

Holdingsford City Council Meeting Minutes October 6, 2014

Mayor Ernie Schmit called the meeting to order at 7:00 p.m. 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, Scott Lange, Robb Berscheid, Tim Berscheid, Eric Berscheid, Bob Sanchez, Mark Huls, Gordy Sjaaheim and Greg Waletzko.

Motion to approve checks was made by Lewis Becker, seconded by Sue Marstein. AIF

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

Motion to approve bank reconciliation for September bank statements was made by Lewis Becker, seconded by Sue Marstein. AIF

Motion to approve minutes of September City Council meeting was made by Sue Marstein, seconded by Lloyd Rausch. AIF

Guests

Scott Lange, SEH reported on the MPCA compliance schedule and reporting requirements for phosphorus limits. Concentrations of phosphorus increased after the Wastewater Treatment Plant (WWTP) project. Per MPCA limits, the city is tracking under the phosphorus limit and will not have to do a full feasibility study. Lange proposed a review of WWTP Daily Monitoring Reports and analysis of ability of the current plant to meet the expected total phosphorus limit to be completed by October 24, 2014. He estimated a cost of \$1,500-\$2000 for analysis. Motion made by Sue Marstein to approve analysis of WWTP to meet the expected phosphorus limit by SEH at projected fee of \$1,500-\$2,000. Motion seconded by Lewis Becker. AIF

Sue Marstein made a motion to approve SEH claim #286673 for \$910.24. Lewis Becker seconded the motion. AIF

Lloyd Rausch made a motion to approve SEH claim #286679 for \$3,541.92. Mike Odden seconded the motion. AIF

Greg Waletzko submitted a variance application for an accessory building that would be five feet larger than the principal structure on his property on Second Street. He is waiting for documentation from Stearns County showing two property parcels combined into one. Sue Marstein made a motion to approve the variance application for an accessory building on Waletzko property pending County records documenting combination of the property parcels. Lloyd Rausch seconded the motion. AIF

Mark Huls requested consideration for a garage to be built on an adjoining property parcel to his existing property on Ridge Way. The zoning ordinance states that "...no accessory building shall be used unless the principal building on the lot is also being used." The two separate parcels need to be combined but were financed separately and refinancing would be time consuming and cost prohibitive. The principal building is located on a separate adjoining parcel and Huls has a five-year payoff plan on a Contract for Deed (COD) and can then combine the lots. The council agreed that legal documents should be drawn up to guarantee the City that the two lots will be combined within six years or if there is a default on the COD that a house will be built by current owner, Berscheid Properties. Sue Marstein made a motion to give preliminary approval to Mark Huls to build garage on adjoining property, west of existing house. Final approval will be based on documentation from the attorney to show property payoff plan and combination of parcels within six years. Lewis Becker seconded the motion. AIF

Reports

Municipal Liquor Store report was given by Pat Meier. Gross profits for September = \$30,941.27. Expenses = \$52,224.05 which included payment for repair of damaged store front. Also, included deposit for 2015 Holdingsford Daze band which will be partially reimbursed by other sponsors. YTD lottery = \$2,368.03. Beer sales have gone up and good inventory is on hand. Meier asked EA Sween for delay of payment or lease option for convection oven. Bands scheduled for October 17th and 31st. Colors for a front awning are being considered. Working on full food license and getting food training done before end of year. Council expressed appreciation for support during Husker themed Holdingsford Hometown Thursday (HHT) that was located behind HMLS.

Fire Department report was given by Chief Keith Hommerding. 51 calls this year include: 4 fire, 36 medical, 1 hazardous condition, 1 unauthorized fire, 9 canceled in route. Dorine Rausch is working on calendar fundraiser. Compressor was ordered with FEMA funds. A new rescue truck, without working transmission, was donated by Long Prairie CentraCare. Albany Chrysler took \$1,500 off the price of a rebuilt transmission, which was installed for \$2,150. New radios will be installed as well as other minor changes before it is put into use. Training for this month includes teaching blood draws for diabetic testing and having Dr. Gersch come out to complete training, test and certify all firefighters. Fire safety week will include a fire alarm battery check on Thursday, October 9th, with firefighters visiting residences and businesses, and the Kindergarten classes visiting the fire hall.

