

**MINUTES**  
**Warren City Council**  
**Regular Meeting February 25, 2014**  
**Call to Order**

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Deb Myrfield presiding. Council members present: Rodger Hagtvedt, Jarod Peterson, Cam Fanfulik, Mark Wimpfheimer. Absent: John Golden, John Rehder. Also present: Shannon Mortenson, Nancy Mattson, David Weber, Joel Paulsen, Gene Roller, Tony Johnson, Lonnie Stauffnecker, Jeremy Linnell, Josh Johnston, Don Aandal, Travis Hanel, Mara Wittman, Paul Kalibabky. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

**3. Approval of Agenda-** Additions to the agenda: Unfinished Business: e. Financials for Library; f. Fire Department 10 year Capital Purchase Plan; g. Annexation of Outlying Property. New Business; h. Westbridge Center Review of Costs; i. Resolution 02252014-02. **Motion was made by Fanfulik, second by Peterson accept the agenda with additions. All in favor, Motion carried.**

**4. Approval of Minutes –Motion was made by Hagtvedt, second by Wimpfheimer to accept the Minutes as presented. All in favor, Motion carried.**

**5. Working Supervisor Report-Reviewed.**

**6. Clerk's Report-Reviewed.**

**7. Engineering Report-**Joel Paulsen was given the floor. The TAP grant presentation went well. There is more money than applicants so hopefully we will get awarded. KLJ would like to wait until spring to complete the Comprehensive Pedestrian Plan. That way they can bike the city to determine the best route. The Fletcher Avenue project (Improvement No. 2014-01) was discussed regarding different ways to determine the special assessments per parcel. The current special assessment policy could be amended as it is very brief. Council felt that assessments are too high for the area. No matter what project is considered, assessments are high everywhere. Council questioned Paulsen what other cities do to pay for projects. Paulsen said Duluth has a 100 year plan and residents pay a fee on their utility bill to build a fund so special assessments are not needed for future projects. Council also questioned how much money has been spent to date on this Improvement Project. So far, it is about \$10,000. The public hearing is March 11 and after that it would be about \$95,000 in the design phase to develop bid package, etc. **Motion was made by Fanfulik, second by Peterson accept Option #3 for the Public Hearing. All in favor, Motion carried.** There may be some tweaking that can be done to the special assessment policy. Joel and Shannon will work together on that to present to Public Works Committee at a future date.

**8. Treasurer's Report**  
**a. January General Ledger- reviewed.**

**b. Pay Bills-Motion was made by Peterson, second by Wimpfheimer to pay the bills as presented. All in favor, Motion carried.** Additional bills are highlighted.

**9. Unfinished Business.**  
**a. Comprehensive Plan:** The Visioning Session was February 12, 2014. A number of UMC students attended and it was nice to have their input.

**b. Nuisance Ordinance-** Don Aandal, the attorney whom has pur-

chased the practice from Mike Williams, was present for discussion. Currently, the ordinance is a misdemeanor. It can be a petty misdemeanor if deemed so from city attorney. Other cities put a special officer in charge of monitoring nuisances. Aandal has spoken with Sheriff Novacek and that department has used the nuisance ordinance at different times. The ordinance does not address numerous vehicles at a residence or a messy yard. The ordinance could be amended to limit the number of vehicles and yards. Council inquired to the cost to amend an ordinance. There would be costs involved but it wouldn't be really high. Josh Johnston, emergency management director for Marshall County, said Polk County would have the attorney send a letter and that was usually successful. Council decided to have the attorney send letters regarding a nuisance.

**c. Strategic Planning Session-** Dates have been set for Sunday, March 23 and Monday, March 24. A list of participants has been compiled.

