

Holdingsford City Council Meeting Minutes September 8, 2014

Mayor Ernie Schmit called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Ernie Schmit, Lewis Becker, Susan Marstein, Lloyd Rausch, Sandra Meer, Keith Hommerding, Jeremy Freudenrich, Patrick Meier, Dorine Rausch, Tim Berscheid, Eric Berscheid, Melvin Breth, Ron Butkowski, Allen Notch, Bob Sanchez, Gordy Sjaaheim, Tim Winter and Dan Ziemer. Absent: Mike Odden.

Motion to approve checks was made by Lloyd Rausch, seconded by Sue Marstein. AIF

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

Motion to approve bank reconciliation for August 2014 bank statements was made by Sue Marstein, seconded by Lewis Becker. AIF

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

Reports

Fire Department report was given by Chief Keith Hommerding. 46 calls this year to date; half were in the City of Holdingsford with others in Avon, Elmdale, Krain, Brockway and Holding townships.

Gambling funds are trickling in. Work has begun on the calendar fundraiser in hopes of getting calendars out earlier than last year.

Compressor was ordered with FEMA grant funds and should be received in about six weeks.

Tanker trucks are both filled from the top by a firefighter standing on the tanker. To reduce safety risks and make filling the tankers more accessible, a hose will be attached from top to back of tanker. Two Rivers Enterprises donated use of shop to install hose. Albany Fire Department is doing ISO testing in September and requested one tanker to help them.

The Fire Department is on call for Bowlus area this month as part of the mutual aid agreement while the city completes water tower maintenance.

Three of the four new members are enrolled in Firefighter I (FF1) and Firefighter II (FF2) training at SJU. Training began last week and training fees will be submitted to the state for reimbursement. All firefighters, but one, are recertified for FF1 and FF2, which needs to be completed by the end of the year to stay on with the department. Next month's training will be a car extrication completed in-house with state funding.

Emergency Manager Dorine Rausch completed class on evacuation and reentry at Camp Ripley in August. Next training on Incident Command is in Fridley in October.

Municipal Liquor Store report was given by Pat Meier. Gross profits for August = \$30,957.70. Expenses = \$30,282.23. YTD lottery = \$2,368.03. The convection oven from EA Sween is still on conditional use. HMLS is operating under a partial food license and all bartenders except one have completed online training. They will complete Phase 2 training by the end of 2014 and would like to apply for a full food license. Remodel is almost complete: new front door was not same size but entrance has been finished with the exception of a threshold to protect the tile; a 27 foot awning for front would cost \$91/foot; old front sign may be too heavy and an additional sign for the side of the building may be an option; shoring up south side door should be done before winter. Timmy Haus is playing on September 19th.

Maintenance Report was read by Mayor Schmit. Concrete work on Main Street was completed. Railings at Wastewater Treatment Plant (WWTP) were repainted. Annual inspections done on lift stations. All curb, gutter and sidewalks in town were sprayed for weeds. Maintenance is working with Xcel Energy to determine locations, correct addresses and energy costs for each of the locations that the city is responsible for.

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

Council Report: Sue Marstein proposed that benches be placed on corners by new sidewalk in front of future Everything Signs building, similar to what's in front of the American Legion. Following discussion, Sue Marstein made a motion to have Berscheid's add two cement pads to either side of front of new building for benches and the City will reimburse cost. Lewis Becker seconded the motion. AIF

Clerk Sandra Meer noted that training is available for council members for Board of Appeals through the County. Sue Marstein is certified until July 2015. Lloyd Rausch is certified until 2017. Lewis Becker will attend training in October.

Guests

Dan Ziemer from Rough Riders Bar & Grill, Ron Butkowski and Allen Notch from Melrose American Legion Post 101 requested approval for a pull tab gambling license at Rough Riders Bar & Grill. The Melrose Legion has gambling licenses in two other small cities. They typically donate 50% of proceeds back to the city. They also try to donate 40% of profits back to Veteran's programs. Mr. Ziemer is meeting with the Fire Relief Association about charitable gambling. Booster Club will not have pull tabs at Rough Riders. Lewis Becker made a motion to approve Resolution 14-09-08-2: Gambling License for Melrose American Legion Post 101 at Rough Riders Bar & Grill. Lloyd Rausch seconded the motion. AIF

