

Holdingford City Council Meeting (Unapproved)  
October 15, 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, Susan Marstein, Mike Odden, Lloyd Rausch, Ernie Schmit, Sandra Meer, Keith Hommerding, Pat Meier, Scott Lange, Gordy Sjaaheim, George Eiden, and Louie Walz.

After review and clarifications on claims, a motion to approve checks was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve electronic transfers & debit card purchases was made by Mike Odden, seconded by Lloyd Rausch. AIF

Motion to approve bank reconciliation for September 2013 statements was made by Lloyd Rausch, seconded by Lewis Becker. AIF

Motion made by Sue Marstein to approve minutes of the September 2013 council meeting. Motion seconded by Lloyd Rausch. AIF

Reports

Municipal Liquor Store report was given by Pat Meier. Gross revenue for September was \$28,418.10 with expenses of \$35,552.82. YTD lottery is \$2,988.27. Net = \$6,675.25. Chimney was taken down and vent needs to be sealed. Passed a "minor sting", when underage persons were sent in the bar and asked to be served. New furnace was put in. Received the structural engineer's report and have talked to some contractors. Will get at least two written quotes for front wall repair and work with council liaisons' and insurance adjuster to get project underway. Electronic gaming is available and benefits the Husker Booster Club. Paper work was filled out for four outstanding NSF checks from 2011-2013.

Fire Department report was given by Keith Hommerding. There have been 57 calls this year to date: six fire, 44 medical, three good intent, two false alarm and two hazardous calls.

State Aid for the Fire Relief Association increased by \$3,328.88 this year. All of the business ads have been filled with some businesses on a waiting list for the Relief Association's calendar fundraiser. The fire chief expressed appreciation for that support.

Continuing to look for new members and have one new applicant.

600 residents had new batteries installed when the fire department had their annual smoke detector check. If residents were missed they can pick up batteries at the Municipal Liquor Store or at City Hall.

Lloyd Rausch made a motion to purchase three new nozzles and a foam jet with the \$2,500 Ag-Star grant that was received. Sue Marstein seconded the motion. AIF

The grant writer is working on the FEMA Grant and the Fire Department is still considering equipment options for the DNR grant monies that were received.

Training for October included the smoke detector checks as well as hosting Fire Hall tours for the kindergarten classes and the Boy Scouts during Fire Safety Week.

The Fire Department will cover costs for new members since the State Fire Training Board cut funding for Firefighter 1 and Firefighter 2 training. The State legislature may also pass funding for training.

Maintenance report was read by Mayor Schmit. Soil was dug out and fill put in flowerbed in front of museum building. Both maintenance crew attended training for Type 4 Bio-Solids, passed test and were certified. Lift pump at trailhead was repaired. Took chimney down at HMLS and patched around building to prevent leaking in basement. Potholes were filled in alley behind MN 13. Light bulbs were replaced at trailhead bathrooms. Leaking water meter was replaced at residence on Main Street. Water samples were pulled for the Minnesota Department of Health and sent for required testing for haloacetic acid and trihalomethane.

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

Guests:

Scott Lange presented the contract agreement for completion of Step 2 to submit a Phosphorus Management Plan (PMP) to Minnesota Pollution Control Agency (MPCA). Step 1, Phosphorus Study after permit issuance, is complete. A graph showing the flow of effluent phosphorus was submitted. In spring, the city exceeds permit phosphorus levels and the PMP is a guide to identify the most efficient way to reduce phosphorus levels in the collection and treatment systems. The PMP is due by the end of November.

Sue Marstein made a motion to enter into the Agreement for Professional Services with SEH for \$2,600 to complete the Phosphorus Management Plan (PMP). Lloyd Rausch seconded the motion. AIF

Future steps may require applying for State funding and/or looking at grant options. The goal is to attain compliance with the final Total Phosphorus Limit before the permit expiration which is November 17, 2016.

