

## COUNCIL MEETING

**DATE:** February 11, 2014

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

**TIME ENDED:** 8:20 p.m.

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

**MEMBERS ABSENT:** none

Staff members present: Clerk Treasurer Administrator Marcia Seibert-Volz, Craig Marti, Supt. St. & Utilities, City Attorney Aaron Walton.

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 the as presented. Motion carried.

**UNFINISHED BUSINESS:** None.

**PUBLIC HEARING:** None

**PRESENTATIONS:** Duane Hansel, Bolton & Menk, presented the 2014 Street Project Improvement to the Council. Motion by Brad Augustin, second by Todd Keicker to adopt Resolution 2014-03. Motion carried.

### **RESOLUTION 2014-03**

#### **RESOLUTION RECEIVING REPORT, CALLING HEARING ON IMPROVEMENT AND ADVERTISING FOR BIDS.**

**WHEREAS,** pursuant to resolution of the council a report has been prepared by **Bolton & Menk** with reference to the improvement of Alley Block 1, and Alley Block 2, Original Plat. This report was received by the council on February 11, 2014.

**WHEREAS,** The Council has been advised by the consulting engineers that said Street Improvement of 2014 are necessary, cost-effective, and feasible and should be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer Administrator.

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

1. Bolton & Menk is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
2. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$ 261,190.80.
3. A public hearing shall be held on such proposed improvement on the 25th day of March 2014, at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.
4. The City Council shall advertise for bids. The Clerk Treasurer Administrator shall cause to be inserted in the official paper and in the Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 3 weeks, shall specify the work to be done shall state that bids will be opened on March 13<sup>th</sup>, 2014 at 10:00 a.m. in the council chambers and will be considered by the council on Tuesday, March 25th, 2014 at 7:00 p.m. and that no bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the city for 5 % of the amount of each bid.

Alison Girres, Pioneerland Library was present to review the 2013 library report. Presented circulation statistics, hours opened and events & activities held at the Library.