Stearns County passed an amendment to the All-Hazard Mitigation Plan in order for the county and participating jurisdictions to be eligible to receive FEMA hazard mitigation assistance grants which could include funding options for a shower/bath/storm shelter facility at Veteran's Park. Sue Marstein made a motion to approve Resolution 14-09-08-1: Amendment to the Stearns County All-Hazard Mitigation Plan. Lewis Becker seconded the motion. AIF

Collin Marcusen from SEH outlined the need to address water issues at the WWTP. He recommended an additional well be put in to work with the existing well to increase water capacity for cleaning and pumping needs. A quote to dig the new well, install pump, controls and interior plumbing, electrical and backhoe work totaled \$15,031. A new well would help treat phosphorus, eliminate all three suction pumps, and have a variable pressure gauge. New well will be financed with Rural Development savings. Sue Marstein made a motion to approve the installation of a new well as quoted for \$15,031.00. Lloyd Rausch seconded the motion. AIF

Lloyd Rausch made a motion to approve SEH claim #283627 for \$459.50. Lewis Becker seconded the motion. AIF

Old Business

Rental contracts from other cities were collected and will be reviewed to write a rental agreement that meets the City's needs. Lewis Becker made a motion to table the rental contract for city hall until the October meeting. Lloyd Rausch seconded the motion. AIF

Two quotes were reviewed for a commercial water softener for the City Center. Hommerding Plumbing & Heating = \$3,914.63 offered full one year warranty with additional two year warranty on the meter head and ten year warranty on the tank. Duane Towle = \$4,093.00 offered five year warranty on everything. Also, offered a lease program at \$95 per month plus \$450 installation which included a nine year warranty (\$5,010). Sue Marstein made a motion to accept quote from Hommerding Plumbing & Heating for a commercial water softener for \$3,914.63. Lloyd Rausch seconded the motion. AIF

Mayor Schmit reviewed recent project costs, quotes and payment options for the City Center, streets and WWTP. Quote from Landmark Stucco for south and west side of City Center where raised cement walkway was removed. Lloyd Rausch made motion to accept quote to finish south and west side of City Center from Landmark Stucco for \$3,000. Lewis Becker seconded the motion. AIF Two quotes were reviewed for new railings for steps on south side of City Center. Quote from Ken's Custom Iron for \$2,707.50 for four fabricated, powder coated and installed railings. Quote from Two Rivers Enterprises for four stainless steel round railings at \$4,025.00 or square railings at \$3,420.00. Lloyd Rausch made motion to approve proposal for stainless steel square railings from Two Rivers Enterprises for \$3,420.00. Lewis Becker seconded the motion. AIF

Sue Marstein made a motion to approve quote from Tri-City Paving to complete the parking lot on the south side of the City Center for \$1,200.00. Lloyd Rausch seconded the motion. AIF

A quote from Albany Heating A/C & Service, Inc. included converting heating and air exchange units to natural gas in all city buildings except the Liquor Store. Hommerding Plumbing & Heating will complete the conversion at the Liquor Store since it was installed last year by Hommerding. Sue Marstein made a motion to accept the quote from Albany Heating, A/C & Service, Inc. to convert city buildings to natural gas for quoted price of \$13,482.00. Lloyd Rausch seconded the motion. AIF Albany Heating A/C & Service, Inc. will be contacted for clarification on the quote for heating unit at pump house.

Two quotes were received to pave the new vertical parking area on Main Street in front of new Everything Signs building. Aggressive Masonry quoted \$4,500 to cement the area. Tri-City paving quoted \$3,000 to lay asphalt. Following discussion, Lloyd Rausch made a motion to approve quote from Aggressive Masonry, Inc. to pour cement in new parking area for \$4,500.00. Lewis Becker seconded the motion. AIF

New Business

All budget meetings were concluded and the city budget will be finalized before December. Sue Marstein made a motion to certify the city tax levy to Stearns County at \$258,663.00. Lewis Becker seconded the motion. AIF

Sandra Meer presented a proposal for a Deputy Clerk position in the city office. Proposal includes part time office staff position for 20 hours per week, with duties and pay range outlined. Clerk/Treasurer position would be reduced to 32 hours per week. Proposal will be considered and further options investigated for space, duties, budgeting needs and logistics. Lewis Becker made motion to table the deputy clerk position proposal until October meeting. Sue Marstein seconded the motion. AIF

Since insurance premiums rose 18% at the last renewal date due to the Affordable Care Act regulations and the city is considering other options for city employees, four options were reviewed. Options included the current plan, a quote from MN Public Employees Insurance Program and a proposal from Primary Benefit Services. The mayor recommended that the City pay a set amount to employees per month at 2013-14 rates for individuals and families and the employees would work with Primary Benefit Services to get insurance coverage. He also recommended that they offer a 2% wage increase in 2015 and 3% increase in 2016 to the union employees. If union employees choose insurance coverage at 2014-15 rates then no pay increase would be offered. A meeting will be set up with the union representative to negotiate a two year contract.