Scott Lange also presented cost comparisons from Xcel Energy since the Wastewater Treatment Plant (WWTP) facility upgrade. Electrical consumption has increased an average of \$1,300 per month, which has to do with Xcel rates and with running a larger blower. Approximately, \$500 accounts for Xcel rate increases and \$800 is equipment costs, which include power, changes in demand,

and fuel charges. The City is saving money on ditch mixers. There are two blowers, with one running at a time. The blower uses 40% more power than before. The new routers use 60% of power compared to old one. All improvements at the WWTP were approved by MPCA and comply with regulations.

Council asked for clarification on SEH bill for \$20,033.30 for Utility and Street Project. Inspections are done and Lange projected that total will be approximately \$50,000 under budget. Final punch list has not been completed and payment has been withheld from Larson Excavating until complete. Lewis Becker made a motion to approve payment of SEH Invoice #273191 for \$20,033.30. Mike Odden seconded the motion. AIF

Regarding notices that were sent out to residents requesting cleanup of unlicensed vehicles and accumulated junk, Council heard concerns from resident, George Eiden regarding unlicensed vehicle in the back of his property that cannot be seen from road and thought issue was resolved prior to this notification.

Louis Walz also received notification regarding accumulated junk on two properties, which included construction material, pallets, and unlicensed vehicle. He noted that he planned to use the majority of the pallets this winter. Council requested that a fence be put up along the north and east sides of the property between Cedar Street and Washington Street to keep eye sore accumulation out of public site. Mr. Walz was not receptive to the fence request.

Mr. Walz raised concerns regarding engineering work that was done during Street & Utility Project.

#### Old Business

There has not been forward progress on cleanup efforts at Ed Vail's property. A shed was put up and there is a new camper and more accumulated materials on property. Council will seek direction for action from League of Minnesota Cities or the city attorney to start cleanup efforts at Ed Vail's property.

Raffle drawing for playground equipment will be held this week. A number of tickets have yet to be sold. The Lions have asked three vendors for price quotes. There was discussion on options for base material and options to add additional pieces of equipment.

Council discussed creation of formal development plan for Veterans' Park area for future splash pad, playground, shower and bathroom facility, tent and campground area. Funding for the splash pad is on hold while Council explores options.

#### New Business

Sunset Electric gave a verbal quote for \$2,500 to update the electrical line that runs to the bathrooms at the campground. There is adequate voltage from the bathrooms to the cement pads, but not enough power coming from the electrical pole to the bathrooms to support the voltage needs of the newer campers that have been visiting the campground.

Sue Marstein made a motion to accept Sunset Electric's quote of \$2,500 to update electrical lines from the electrical pole to the bathrooms at Veteran's Park. Mike Odden seconded the motion. AIF

The Minnesota State Lottery account Certificate of Deposit with a current value of \$10,229.25 is due for renewal on November 1, 2013. Mike Odden made a motion to cash out the Certificate of Deposit to keep funds available for HMLS building repairs. Lewis Becker seconded the motion. AIF

Council discussed the one year performance review for City Clerk/Treasurer. Sue Marstein made a motion to approve step increase for Sandra Meer from Step J1 to J2, \$19.41 to \$19.70 per hour. Mike Odden seconded the motion. AIF

A uniform allowance for part-time utility personnel was discussed. Since Kathy O'Hara works with public at parks, campground, trailhead, and City Hall, a uniform would help identify her as city staff. Mike Odden made a motion to approve uniform expenditures for a jacket with City logo, as needed, upon approval by council and up to three logo shirts per year and to add "part time utility personnel" to Personnel Policy, Section 11.1 Clothing/Foot Protection, Part 2. Lloyd Rausch seconded the motion. AIF

Mayor's notes: A liaison from the VA has requested to use space in the City Center the first Tuesday afternoon of each month to service local veteran's needs. Stearns County Parks Department is requesting that cities along the Lake Wobegon Trail send a letter of support for next year's resurfacing project. HIP/Economic Development is planning to apply for Legacy grant dollars for a new bathroom-shower facility at the campground.

