

## COUNCIL MEETING

**DATE:** October 9, 2012

**TIME STARTED:** 7:00 p.m.

**TIME ENDED:** 8:45 p.m.

**MEMBERS PRESENT:** Mayor Doug Pomplun; Councilmember, Cindy Fahey, Todd Kiecker, Lois Gilles, Brad Augustin.

**MEMBERS ABSENT:**

Staff members present: Clerk Treasurer Administrator Marcia Seibert-Volz. Craig Marti, Supt. Utilities/Streets, City Attorney Tom VanHon.

Meeting was called to order by Mayor Doug Pomplun.

**APPROVAL OF THE AGENDA:** Motion by Lois Gilles, second by Cindy Fahey to approve agenda. Motion carried.

**UNFINISHED BUSINESS:** Fire Department membership split between Fire/1<sup>st</sup> Responder and EMT-B. James Schroder, Fire Chief, was present. He informed the council there were thirty (30) prospects contacted. There are two (2) people that want to be members of both Fire and EMT-B, seven (7) prospect that want to be only Fire-First Responders, Four (4) that want to be only EMT-B, five (5) want to be contacted next year for consideration and eight (8) responded no to both. Discussion took place on minimum and maximums for the membership. Following discussion a motion was made by Brad Augustin, second by Todd Kiecker to allow thirty (30) members on the roster with a minimum of twenty-five (25) Fire/First Responders and a minimum of twenty (20) EMT-B. Motion carried.

Motion was made by Brad Augustin, second by Todd Kiecker to set wage for First Responders driving the ambulance at \$ 12.00 per hour. Motion carried.

Motion by Lois Gilles, second by Cindy Fahey to approve Dylan Selbrade and Brian VanEpps for employment as Fire/First Responders and EMT-B contingent on passing physical exam and physical agility test. Motion carried.

Members not meeting the quota for meetings, drills and calls will have their names submitted to the City Administrator and City Attorney for review. This will occur on a quarterly basis.

**PUBLIC HEARING:** None

**PRESENTATIONS:** None

**BID OPENING & QUOTES:** Street patching quotes:

MR Paving	\$ 13,810.00
WM Mueller	\$ 9,808.00 (option 1)

Motion by Brad Augustin, second by Todd Kiecker to accept WM Mueller contract for patching in the amount of \$ 9,808.00. Motion carried.

**CONSENT AGENDA:** Motion by Todd Keicker, second by Lois Gilles to approve consent agenda. Motion carried.

- 7.1 Approval of minutes dated September 11, 2012
- 7.2 Dakota Supply Group Pay Est. 9 \$ 5,030.45
- 7.3 Dakota Supply Group Change Order-Contract extension June 16, 2013.
- 7.4 General Construction pay est. 4 \$ 90,250.00
- 7.5 Kuechle Pay est. # 6 \$ 283,728.55
- 7.6 Deming Construction Pay est. 2 \$ 47,414.02
- 7.7 Deming Change order # 1 \$ 690.00.
- 7.8 Project One Pay est. 7 \$ 31,440.00 – final
- 7.9 Pay estimate # 11 for Salonek \$ 6,118.00