There was a question on how the pedestrian road that runs from Prairie Street to school is classified? Clarification will be sought to determine if it is a sidewalk or an alley.

Announcements

Residents who are delinquent on their utility payments are: Brian Mader, Corey Johnson, Jayme Opatz, Jean Lashinski, Janice Zarbok, Tim Rudnick.

Meeting with FEMA representative at 9:00 a.m. on Friday, September 12, for the storm shelter facility.

Meeting with SEH on phosphorus levels on September 29 at 3:30 p.m. at City Hall.

Council will consider zoning ordinance variance request from Greg Waletzko at next council meeting, 7:00 p.m., October 6, 2014.

Motion to adjourn was made by Lewis Becker, seconded by Lloyd Rausch. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

AUGUST 2014	
Department	Gross Pay
General	\$ 4,963.96
Public Works	\$ 6,542.55
Fire	\$.00
Liquor	\$ 6,484.67
Total	\$18,355.18
2 pay periods ending	
8/11, 8/25	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2014-8 To 2014-8**

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

Check #	Type	Date	Vendor Name	Amount	Status
30254	C	8/7/2014	328 AllSpec Services, LLC	\$577.26	C
30255	C	8/7/2014	507 Blue Cross Blue Shield of Minnesota	\$670.00	C
30256	C	8/7/2014	507 Blue Cross Blue Shield of Minnesota	\$3,630.40	C
30257	C	8/7/2014	18 C & L Distributing, Inc	\$2,125.40	C
30258	C	8/7/2014	48 D & D Beverage	\$54.00	C
30259	C	8/7/2014	62 Ernst's Locksmith	\$85.15	C
30260	C	8/7/2014	550 Everything Signs	\$218.00	C
30261	C	8/7/2014	70 Frito-Lay, Inc	\$34.32	C
30262	C	8/7/2014	80 Gopher State One-Call, Inc	\$121.80	C
30263	C	8/7/2014	787 Granite City Jobbing Co	\$731.92	C
30264	C	8/7/2014	92 Headley Hardware	\$684.58	C
30265	C	8/7/2014	481 Heggies Pizza	\$101.10	C
30266	C	8/7/2014	614 Holdingford Gas and Grocery	\$443.04	C
30267	C	8/7/2014	508 Internet Planners, LLC	\$219.45	C
30268	C	8/7/2014	117 Jerome Schueler	\$500.00	C
30269	C	8/7/2014	118 Jim's Snowmobile & Marine	\$13.99	C
30270	C	8/7/2014	161 Mike Odden	\$75.00	C
30271	C	8/7/2014	476 Preferred Controls Corp	\$553.45	C
30272	C	8/7/2014	685 Star Publications, LLC	\$1,265.40	C
30273	C	8/7/2014	271 UC Lab	\$918.00	C

