

COUNCIL MEETING

DATE: November 12, 2014

TIME STARTED: 7:00 p.m.

TIME ENDED: 800 p.m.

MEMBERS PRESENT: Mayor Doug Pomplun, Lois Gilles, Todd Kiecker, Brad Augustin, Cindy Fahey

MEMBERS ABSENT: none

Staff members present: Clerk Treasurer Administrator Marcia Seibert-Volz, Eric Nelson, Supt. St. & Utilities, City Attorney Justin from Walton & Younger.

Meeting was called to order by Mayor Doug Pomplun.

APPROVAL OF THE AGENDA: Motion by Lois Gilles, second by Cindy Fahey to approve the agenda with removal of #9 Kathy Willing. Motion carried.

UNFINISHED BUSINESS: None.

PUBLIC HEARING: 2014 Street Special Assessments. No citizens were present to address the council on the special assessments. Motion by Todd Keicker, second by Cindy Fahey to adopt Resolution 2014-16 approving the 2014 street with the inclusion of 4.65% as the interest rate. Motion carried.

RESOLUTION 2014-16
Certification of Special Assessments

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for Street Improvement of 2014, and has amended such proposed assessment as it deems just:

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Fairfax, Minnesota as follows:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein hereby found to be benefitted by the proposed improvement.
2. Such assessments shall be as follows:
 - a. The assessments shall be payable in equal annual installments including principal and interest extending over a period of 15 years, with interest at the rate of 4.65 percent per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2015. Interest shall accrue from an after December 31, 2014.
 - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the City Treasurer, and thereafter at any time prior to November 20 of any year pay to the County Auditor, the whole of the principal amount of the assessment on such property provided that no such prepayment shall be accepted without payment of all installments due to and including December 31 of the year of prepayment, and the original principal amount reduced only by the amounts of principal included in such installments computed on an annual amortization basis.
3. The Clerk Treasurer Administrator shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Motion by Lois Gilles, second by Todd Kiecker to approve the 2012 street assessment that had been deferred along with 2014 Delinquent utility bills to be certified on respective properties. Motion carried.

BID & QUOTES: Two quotes for the environmental analysis of the underground fuel storage tank in the city hall parking lot were received:

American Engineering & Testing	\$7,662.50
Cardno ATC	\$9,961.00

Motion by Lois Gilles, second by Cindy Fahey to contract with American Engineering & Testing in the amount of \$ 7,662.50. Motion carried.

PRESENTATIONS: None

CONSENT AGENDA: Motion by Todd Kiecker, second by Cindy Fahey to approve consent agenda. Motion carried.

- Approval of the minutes from the regular meeting dated October 14, 2014.
- Final Pay Estimate 11 Kuechle Underground, Inc. \$ 52,104.45
- Partial Pay Est. #3 Land Pride Construction \$ 50,127.00.
- 2015 Lutheran Social Service Nutrition Contract
- Casey's Off Sale 3.2 Beer License
- Claims for payment:

4-Square Builders	ELECTRIC WAREHOUSE ROOF	1,763.00
A&B Business Equipment	COPIER MAINT CONTRACT - AUG	247.59
Ameripride Linen Services	LAUNDRY - BAR	430.65
Arneson Distributing Inc	SUPPLIES FOR RESALE	2,653.73
Arnold's of Glencoe	EQUIPMENT REPAIRS	51.60
Bargen Inc	CRACK REPAIR	1,623.00
Bernicks Pepsi Cola	ICE MACHINE RENT & POP	858.15
Bernie Wenner	BUILDING INSPECTOR	559.00
Bolton & Menk	2012 ST PROJECT	2,720.50
Border States	GAS & ELECT SUPPLIES	1,811.77
Bound Tree Medical, LLC	AMBULANCE SUPPLIES	437.21
Brian Palmer	EMT TRAINING	407.12
Capital One, F.S.B.	liquor & general office exp.	304.49
Casey's	FUEL DISCOUNT	316.81
Central Minnesota Municip	Power purchased	18,169.85
CenturyLink	phones	1,272.11
Chip Steak & Provision Com	SUPPLIES FOR RESALE	765.09
Chuck Firlle	20 YDS GRAVEL	660.00
Chuck Spaeth Ford Inc.	REPAIRS 1999 FORD	636.86
City of Fairfax	UTILITY BILLS	11,391.50
Clobes Sanitation	GARBAGE	3,285.48
Crab Tree Companies	ANNUAL RENEWAL LASERFICHE SUPP	773.00
Crysteel Dist. Inc.	snow plow part	115.93
Dakota Supply Group	GAS METERS	1,345.75
Dave's Full Service	GAS	941.20
Department of Energy-WAPA	POWER PURCHASED	22,029.03
Designer Curb	CITY SIGN MAINTENANCE	1,050.00
Early Bird Bakery	ELECTION EXPENSE	8.40
Econo Signs	STREET SIGNS	673.26
Elaine Grosklags	2014 CIP REBATE	25.00
Fahey-Klages Tiling	REPLACE SEWER - CITY HALL	4,480.00
Fairfax Mobil Mart	gas	323.80
Fairfax Postmaster	POSTAGE - UTILITY BILLS	228.84
Fallen Kingz	BAND EXPENSE	800.00
First Systems Technology I	LIFT STATION MAINTENANCE	475.00
Frontier Bar	SUPPLIES - BAR	127.09
Gopher State One Call	LOCATES	82.85
Groebner & Associates	ZIEGLER GAS SERVICE UPGRADE	212.16
Harry's Frozen Food	SUPPLIES FOR RESALE	218.00
Hawkins Water Treatment	CHEMICALS	15.00
Heggies Pizza	SUPPLIES FOR RESALE	777.75
Hermel Wholesale	SUPPLIES FOR RESALE	1,848.49
Indian Island Winery	WINE	438.72
Infratech	UTILITY LOCATOR	3,742.10
Jahnke Water Inc.	WATER - LIBRARY	5.85
Johnson Bros. Wholesale	LIQUOR	2,377.85
KEEPRS Inc/Cy's Uniforms	UNIFORM EXPENSE - PD	346.07