7.10 Approve application for Bingo-American Legion Auxiliary  
 7.11 Claims for payment

**CLAIMS FOR PAYMENT:**

A&B Business Equipment	COPIER MAINT CONTRACT	97.98
ABM Equipment & Supply	SWEEPER PARTS	864.76
American Red Cross - Healt	LIFEGUARD TRAINING	245.00
Ameripride Linen Services	LAUNDRY - LIQUOR STORE	194.58
Apex Envirocare Ltd	ASBESTOS INSP - FD BURN	487.00
Arctic Glacier	ICE	95.18
Arneson Distributing Inc	BEER & POP	812.60
Auto Clinic	REPAIRS - GRASS RIG	335.90
Barnes & Noble	books	136.25
Bernicks Pepsi Cola	ICE MACHINE RENT & POP	830.68
Bernie Wenner	BUILDING INSPECTOR	1,140.00
Bolton & Menk	WATER TOWER PROJECT	23,675.00
Border States	SHOP SUPPLIES	233.87
Bound Tree Medical, LLC	AMBULANCE SUPPLIES	47.88
Casey's	GAS	697.96
Center Point Large Print	library books	47.23
Central Minnesota Municip	Power purchased CMMPA	18,781.23
CenturyLink	TELEPHONE	1,306.78
Chip Steak & Provision Com	SUPPLIES FOR RESALE	1,114.21
Chopper DJ	Chopper DJ liquor store	750.00
Chuck Firle	GRAVEL & BLACK DIRT	620.00
City of Fairfax	utility bills	6,237.73
Clobes Sanitation	GARBAGE	3,257.40
Corner Cafe	ELECTION EXPENSE	66.91
Creative Product Source In	POLICE SUPPLIES	1,197.00
Dakota Supply Group	WATER METER PROJECT PMT	5,030.45
Dave's Full Service	GAS	723.50
Deming Construction	PAY ESTIMATE 2	47,414.02
Department of Energy-WAPA	POWER PURCHASED	24,298.17
Doug's Lawn & Landscaping	BASEBALL FIELD MAINT	1,118.34
Duebers	SUPPLIES	44.66
ESS Brothers & Sons Inc	HANDICAP BLOCKS FOR SIDEWALKS	1,009.97
Election Systems & Softwa	election equipment maint.	357.00
Energy Economics, Inc.	TEST SO CENTRAL GAS METER	390.75
Fairfax Body Shop	REPAIRS SQUAD CAR	1,141.78
Fairfax Postmaster	POSTAGE - UTILITY BILLS	313.89
Fairfax Printing	NATURAL GAS BROCHURES	515.14
Fairfax Standard	OFFICE EXP - LIBRARY	114.76
Fairfax TV & Appliance	COOLER REPAIR - BAR	378.48
Fairfax Veterinary Clinic	BOARDING FEES	135.50
Farm Merchantile Inc.	SUPPLIES - FD	1,627.75
Ferguson Waterworks	WATER SUPPLIES	869.17
First Systems Technology I	WELL & LIFT STATION REPAIR	1,009.50
Fleet Services - Dept of A	LEASE PMT - SQUAD CAR	658.13
Frontier Bar	SUPPLIES	77.65
General Construction Servi	WATER TOWER PROJECT PMT	90,250.00
Gopher State One Call	LOCATES	61.00
Groebner & Associates	GAS SUPPLIES	2,031.44
Harry's Frozen Food	SUPPLIES FOR RESALE	95.00
Hawkins Water Treatment	CHEMICALS	551.89
Heggies Pizza	SUPPLIES FOR RESALE	516.45
Hermel Wholesale	SUPPLIES FOR RESALE	602.79
J.T. Services	ELECTRIC SUPPLIES	2,149.63
Jerry's Transmission Servi	TANKER REPAIR	555.51
John Deere Financial	EQUIPMENT REPAIRS	29.55
Johnson Bros. Wholesale	LIQUOR PURCHASED	2,158.28
Kiecker Plumbing & Heating	POOL REPAIRS	1,137.40
Kuechle Underground Inc	PAY ESTIMATE 6	283,728.55
L.M.C.I.T.	INSURANCE PREMIUM	53,624.00
Locher Bros. Inc.	BEER	7,019.05
MN Department of Revenue	SALES TAX - SEPT	9,406.00
MN Dept Labor & Industry	BOTLER LIC FEE - POOL	20.00
MN Dept. of Health	exam fee for water license-EF	32.00
MN Municipal Utilities As	TRAINING PROGRAMS	7,714.75
MN Pollution Control	renew WTPP license-Jack	23.00

MN Rural Water Assn.	WATER TRAINING - JACK	100.00
MN Valley Testing Lab.	WATER SAMPLE TESTING	25.50
Marcia Seibert-Volz	MILEAGE	68.93
Matheson Tri-Gas Inc	BEER GAS	94.37
Maynard's of Fairfax	SUPPLIES FOR RESALE	487.33
Mediacom	CABLE TV & INTERNET - BAR	437.47
Merchant Services	LIQUOR CREDIT CARD FEES SEPT	481.15
Mikes Auto Parts	TRUCK MAINT SUPPLIES	211.17
Missouri River Energy Ser	MONTHLY FEE	500.00
New Ulm Public Utilities	REPAIR ODORIZER AT TBS	68,984.94
North EMS Educations	TRAINING - FD	902.50
Northern Lights Dist.	SUPPLIES FOR RESALE	2,341.42
Odor-Tech LLC	NATURAL GAS ODORANT	10,229.51
Phillips Wine & Spirits	LIQUOR	381.35
Pitney Bowes Inc.	POSTAGE	397.90
Public Safety Center, Inc	POLICE SUPPLIES	206.97
RDJ Specialties Inc	SAFETY NIGHT EXP - PD	611.17
RVS Shredding	DOCUMENT SHREDDING	30.00
Red Feather	SUPPLIES	135.20
Renville Co. Recorder	PFA Land Declaration	46.00
Renville County	LANDFILL FEES	2,854.50
Revtrak Inc	REVTRAK FEES - SEPT	528.33
Royal Tire	repair tire ambulance	446.46
Searles Well Drilling Inc	WELL REPAIR	5,482.65
Southern Wine & Spirits of	LIQUOR	1,984.93
Star & Tribune	SUBSCRIPTION - LIQUOR STORE	85.80
Steve's Bakery	SUPPLIES FOR RESALE	159.55
Tapper's Beer Line Servic	CLEAN BEER TAPS	32.50
Tierney Brothers Inc	SMART BOARD - LIBRARY	7,703.92
Tow Distributing Corp.	BEER	2,688.33
Verizon Wireless	INTERNET - PD	351.55
Viking Coca-Cola Bo. Co.	POP	104.50
WBM Wine & Spirits Inc.	LIQUOR	1,566.46
Weis Oil	GAS	385.76
Xcel Energy	MISO CHARGES	4,929.75
Younger & Walton PLLC	ATTORNEY FEES	1,000.00
Payroll Expense		42,639.48

**RS FIBER:** RS Fiber is experiencing difficulty in obtaining an opinion from bond counsel for the individual communities. The executive board is checking different bond counsel attorneys to offer an opinion for the RS Fiber project on behalf of the thirteen communities.