Emergency Manager Dorine Rausch will be attending training meeting in Fridley and quarterly Stearns County Emergency Managers meeting this month.

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

Maintenance Report was read by Mayor Schmit. Nitrate and THM water samples were taken for Minnesota Department of Health. Brian Zapzalka attended Bio Solids training workshop for contact hours. Integra installed phone line to the wet well but are waiting on Preferred Controls for dialer installation. New well was drilled for WWTP, which pumps 75 gallons/minute. Electricity and plumbing need to be finished, before the well is operational. Two batteries were replaced in loader after one battery exploded. Batteries were less than a year old and should be under warranty. Both Maintenance guys will be attending training at SJU for water contact hours on October 22nd. Branches in front of stop signs were cut and weeds pulled on volleyball court. Hydraulic quick-tach was fixed on loader. Ed Vail's golf cart was stolen and found by the ball park fence next to the river. Sheriff was called for report and damage on fence posts. Estimate to fix posts = \$290. Gate on the ball park fence should be fixed as well as corner that is torn up on north end of park. An estimate for all fence repairs will be sought.

Council Report: Concern regarding parking semi's in residential driveway and securing property at Ed Vail's residence.

Clerk Sandra Meer submitted quote for email filter through CW Technology for all city emails. Council didn't see need at this time. A disclosure letter for services provided by David Drown Associates was reviewed and acknowledgment will be forwarded to them.

Old Business

There was discussion on proposal for an assistant office position and budgeting needs for wages and additional office equipment. The proposal included an office assistant for 20 hours per week, to extend the City office hours and help with utility billing, building permits, website maintenance and various other office duties as needed. Clerk/Treasurer's hours would be reduced to 32 hours per week to offset budget constraints. Sue Marstein made a motion to budget for an office assistant position for 20 hours per week for the 2015 year as proposed. Mike Odden seconded the motion. AIF

Heidi Peper, SEH met with FEMA representative and Mayor Schmit to look at the proposed bathroom/shower/shelter at Veteran's Park. Heidi Peper is working with FEMA on changes that are needed on the current building plans to be eligible for FEMA funds.

New Business

Minnesota Rural Water sponsors a mutual aid agreement to link cities that need help in emergency situations. Sue Marstein made a motion to approve Resolution 14-10-06-1 Authorizing the City of Holdingford to be a Party to Minnesota Water Agency Response Network (MnWARN). Mike Odden seconded the motion. AIF

League of Minnesota Cities is offering the 2014 revised edition of MN Basic Code of Ordinances. Mike Odden made a motion to approve the \$400 expenditure for the revised edition of the Minnesota Basic Code in order to update the city codes beginning January 2015. Sue Marstein seconded the motion. AIF

The Stearns County Assessor's Office was seeking to renew property assessing services contract with the City. Mike Odden made a motion to approve the Agreement for Property Assessment Services between the County of Stearns and the City of Holdingford. Lloyd Rausch seconded the motion. AIF

Sue Marstein made a motion to approve Resolution 14-10-06-2 to renew the Contract for Police Services for 2015 with the Stearns County Sheriff's Office. Lewis Becker seconded the motion. AIF

Mayor Schmit and Sue Marstein submitted annual performance review for Clerk/Treasurer Sandra Meer. Lloyd Rausch made a motion to approve the performance review and wage increase from J2-J3 for Sandra Meer. Motion seconded by Lewis Becker. AIF

Mayor Schmit reported on an informal proposal by Kyle Ackerman of Xtratyme to take over marketing of the Liquor Store and receive a portion of the profits. The Council did not take action on the proposal.