Check #	Type	Date	Vendor Name	Amount	Status
30274	C	8/7/2014	281 Viking Coca Cola Bottling	\$1,711.90	C
30275	C	8/7/2014	627 WirtzBM Wine and Spirits, Inc	\$153.82	C
30276	C	8/7/2014	360 XCEL ENERGY 51-5655037-5	\$786.79	C
30277	C	8/7/2014	358 XCEL ENERGY 51-5655040-0	\$2,421.75	C
30278	C	8/7/2014	292 Ziegler	\$24.28	C
30290	C	8/27/2014	370 Dorine Rausch	\$91.62	C
30322	C	8/27/2014	465 Sandra Meer	\$218.50	C
30326	C	8/27/2014	637 Tony Stalberger	\$82.31	C
30279	C	8/27/2014	6 AmeriPride Linen	\$74.94	O
30280	C	8/27/2014	674 Audrey Lange	\$198.60	O
30281	C	8/27/2014	9 Bernick's Pepsi-Cola	\$942.90	O
30282	C	8/27/2014	507 Blue Cross Blue Shield of Minnesota	\$3,630.40	O
30283	C	8/27/2014	828 Brian Zapzalka	\$169.50	O
30284	C	8/27/2014	18 C & L Distributing, Inc	\$1,936.40	O
30285	C	8/27/2014	24 Central-McGowan, Inc	\$35.66	O
30286	C	8/27/2014	792 CW Technology	\$222.00	O
30287	C	8/27/2014	48 D & D Beverage	\$99.75	O
30288	C	8/27/2014	655 David Yurczyk	\$64.41	O
30289	C	8/27/2014	676 Diane Konsor	\$90.00	O
30291	C	8/27/2014	52 E. A. Sween Company	\$513.52	O
30292	C	8/27/2014	550 Everything Signs	\$105.00	O
30293	C	8/27/2014	702 Fastenal	\$17.83	O
30294	C	8/27/2014	307 Florence Voss	\$29.25	O
30295	C	8/27/2014	70 Frito-Lay, Inc	\$49.68	O
30296	C	8/27/2014	787 Granite City Jobbing Co	\$673.53	O
30297	C	8/27/2014	84 Granite City Refrigeration	\$578.57	O
30298	C	8/27/2014	829 Gregory L Gerads	\$94.50	O
30299	C	8/27/2014	90 Harry's Frozen Foods	\$193.75	O
30300	C	8/27/2014	92 Headley Hardware	\$515.03	O
30301	C	8/27/2014	481 Heggies Pizza	\$139.50	O
30302	C	8/27/2014	100 Holdingford Booster Club	\$50.00	O
30303	C	8/27/2014	691 Integra Telecom	\$272.48	O
30304	C	8/27/2014	116 Jeanette May	\$103.50	O
30305	C	8/27/2014	118 Jim's Snowmobile & Marine	\$72.99	O
30306	C	8/27/2014	119 Johnson Brothers Liquor C	\$1,912.00	O
30307	C	8/27/2014	675 Kathy Gerads	\$105.80	O
30308	C	8/27/2014	333 Kathy O'Hara	\$117.10	O
30309	C	8/27/2014	831 Madonna Nentl	\$119.30	O
30310	C	8/27/2014	730 Midcontinent Business Solutions	\$171.52	O
30311	C	8/27/2014	181 MN Assoc of Small Cities	\$438.15	O
30312	C	8/27/2014	173 MN Maintenance Supply Company	\$105.27	O
30313	C	8/27/2014	176 MN Rural Water Assn	\$260.00	O
30314	C	8/27/2014	495 MN Trails	\$323.00	O
30315	C	8/27/2014	752 MN Valley Testing Labs	\$454.75	O
30316	C	8/27/2014	143 M-R Sign Co.	\$39.91	O
30317	C	8/27/2014	665 Blue Tarp Financial	\$104.36	O
30318	C	8/27/2014	198 Opatz Excavating	\$807.50	O
30319	C	8/27/2014	207 Postmaster	\$102.00	O
30320	C	8/27/2014	208 Principal Financial Group	\$560.90	O
30321	C	8/27/2014	830 Richard Majeski	\$52.99	O
30323	C	8/27/2014	750 St Cloud Times #1076	\$31.00	O
30324	C	8/27/2014	258 The Nut Man	\$92.00	O
30325	C	8/27/2014	263 Tom's Refuse	\$5,116.83	O
30327	C	8/27/2014	804 Toshiba Financial Services	\$99.12	O
30328	C	8/27/2014	728 Tri-State Pump & Control, Inc.	\$490.00	O
30329	C	8/27/2014	339 Verizon Wireless	\$145.30	O
30330	C	8/27/2014	281 Viking Coca Cola Bottling	\$1,791.33	O
30331	C	8/27/2014	627 WirtzBM Wine and Spirits, Inc	\$359.16	O
30332	C	8/27/2014	360 XCEL ENERGY 51-5655037-5	\$714.39	O
30333	C	8/27/2014	359 XCEL ENERGY 51-5655038-6	\$1,268.55	O
30334	C	8/27/2014	383 XCEL ENERGY 51-5655041-1	\$784.16	O
30335	C	8/27/2014	519 XCEL ENERGY 51-8242904-3	\$38.05	O
				Cleared	\$18,513.23
				Outstanding	\$27,478.13
				Void	\$0.00