Past due utility notices were sent to Brian Mader, Jayson Burgardt, Steve Horvath, Mara Glader, Miles Sinner, Edward Ehrlichman, Minnesota 13, Michael Becker, David Hageman, Jesse Johnson, Jean Lashinski, and Hyatt House.

Next council meeting will be on Tuesday, November 12<sup>th</sup> since Monday, November 11<sup>th</sup> is Veteran's Day, a legal holiday.

Motion to adjourn was made by Sue Marstein and seconded by Mike Odden. Meeting adjourned at 9:30 p.m.

Respectfully submitted,  
Sandra Meer  
City Clerk, Holdingford

SEPTEMBER	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 4,729.91
Public Works	\$ 6,364.50
Fire	\$ .00
Liquor	\$ 6,298.92
<b>Total</b>	<b>\$ 17,393.33</b>
2 pay periods ending	
9/9, 9/23	

**City of Holdingford - Equal Opportunity Provider**  
**For The Fiscal Periods Range From 2013-9 To 2013-9**  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

Check #	Type	Date	Vendor Name	Amount	Status
29378	C	9/9/2013	328 AllSpec Services, LLC	\$171.00	C
29379	C	9/9/2013	6 AmeriPride Linen	\$50.77	C
29380	C	9/9/2013	507 Blue Cross Blue Shield of Minnesota	\$2,962.00	C
29381	C	9/9/2013	18 C & L Distributing, Inc	\$4,117.55	C
29382	C	9/9/2013	48 D & D Beer Co.	\$185.25	C
29383	C	9/9/2013	802 Dick Struzyk	\$1,500.00	C
29384	C	9/9/2013	52 E. A. Sween Company	\$95.73	C
29385	C	9/9/2013	702 Fastenal	\$178.30	C
29386	C	9/9/2013	70 Frito-Lay, Inc	\$43.67	C
29387	C	9/9/2013	80 Gopher State One-Call, Inc	\$17.40	C
29388	C	9/9/2013	787 Granite City Jobbing Co	\$649.74	C
29389	C	9/9/2013	92 Headley Hardware	\$500.06	C
29390	C	9/9/2013	481 Heggies Pizza	\$103.65	C
29391	C	9/9/2013	97 Henry's Waterworks, Inc	\$704.88	C
29392	C	9/9/2013	614 Holdingford Gas and Grocery	\$191.00	C
29393	C	9/9/2013	351 HOLDINGFORD HIGH SCHOOL	\$100.00	C
29394	C	9/9/2013	594 Holdingford Lions Club	\$500.00	C
29395	C	9/9/2013	691 Integra Telecom	\$78.31	C
29396	C	9/9/2013	117 Jerome Schueler	\$500.00	C
29397	C	9/9/2013	119 Johnson Brothers Liquor C	\$1,100.10	C
29398	C	9/9/2013	136 League of MN Cities	\$822.00	C
29399	C	9/9/2013	730 Midcontinent Business Solutions	\$233.54	C
29400	C	9/9/2013	161 Mike Odden	\$75.00	C
29401	C	9/9/2013	185 Motorola, Inc	\$96.31	C
29402	C	9/9/2013	207 Postmaster	\$145.00	C
29403	C	9/9/2013	237 St Rosa Lumber, Inc	\$85.71	C
29404	C	9/9/2013	770 St. Cloud Times (Media)	\$39.00	C
29405	C	9/9/2013	685 Star Publications, LLC	\$120.35	C
29406	C	9/9/2013	240 Stearns Bank-Holdingford	\$25.00	C
29407	C	9/9/2013	263 Tom's Refuse	\$4,984.28	C
29408	C	9/9/2013	266 Traut Wells	\$6,061.00	C
29409	C	9/9/2013	803 Triple Crown Gaming	\$160.31	C
29410	C	9/9/2013	271 UC Lab	\$918.00	C
29411	C	9/9/2013	339 Verizon Wireless	\$53.27	C
29412	C	9/9/2013	359 XCEL ENERGY 51-5655038-6	\$1,180.21	C
29413	C	9/9/2013	361 XCEL ENERGY 51-5655039-7	\$1,163.47	C
29414	C	9/9/2013	358 XCEL ENERGY 51-5655040-0	\$2,845.43	C
29415	C	9/26/2013	704 AFSCME Council 65	\$333.48	O
29416	C	9/26/2013	6 AmeriPride Linen	\$124.63	O
29417	C	9/26/2013	326 Auto Value	\$54.42	O
29418	C	9/26/2013	8 Becker Septic Pumping	\$120.00	O
29419	C	9/26/2013	9 Bernick's Pepsi-Cola	\$674.65	O
29420	C	9/26/2013	18 C & L Distributing, Inc	\$7,061.30	O
29421	C	9/26/2013	662 Carol Harlander	\$68.63	O
29422	C	9/26/2013	52 E. A. Sween Company	\$100.00	O
29423	C	9/26/2013	56 Emergency Apparatus Maint	\$1,265.80	O
29424	C	9/26/2013	70 Frito-Lay, Inc	\$94.63	O
29425	C	9/26/2013	787 Granite City Jobbing Co	\$996.21	O
29426	C	9/26/2013	90 Harry's Frozen Foods	\$116.00	O
29427	C	9/26/2013	481 Heggies Pizza	\$289.50	O
29428	C	9/26/2013	97 Henry's Waterworks, Inc	\$137.87	O
29429	C	9/26/2013	104 Holdingford Community Ed	\$3,000.00	O
29430	C	9/26/2013	691 Integra Telecom	\$376.69	O