Robb Berscheid raised concerns on the valuation of the appraisal and the State Building Code assessments that the building inspector uses to calculate the building permit fees. Both Berkon and Everything Signs were charged almost double the assessed value when calculating the building permit fees. The building inspector will be contacted.

Fire Chief Keith Hommerding asked for approval to sell Rescue One Unit. Sue Marstein made a motion to approve the sale of old Rescue One Unit. Mike Odden seconded the motion. AIF

Announcements

Residents who are delinquent on their utility payments are: Jayson Burghardt, Steve Horvath, Jean Lashinski, Jesse Johnson, Brandon Cottrell, and Mary Voss.

Motion to adjourn was made by Lloyd Rausch, seconded by Lewis Becker. Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

SEPTEMBER 2014	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,024.54
Public Works	\$ 6,518.05
Fire	\$.00
Liquor	\$ 6,461.64
Total	\$18,004.23
2 pay periods ending	
9/8, 9/22	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2014-9 To 2014-9

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

Check #	Type	Date	Vendor Name	Amount	Status
30336	C	9/10/2014	582 Aggressive Masonry Inc	\$20,090.00	C
30337	C	9/10/2014	328 AllSpec Services, LLC	\$2,349.01	C
30338	C	9/10/2014	18 C & L Distributing, Inc	\$4,250.35	C
30339	C	9/10/2014	70 Frito-Lay, Inc	\$55.28	C
30340	C	9/10/2014	80 Gopher State One-Call, Inc	\$102.95	C
30341	C	9/10/2014	787 Granite City Jobbing Co	\$318.96	C
30342	C	9/10/2014	91 Hawkins, Inc	\$3,707.33	C
30343	C	9/10/2014	92 Headley Hardware	\$525.76	C
30344	C	9/10/2014	481 Heggies Pizza	\$198.00	C
30345	C	9/10/2014	614 Holdingford Gas and Grocery	\$333.92	C
30346	C	9/10/2014	117 Jerome Schueler	\$500.00	C
30347	C	9/10/2014	119 Johnson Brothers Liquor C	\$1,394.84	C
30348	C	9/10/2014	639 Landmark Plaster & Stucco Inc.	\$5,700.00	C
30349	C	9/10/2014	136 League of MN Cities	\$813.00	C
30350	C	9/10/2014	539 League of MN Cities Ins. Tr/BKLY	\$250.00	C
30351	C	9/10/2014	553 Melvin Breth	\$189.86	C
30352	C	9/10/2014	730 Midcontinent Business Solutions	\$171.52	C
30353	C	9/10/2014	161 Mike Odden	\$75.00	C
30354	C	9/10/2014	174 MN Mayors Assn	\$30.00	C
30355	C	9/10/2014	665 Blue Tarp Financial	\$413.11	C
30356	C	9/10/2014	205 Phillips Wine & Spirits	\$163.28	C
30357	C	9/10/2014	237 St Rosa Lumber, Inc	\$2,656.20	C
30358	C	9/10/2014	770 St. Cloud Times (Media)	\$40.00	C
30359	C	9/10/2014	685 Star Publications, LLC	\$50.00	C
30360	C	9/10/2014	240 Stearns Bank-Holdingford	\$25.00	C
30361	C	9/10/2014	543 Tim Haussner	\$450.00	C
30362	C	9/10/2014	637 Tony Stalberger	\$45.08	C
30363	C	9/10/2014	271 UC Lab	\$517.50	C
30365	C	9/10/2014	359 XCEL ENERGY 51-5655038-6	\$1,037.13	C
30366	C	9/10/2014	358 XCEL ENERGY 51-5655040-0	\$2,660.76	C
30367	C	9/17/2014	825 Bound Tree Medical, LLC	\$324.98	C
30368	C	9/17/2014	470 Dylan Risberg	\$280.00	C
30369	C	9/17/2014	632 E C M Publishers, Inc	\$58.85	C
30371	C	9/17/2014	564 Holdingford Area Historical Society	\$621.50	C
30372	C	9/17/2014	594 Holdingford Lions Club	\$500.00	C