**CLOBES SANITATION:** John Clobes requested the council renew the current sanitation contract for another two (2) years. Motion by Lois Gilles, second by Cindy Fahey to approve renewing the Sanitation contract with John Clobes at the current rate of \$ 3,000.00 per month. Motion carried.

**2013 BUDGET:** Discussion took place on how the shortfall in the water fund budget should be addressed. The council succinct conclusion was to utilize the water fund reserve rather than increase water rates. The council approved budgeting \$ 17,000.00 for 2013 budget from the water fund reserve.

**STAFF REPORTS:**

Marcia Seibert-Volz: Building Permits issued in September follow:

• Gordon Lee	shingle	\$ 11,500.00
• Nancy Bubholdt	shingle	6,890.00
• Jerome Fahey	shingle	8,500.00
• Manuel Munoz	shingle	1,500.00
• Robert Meyer	siding/windows	8,000.00
• Perry Wiechmann	siding & shingles	6,500.00
• Randy Linsmeier	shingle	2,000.00
• Michelle Trapp	siding & shingles	6,500.00
• Bob Kaukola	shingle	6,000.00

• Marion Clobes	windows	1,700.00
• Mary Jane Bakken	furnace	2,700.00
• Regina Jandl	shingle	6,500.00
• Bernadette Boyum	shingle	4,500.00
• Karla Derousse	shingle	4,500.00
• Keith Cranston	shingle	800.00
• John Weldy	shingle	4,500.00
• Diane Arndt	shingle	8,000.00
• Bea Schweiss	shingle	6,165.00
• Brad Borth	shingle/windows	8,000.00
• Harlan Helgren	shingle	13,800.00

**REPLACEMENT OF WINDOWS AT LIBRARY:** General consensus of the council was to proceed with action to negotiate replacement of the windows on the west side of the library.

**SPECIAL ASSESSMENT HEARING:** Motion was made by Lois Gilles, second by Cindy Fahey to adopt Resolution 2012-24 calling for a final special assessment hearing. Motion carried.

**RESOLUTION 2012-24  
Resolution for Hearing on Proposed Assessment**

WHEREAS, the city clerk is directed to prepare a proposed assessment of the cost of 2012 Street Improvement Project.

WHEREAS, the clerk has notified the council that such proposed assessment will be completed and filed in her office for public inspection two weeks prior to public hearing.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FAIRFAX, MINNESOTA:

1. A hearing shall be held at 7:00 P.M. on NOVEMBER 13th, 2012 in the city hall located at 18 FIRST ST SE to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Fairfax, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Fairfax the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

**POLICE DEPARTMENT:** Motion was made by Lois Gilles, second by Cindy Fahey to draft specs for the remodeling of the old library into the police department. Marcia and Kevin Hagen ar to work on drafting specs and advertising for bids. Motion carried.

**JOB DESCRIPTIONS:** Job descriptions for the Fire/First Responder and EMT-B were presented for approval to the city council. Motion by Brad Augustin, second by Lois Gilles to approve the job descriptions presented. Motion carried.

Craig Marti:

- Street Construction Project update. Seeding boulevards will start next week.

- AMR meter installation is almost complete. Still need to find some connections and repairs to curb stop connections.
- Water tower should be operational in thirty (30) days.
- Questioned whether the snow plow truck should be advertised again. Council, upon general consensus, approved advertising.

Kevin Hagen: Police report was given by Chief Hagen.

**COMMITTEE REPORTS:**

Police Committee: The police committee had discussed with Franklin the twenty (20) hours per week contract. Franklin requested a reduction in the contract amount if the hours were within the Fairfax schedule hours. Since the call load is not predictable it was suggested by the committee that Fairfax hire a half time police officer for this contract and assess the cost to Franklin. The hourly cost has been determined to be \$ 44.19. General consensus of the council concurred with the committee's decision.

Liquor Committee: Minutes were presented.

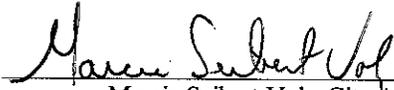
**COORESPONDENCE**: Minnesota Department of Health notifying the city to initiate a Wellhead Protection Plan by November 1, 2012 and completing it by November 1, 2015.

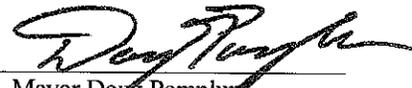
Minnesota Department of Health issued a sanitary survey report for Fairfax Public Water Supply for Council review. Two management/operation recommendations were made. 1. To have a valve exercising and replacement program initiated. 2. a comprehensive program of cross-connections surveillance should be instituted to protect the water supply.

**COUNCIL CONCERNS**: Todd Kiecker addressed the issue of barking dogs. Kevin Hagen was directed to check on the matter.

**ADJOURNMENT**: Motion by Brad Augustin, second by Lois Gilles to adjourn at 8:45 p.m. Motion carried.

ATTEST:

  
 Marcia Seibert-Volz, City Administrator

  
 Mayor Doug Pomplun