Kuechle Underground Inc	FINAL PAY EST 2012 ST PROJECT	52,104.45
Land Pride Construction LL	PAY EST 3 2014 ALLY PROJECT	50,127.00
Locher Bros. Inc.	BEER	6,859.65
MCFOA Region V	MCFOA Region V	15.00
MN Dept Labor & Industry	POWER PLANT PERMIT	50.00
MN Valley Testing Lab.	WATER SAMPLE TESTING	51.00
Marcia Seibert-Volz	MILEAGE	49.28
Martin Trucking, LLC	FREIGHT	87.60
Matheson Tri-Gas Inc	BEER GAS	236.37
Maynard's of Fairfax	SUPPLIES FOR RESALE	487.45
Mediacom	CABLE TV & INTERNET - BAR	556.35
Mikes Auto Parts	TRUCK MAINT SUPPLIES	624.22
Minnesota South Central In	TRAINING - PD	150.00
New Ulm Public Utilities	PURCHASE NATURAL GAS, TRANSP. INSTALL	124,493.35
North Ambulance	INTERCEPT 11-6-14	225.00
Northern Lights Dist.	SUPPLIES FOR RESALE	3,672.40
Northland Trust Services I	BOND PAYMENT	259,906.25
O & S Construction	PLOW GAS & ELECT LINE	4,296.60
Odor-Tech LLC	ODORANT	4,395.47
Office Ally	AMBULANCE FEE	19.95
Pioneerland Library Sys.	4TH QTR REQUEST	8,435.25
Pitney Bowes Inc.	POSTAGE	51.63
PrintWear Graphics	VINYL LETTERING - ST.	80.00
Quality Resource Group Inc	LASER CHECKS - GENERAL CKG	928.99
RVS Shredding	SHREDDING SERVICE	30.00
Red Feather	SUPPLIES - BAR	70.75
Renville Co. Recorder	RECORD NOTARY - CHRIS	20.00
Renville County	LANDFILL FEES	2,783.25
Revtrak Inc	OCT REVTRAK FEES	696.97
Southern Wine & Spirits of	LIQUOR	1,151.31
Standard-Gazette & Messeng	ADVERTISING & PRINTING	831.48
State of MN	OPS QUARTERLY ASSESSMENT	35.23
Tapper's Beer Line Servic	CLEAN BEER TAPS	52.00
Total Register Systems	CASH REGISTER PAPER	96.00
Tow Distributing Corp.	BEER	2,660.09
USA Blue Book	SHOP SUPPLIES	425.10
Verizon Wireless	PD PHONE	340.29
Viking Coca-Cola Bo. Co.	POP	203.50
WBM Wine & Spirits Inc.	LIQUOR	1,140.21
Weis Oil	GAS	799.43
Westman Freightliner	RECEPTACLE FOR WATER TRUCK	59.88
Younger & Walton PLLC	ATTORNEY FEES	2,000.00
Ziegler, Inc.	MAINTENANCE ON GENERATOR	4,646.79
Payroll Expense		51,088.22

CANVASS OF ELECTION:

**CITY OF FAIRFAX
CANVASS OF ELECTION**

The following is a true and correct statement of the results of the counting and canvass of voted ballots at the City Election held November 4, 2014 as proclaimed to the voters by the Clerk of the Election.

FOR THE OFFICE OF MAYOR:

Lois Gilles	200
Write In	139

FOR OFFICE OF THE COUNCIL (Four Year Term)

Jenny Hazelton	260
Joshua Bunkers	282
Write In	22

Following the examination of the City election returns of November 4, 2014 a motion duly made by Todd Kiecker, second by Cindy Fahey, it was voted to approve the returns of said election and results as reported by the Judges thereof; and direct the City Clerk-Treas. Administrator to include the statements of results of the canvass of said election with and as part of the minutes of this meeting.