Check #	Type	Date	Vendor Name	Amount	Status
30373	C	9/17/2014	131 Lange Trenching, Inc	\$2,000.00	C
30374	C	9/17/2014	834 Meredith Lyon	\$228.25	C
30375	C	9/17/2014	179 MN State Fire Dept. Assn	\$168.00	C
30377	C	9/17/2014	832 Stacie Supan	\$39.06	C
30378	C	9/17/2014	685 Star Publications, LLC	\$205.20	C
30379	C	9/17/2014	554 Tim Winter	\$28.98	C
30380	C	9/17/2014	804 Toshiba Financial Services	\$99.12	C
30381	C	9/17/2014	339 Verizon Wireless	\$92.16	C
30384	C	9/25/2014	6 AmeriPride Linen	\$74.94	C
30386	C	9/25/2014	9 Bernick's Pepsi-Cola	\$1,052.80	C
30387	C	9/25/2014	507 Blue Cross Blue Shield of Minnesota	\$3,911.20	C
30389	C	9/25/2014	24 Central-McGowan, Inc	\$46.57	C
30390	C	9/25/2014	792 CW Technology	\$222.00	C
30392	C	9/25/2014	52 E. A. Sween Company	\$768.20	C
30394	C	9/25/2014	550 Everything Signs	\$150.00	C
30396	C	9/25/2014	787 Granite City Jobbing Co	\$2,197.60	C
30397	C	9/25/2014	90 Harry's Frozen Foods	\$189.50	C
30400	C	9/25/2014	119 Johnson Brothers Liquor C	\$590.10	C
30401	C	9/25/2014	207 Postmaster	\$102.00	C
30405	C	9/25/2014	263 Tom's Refuse	\$5,141.58	C
30407	C	9/25/2014	281 Viking Coca Cola Bottling	\$1,256.70	C
30408	C	9/25/2014	627 WirtzBM Wine and Spirits, Inc	\$458.35	C
30409	C	9/25/2014	359 XCEL ENERGY 51-5655038-6	\$220.20	C
30410	C	9/25/2014	383 XCEL ENERGY 51-5655041-1	\$796.90	C
30411	C	9/25/2014	519 XCEL ENERGY 51-8242904-3	\$74.30	C
30364	C	9/10/2014	616 Voss Builders	\$8,015.00	O
30370	C	9/17/2014	64 Eugene Cipala	\$387.01	O
30376	C	9/17/2014	833 Shari Ackerman	\$170.03	O
30382	C	9/17/2014	759 Volunteer FF Benefit Assoc of MN	\$44.00	O
30383	C	9/25/2014	835 Shirts And Skins	\$1,000.00	O
30385	C	9/25/2014	390 AWWA - Minnesota Section	\$90.00	O
30388	C	9/25/2014	18 C & L Distributing, Inc	\$7,527.80	O
30391	C	9/25/2014	48 D & D Beverage	\$145.20	O
30393	C	9/25/2014	53 Ecolab	\$74.81	O
30395	C	9/25/2014	70 Frito-Lay, Inc	\$70.14	O
30398	C	9/25/2014	481 Heggies Pizza	\$292.65	O
30399	C	9/25/2014	107 Holdingford Fire Relief Assn	\$370.00	O
30402	C	9/25/2014	451 Servocal Instruments, Inc	\$300.00	O
30403	C	9/25/2014	750 St Cloud Times #1076	\$31.00	O
30404	C	9/25/2014	258 The Nut Man	\$109.00	O
30406	C	9/25/2014	270 Two Rivers Enterprise	\$103.93	O
			Cleared	\$71,012.88	
			Outstanding	\$18,730.57	
			Void	\$0.00	