**BID OPENING & QUOTES:** None

**Consent Agenda:** Motion by Cindy Fahey, second by Lois Gilles to approve the consent agenda. Motion carried.

- Approval of minutes dated January 14, 2014.
- Claims for payment

4-Square Builders	BUILDING MAINT SUPPLIES	15.28
A&B Business Equipment	COPIER MAINT CONTRACT	90.54
AGGW Cable Commission	CABLE ACCESS FEE 2014	1,000.00
Ameripride Linen Services	LAUNDRY - BAR	414.61
Arneson Distributing Inc	BEER & POP	1,044.15
Bernicks Pepsi Cola	ICE MACHINE RENT & POP	901.43
Bernie Wenner	BUILDING INSPECTOR	100.00
Bolton & Menk	2012 STREET PROJECT	760.00
Border States	ELECTRIC SUPPLIES	1,843.45
Bound Tree Medical, LLC	AMBULANCE SUPPLIES	705.89
Capital One, F.S.B.	INTEREST CHARGE PURCHASES	607.33
Casey's	GAS	461.64
Central Minnesota Municip	Power purchased	47,353.36
CenturyLink	phones	1,245.08
Chip Steak & Provision Com	SUPPLIES FOR RESALE	1,068.96
Chuck Spaeth Ford Inc.	Police car repair	761.88
City of Fairfax	UTILITY BILLS	16,584.15
City of Winthrop	FINGERPRINT KITS - PD	5,060.54
Clobes Sanitation	GARBAGE	3,339.30
Dakota Supply Group	STREET LIGHT METER	107.02
Dave's Full Service	GAS	539.20
Davis Typewriter Co Inc	OFFICE SUPPLIES - BAR	1,330.83
Department of Energy-WAPA	POWER PURCHASED	27,553.12
Digital Ally	OFFICE SUPPLIES - PD	42.13
Distilled Band	BAND EXPENSE	700.00
Diversified Inspections	ANNUAL SAFETY INSPECTIONS	900.45
Elaine Grosklags	CLEANING SUPPLIES	18.15
Eric Fahey	license	50.25
Fairfax C & C	2014 DUES - BAR	60.00
Fairfax Postmaster	POSTAGE - UTILITY BILLS	354.92
Farm Merchantile Inc.	LIQUOR STORE SUPPLIES	3,432.80
Frandsen Bank & Trust	BANK DEPOSIT SLIP BOOKS	92.44
Frontier Bar	SUPPLIES FOR RESALE	215.57
Gary Gehring	DOG KENNEL PLANS	60.00
Gopher State One Call	ANNUAL FEE	100.00
Hach Company	CHEMICALS	122.41
Harry's Frozen Food	SUPPLIES FOR RESALE	168.00
Hawkins Water Treatment	CHEMICALS	35.00
Heggies Pizza	SUPPLIES FOR RESALE	654.25
Hermel Wholesale	SUPPLIES	1,137.23
Indian Island Winery	WINE	653.76
Jared Swanson	MILEAGE FIRE FIGHTER TRAINING	185.89
Jim Schroeder	CIP REBATE	25.00
Joel Grejtak	Joel Grejtak	50.25
John Deere Financial	EQUIPMENT MAINTENANCE	235.36
Johnson Bros. Wholesale	LIQUOR	2,466.40
KEEPRS Inc/Cy's Uniforms	UNIFORM EXPENSE - PD	14.88
L.M.C.I.T.	Deductible Work Comp claim	500.00
Little Falls Machine, Inc	TRUCK MAINT - CURB SHOE	146.73
Locher Bros. Inc.	BEER	6,268.65
MN Department of Commerce	2014 LEC UTILITY INVOICE	21.56
MN Municipal Utilities As	TRAINING - CRAIG	7,817.00
MN Public Facilities Autho	BOND PAYMENT	60,424.78
MN Valley Testing Lab.	STANDARD OIL TEST	65.50
MN West Community & Tech	MEMBERSHIP FEE - PD	350.00
Martin Trucking, LLC	FREIGHT	102.40
Matheson Tri-Gas Inc	BEER GAS	109.90
Maynard's of Fairfax	SUPPLIES FOR RESALE	370.74
Mediacom	CABLE & INTERNET - BAR	612.16
Merchant Services	LIQUOR CREDIT CARD FEES	431.62
Midwest Machinery Co	PAYLOADER MAINTENANCE	79.73
Mikes Auto Parts	SHOP SUPPLIES	1,074.50
New Ulm Public Utilities	TRANSPORTATION CAPACITY	202,080.81

North Ambulance	INTERCEPT 1-29-14	225.00
North Star Pump Service	LIFT STATION REPAIR	422.50
NorthAmerican Bancard	Basic service fee	20.00
Northern Lights Dist.	SUPPLIES FOR RESALE	3,125.20
Oxygen Service Company	medical oxygen for ambulance	30.83
Phillips Wine & Spirits	LIQUOR	121.00
Pitney Bowes Inc.	POSTAGE	50.67
Premium Waters Inc	WATER - PD	39.26
RVS Shredding	SHREDDING SERVICE	30.00
Renville County	LANDFILL FEE	2,570.50
Revtrak Inc	REVTRAK FEES JANUARY	1,010.67
Ridgewater College	EMT TRAINING	1,331.27
Rosemary Vait	CIP REBATE	35.00
Schweiss Welding	BOBCAT REPAIR	5,488.52
Sid's Signs	PD SIGN	1,152.88
South Central College	NIMS TRAINING FD	550.00
Southern Wine & Spirits of	LIQUOR & WINE	2,296.60
Standard-Gazette & Messeng	ADVERTISING - BAR	130.10
State of MN	OPS METER ASSESSMENT	106.25
Steve's Bakery	SUPPLIES FOR RESALE	157.86
Stryker Sales Corp	AMBULANCE CAP OUTLAY	15,139.61
Tapper's Beer Line Servic	CLEAN BEER TAPS	32.50
Tow Distributing Corp.	BEER	4,462.41
United Farmers Coop	BOBCAT PARTS	167.16
Verizon Wireless	TELEPHONE	341.21
Viking Coca-Cola Bo. Co.	POP	300.00
WBM Wine & Spirits Inc.	LIQUOR	1,083.51
Weis Oil	KEROSENE	1,933.55
Wine Merchants	WINE	120.00
Younger & Walton PLLC	ATTORNEY FEES	2,036.24
Ziegler, Inc.	EQUIPMENT REPAIRS	106.84
Payroll Expense		44,695.22

**WAGE AND EVALUATIONS** Motion by Brad Augustin, second by Todd Kiecker to approve the wage consideration adjustments by Personnel Committee.