FIRE DEPARTMENT – FIRE CHIEF: James Schroeder, Fire Chief, was present to request the amount for calls, drills and meetings be increased. Motion by Lois Gilles, second by Todd Kiecker to pay \$ 7.00 per drill, call, and meetings for 2014 and to be reviewed annually at the November council meeting. Motion carried.

ADMINISTRATOR EVALUATION: The individual to be evaluated is Marcia Seibert-Volz. Marcia Seibert-Volz is employed as City Administrator. Pursuant to Minnesota Statutes Section 13D.05 the proposed closed meeting must be open at the request of Marcia Seibert-Volz. Do you Marcia Seibert Volz request the meeting be open and not closed? Yes. Evaluation was performed and the overall evaluation averaged 4.75. 4 is consistently excels in most categories and 5 is excels in all categories.

Motion by Cindy Fahey, second by Todd Kiecker to approve the Personnel Committee’s recommendation increasing the COLA percentage at 1.8% and pay step increases for all employees that received a favorable evaluation with the exception of employees that are in their probationary period. Council approving the addition of Marcia Seibert-Volz on the step increase adjustment. Motion carried.

The following increases are recorded:

1.8% COLA and Step Increases for:

- Kaitlyn Frederickson
- Scott Froelich
- Denny Adamski
- Craig Marti
- Joel Grejtak
- Eric Fahey
- Chris Jandl
- Marcia Seibert-Volz

Part time employee wage considerations are as follows:

- Lifeguards .25 cents per hour increase
- WSI .25 cents per hour increase
- Asst. Mgr. .25 cents per hour increase
- Pool Mgr. step increase
- Jim Prax. 25 cents per hour increase
- First Responders .25 cents per hour increase
- Jack Kiecker .25 cents per hour increase
- Elaine Grosklags .25 cents per hour increase
- PT Bartenders .25 cents per hour increase (based on favorable evaluations)
- Election judges .25 cents per hour increase
- PT Police & Ambulance Personnel increased from \$ 16.21 to \$ 17.00 per hour.

STREET COMMITTEE RECOMMENDATIONS: The Street Committee recommended doing the following street segments presented by Bolton & Menk: Segment 1, 6B, 17. Engineer total estimate for segments is \$ 490,985.13. Motion by Lois Gilles, second by Todd Kiecker to approve the recommendation for street improvements including segment 1, 6B, and 17. Motion carried.

Curfew Ordinance corrections: Police Committee presented the Curfew Ordinance for corrective action. Chapter 106-1 letter A. Change “or” to “and” stating the following: A. 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday and Thursday until 5:00 a.m. of the following day; and

Letter B. To read: 12:01 a.m. until 5:00 a.m. on any Friday or Saturday.

Motion by Brad Augustin, second by Cindy Fahey to approve the corrections stated to the Curfew Ordinance. Motion carried.

STAFF REPORTS:

Marcia Seibert-Volz, City Administrator

The following building permits were presented to City Council:

Jerry Steinbach	310 1 st St. SE	Misc. repairs	500.00
Fairfax EDA	133 1 st St. SE	Roof	27,723.00
Scott Hillman	709 1 st St. SE	Shingle	8,500.00
Brad Kiecker	21 1 st St. NE	Windows/Doors	10,000.00

TREE SHELTER BELT: Council received an estimate and preliminary plan on the shelter belt proposed for the street right-of-way extending on 2nd Ave. NW North of Pat Schreiner residence. Action was tabled until the March 2015 meeting.

GOLF CART PERMITS: In order to drive golf carts on city streets a permit is required. Motion by Brad Augustin, second by Todd Kiecker to set the permit fee at \$ 10.00. Motion carried.

Liquor Committee Recommendations: Kaitlyn Frederickson, Liquor Store Manager, presented Liquor Committee recommendation for hiring Kaitlyn Schultz for part time bartender and cook starting at \$ 10.00 per hour. Motion by Lois Gilles, second by Todd Kiecker to hire Kaitlyn Schultz for part time bartender and cook at \$ 10.00 per hour. Motion carried.

Supt of Streets & Utilities, Eric Nelson:

Replacement of Pole for the 69KV transmission line is still in the process. The pole has been ordered.

Salt/Sand mixture has not been delivered to the County shed in Fairfax yet for sanding streets.

Snow removal contracts are being signed. No change has been requested in contract amounts.

Police Chief sent a notice to property owner at 108 1st. ST SW to clean up lot. Motion by Lois Gilles, second by Cindy Fahey to clean up piling of furniture, appliances, and a trailer outside the home and other materials including over grown trees and weeds/lawn if the property owner does not comply within the time specified and assess the cost to the property taxes. Motion carried.

Motion by Lois Gilles, second by Cindy Fahey to adjourn. Meeting adjourned at 8:00 p.m. Motion carried.



Mayor Doug Tomplun

ATTEST:



Marcia Seibert-Volz, City Administrator