Check #	Type	Date	Vendor Name	Amount	Status
29431	C	9/26/2013	136 League of MN Cities	\$80.00	O
29432	C	9/26/2013	752 MN Valley Testing Labs	\$387.60	O
29433	C	9/26/2013	208 Principal Financial Group	\$609.23	O
29434	C	9/26/2013	465 Sandra Meer	\$100.88	O
29435	C	9/26/2013	750 St Cloud Times #1076	\$23.21	O
29436	C	9/26/2013	240 Stearns Bank-Holdingford	\$25.00	C
29437	C	9/26/2013	242 Stearns Cty Auditor-Treas	\$1,500.00	O
29438	C	9/26/2013	412 Sunset Electric, Inc	\$850.00	O
29439	C	9/26/2013	258 The Nut Man	\$22.00	O
29440	C	9/26/2013	263 Tom's Refuse	\$4,995.58	O
29441	C	9/26/2013	728 Tri-State Pump & Control, Inc.	\$564.72	O
29442	C	9/26/2013	339 Verizon Wireless	\$91.91	O
29443	C	9/26/2013	281 Viking Coca Cola Bottling	\$2,219.00	O
29444	C	9/26/2013	627 WirtzBM Wine and Spirits, Inc	\$333.75	O
29445	C	9/26/2013	796 XCEL ENERGY 51-0010028448-1	\$11.19	O
29446	C	9/26/2013	288 XCEL Energy 971-1	\$11.19	O
29447	C	9/26/2013	714 XCEL ENERGY 135920-8 marquee	\$90.04	O
29448	C	9/26/2013	384 XCEL ENERGY 51-336-4 & 8	\$150.10	O
29449	C	9/26/2013	383 XCEL ENERGY 51-5655041-1	\$808.75	O
29450	C	9/26/2013	519 Xcel Energy 904-3	\$23.78	O
				<b>Cleared</b>	<b>\$32,782.29</b>
				<b>Outstanding</b>	<b>\$27,686.74</b>
				<b>Void</b>	<b>\$0.00</b>

Upcoming events:

**Holdingsford Daze Committee Meeting**  
**Monday, October 21<sup>st</sup> at 5:30pm**  
 American Legion  
 New members welcome!!

Annual Tree Lighting Ceremony  
**Friday, November 29<sup>th</sup> at 6:30pm**  
 Triangle Park  
 Refreshments at Historical Museum