- Eric Nelson, Eric Fahey, Joel Grejtak will receive the COLA 1.5% and a step increase
- Denny Adamski & Scott Froelich – 1.5% COLA
- Elaine Grosklags, Jim Prax, Jack Keicker, Pool employees, Ambulance, 1<sup>st</sup> Responders, Part time Police and election judges receive .25¢/hour.
- Brenda Johnson, lead bartender - .50¢/hour.
- Mindi Hanson, Nancy Fromm, and Lori Kiecker receive .25¢/hour.
- Craig Marti moves from Step 1 to Step 3 with a 1.5% COLA.
- Pool Manager receives a step increase. No COLA adjustment.
- Chris Jandl- COLA 1.5%
- Marcia Seibert-Volz – COLA 1.5%

Motion by Lois Gilles, second by Cindy Fahey to hire Steve Linsmeier as a parttime bartender at a wage of \$ 11.83 per hour. Motion carried.

**PERSONNEL POLICY:** Review of Personnel Policy draft. Remove on page 6 “Exempt employees are required to use paid leave when on personal business or away from the office for three hours or more on a given day. Absences of less than three hours do not require use of paid leave.” Page 17 remove “with due regard to the seniority of the employee in reference to vacation requests.” Motion by Lois Gilles, second by Todd Kiecker to adopt Personnel Policy with changes noted to be effective 2-11-14. Motion carried.

**POLICY FOR TERMS & CONDITIONS FOR ISSUANCE OF CONDUIT DEBT:** Motion by Lois Gilles, second by Cindy Fahey to approve the Term & Conditions for the issuance of Conduit Debt Policy. Motion carried.

**Publication of St. Francis Health Service of Morris for Bonding:** Request from St. Francis Health Service of Morris for Bonding for improvements including Applewood in Fairfax. Question was raised about the RS Fiber bonding that will be requested the City issue. The bonding for RS Fiber would require over 1 million resulting in Fairfax not being capable of providing nine million to St. Francis.

**Fire Department requesting approval of Charitable Gambling License:** The Fire Department requested approval of the application to obtain Charitable Gambling License allowing the FD to sell pull-tabs in MLS. Motion by Brad Augustin, second by Losi Gilles to approve the request from the Fire Department. Motion carried.

**2013 Financial Statement (unaudited):** The 2013 unaudited financial statement was presented to the City Council. Statement was accepted as presented.

**Staff Reports:** Marcia Seibert-Volz - City Administrator presented financial status for the Fire Relief Association. Fund balance increased from last year.

A meeting is scheduled with Heartland Corn Products for March 10, 2014 at 2:00 p.m. to discuss the Heartland Transportation contract.

The electric usage report for 2013 was presented.

Craig Marti – Water line froze at auditorium. The Magikist machine used to thaw water lines and a welder was used to no avail. The only avenue to take is to link the water service with the Fairfax Clinic in order to provide water service for the auditorium.

**Committee Reports:** Liquor Committee minutes 2-5-14  
Police Committee minutes 2-3-14  
EDA minutes 1-9-14

**Correspondence:** Board of Equalization meeting April 8, 2014 at 10:00 a.m.  
Annual Fairfax Community Fire Truck Association meeting, 2-25-14 at 7:00 p.m.

Motion by Lois Gilles, second by Cindy Fahey to adjourn. Motion carried. Meeting adjourned at 8:20 p.m.

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Mayor Doug Pomplun

ATTEST: \_\_\_\_\_  
Marcia Seibert-Volz, City Administrator