	\$224.90	C
32301	C	10/11/2016	160 Mies Outland, Inc	\$1,100.00	C

Check #	Type	Date	Vendor Name	Amount	Status
32302	C	10/11/2016	687 MN Dept Hlth, MDH	\$456.00	C
32303	C	10/11/2016	476 Preferred Controls Corp	\$248.32	C
32304	C	10/11/2016	697 Randall J. Radziej	\$16,781.25	C
32305	C	10/11/2016	223 S.E.H.	\$530.00	C
32306	C	10/11/2016	685 Star Publications, LLC	\$115.00	C
32307	C	10/11/2016	258 The Nut Man	\$14.00	C
32308	C	10/11/2016	728 Tri-State Pump & Control, Inc.	\$4,425.60	C
32309	C	10/11/2016	271 UC Lab	\$1,290.00	C
32310	C	10/11/2016	276 United Systems Technology	\$12.48	C
32311	C	10/11/2016	360 XCEL ENERGY 51-5655037-5	\$820.77	C
32312	C	10/11/2016	359 XCEL ENERGY 51-5655038-6	\$605.37	C
32313	C	10/11/2016	361 XCEL ENERGY 51-5655039-7	\$855.98	C
32314	C	10/11/2016	291 Yes Co. Inc.	\$48.95	C
32322	C	10/26/2016	70 Frito-Lay, Inc	\$89.55	C
32324	C	10/26/2016	787 Granite City Jobbing Co	\$809.13	C
32331	C	10/26/2016	333 Kathy O'Hara	\$80.49	C
32333	C	10/26/2016	144 MEDICA	\$1,292.36	C
32350	C	10/26/2016	359 XCEL ENERGY 51-5655038-6	\$738.29	C
32351	C	10/26/2016	383 XCEL ENERGY 51-5655041-1	\$744.32	C
32352	C	10/26/2016	519 XCEL ENERGY 51-8242904-3	\$30.13	C
32315	C	10/26/2016	9 Bernick's Pepsi-Cola	\$869.35	O
32316	C	10/26/2016	507 Blue Cross Blue Shield of Minnesota	\$345.03	O
32317	C	10/26/2016	18 C & L Distributing, Inc	\$2,392.75	O
32318	C	10/26/2016	21 Central MN. Alarms, Inc.	\$128.85	O
32319	C	10/26/2016	873 CenturyLink	\$63.47	O
32320	C	10/26/2016	48 D & D Beverage	\$135.30	O
32321	C	10/26/2016	56 Emergency Apparatus Maint	\$1,740.43	O
32323	C	10/26/2016	76 General Rental Center of Albany	\$50.00	O
32325	C	10/26/2016	81 Granite Electronics, Inc	\$728.00	O
32326	C	10/26/2016	90 Harry's Frozen Foods	\$175.50	O
32327	C	10/26/2016	851 Health Partners	\$1,016.48	O
32328	C	10/26/2016	481 Heggies Pizza	\$86.20	O
32329	C	10/26/2016	691 Integra Telecom	\$208.18	O
32330	C	10/26/2016	119 Johnson Brothers Liquor C	\$1,683.84	O
32332	C	10/26/2016	122 Keith R. Hommerding	\$40.00	O
32334	C	10/26/2016	553 Melvin Breth	\$22.68	O
32335	C	10/26/2016	176 MN Rural Water Assn	\$275.00	O
32336	C	10/26/2016	205 Phillips Wine & Spirits	\$37.66	O
32337	C	10/26/2016	207 Postmaster	\$102.00	O
32338	C	10/26/2016	476 Preferred Controls Corp	\$8,413.00	O
32339	C	10/26/2016	208 Principal Financial Group	\$106.52	O
32340	C	10/26/2016	821 RDJ Specialties, Inc	\$139.22	O
32341	C	10/26/2016	223 S.E.H.	\$660.00	O
32342	C	10/26/2016	465 Sandra Meer	\$47.52	O
32343	C	10/26/2016	750 St Cloud Times #1076	\$39.78	O
32344	C	10/26/2016	263 Tom's Refuse	\$6,158.08	O
32345	C	10/26/2016	637 Tony Stalberger	\$36.45	O
32346	C	10/26/2016	804 Toshiba Financial Services	\$99.12	O
32347	C	10/26/2016	270 Two Rivers Enterprise	\$555.00	O
32348	C	10/26/2016	276 United Systems Technology	\$2,305.00	O
32349	C	10/26/2016	339 Verizon Wireless	\$89.50	O
			<b>Cleared</b>	<b>\$42,586.75</b>	
			<b>Outstanding</b>	<b>\$28,749.91</b>	
			<b>Void</b>	<b>\$0.00</b>	