**d. Disaster Preparedness-** Marshall County is considering the Code Red system and will keep in touch with the city.

**e. Financials for Library-added** so this stays on the radar.

**f. Fire Department 10 year Capital Purchase Plan-added** so this stays on the radar.

**g. Annexation of Outlying Areas-added** so this stays on the radar.

**10. New Business.**

**a. Resolution #02252014-01-Motion was made by Hagtvedt, second by Wimpfheimer to accept the resolution as presented. All in favor, Motion carried.**

**b. Land Purchase Request-**Travis Hanel and Mara Wittman are interested in purchasing land at the end of N. 7th St. They are considering building a new home. The previous city engineer informed city that the sewer depth is 5'5" at the end of the street. The home would need to be at a higher elevation or install a grinder pump. This area was considered for a housing development about 8 years ago and then a private developer did the area south of Warren. Council would like Hanel and Wittman to consider that area. Hanel stated they would like established trees. Council felt that future development needs to be considered in this area and if it is sold, a front footage cost would need to be established. Request was moved to Committee.

**c. Fire Truck Purchase-** Don Aandal was given the floor to explain the need for a Letter of Understanding with the townships regarding the purchase and future payments for the equipment. Since the payback time is 10 years there should be something in everyone's files. A pumper truck was found by the Fire Department with the purchase price of \$295,000. The best lease to purchase agreement rate was with Kinetic Leasing at 3.2% for 10 years with a down payment of \$33,976 which the city will pay for from the funds budgeted a few years ago. The remaining annual payments were derived with the city paying \$16,000 and the townships paying the remaining balance based on the percentage they pay on their annual fire contract amongst all the townships. **Motion was made by Fanfulik, second by Myrfield to accept enter into a lease to purchase agreement with Kinetic Leasing for a 10 year term at 3.2% with a down payment of \$33,976 to obtain a 2013 pumper truck for \$295,000 and to have Don Aandal**

**draft a Letter of Understanding for each township. All in favor, Motion carried.**

**d. Curbside Recycling-**Paul Kalibabky was given the floor to discuss the proposal given to council this evening. Council asked a few questions regarding implementation and what is accepted in the containers. Proposal was sent to Utilities Committee.

**e. Airport Project-Tabled.**

**f. Contract Library Cleaning-**Tess Derosier will not be cleaning the library. Mortenson was directed to advertise for a cleaning person which will be a contracted position.

**g. City Entrance Signs-**Mortenson inquired if the city would like to price new entrance signs and possibly an electronic sign. Council directed Mortenson to do the research on signs and prices.

**h. Westbridge Center Review of Costs-**Northwest Regional Development Commission would like to have the council do a review of costs incurred at the Westbridge Center. Moved to Community Committee.

**i. Resolution #02252014-02 Supporting Legislation- Motion was made by Hagtvedt, second by Fanfulik to accept the resolution as presented. All in favor, Motion carried.**

**11. Committee Meetings -**Finance & Human Relations met to evaluate Wohlers and Mortenson. Both had a positive evaluation. Committee recommends a step increase for each employee. **Motion was made by Wimpfheimer, second by Peterson to approve a step increase for Wohlers and Mortenson. All in favor, Motion carried.**

**12. Future Agenda Item(s) -** The WAPA Contract will be placed on the next agenda. It is quite large so if anyone is interested they may view the document at the city office. A copy will not be placed in the agenda packet.

**13. Adjournment -Motion was made by Fanfulik, second by Hagtvedt to adjourn at 8:47 p.m. All in favor, Motion carried.**

Deb Myrfield, Mayor  
 Shannon R. Mortenson  
 City Administrator/  
 Clerk-Treasurer

<b>BILLS</b>	
AT&T Mobility .....	312.23
Constellation New- Energy Gas Division, LLC .....	2,016.59
Frandsen .....	1,522.11
Grand Forks Welding .....	382.85
Hawkins, Inc. ....	473.43
Insight Technologies, Inc. ....	215.00
InvisiMax .....	200.00
John Deere Financial .....	249.14
MARCO .....	737.63
Miller Electric, Inc. ....	62.92
MN Pollution Control Agency .....	345.00
MN Pollution Control Agency .....	400.00
Motor Vehicle Depart- ment .....	304.00
Northwest Beverage, Inc. ....	29.00
PKM Electric Coop. ....	908.44
Quill Corporation .....	73.34
Tess Derosier .....	1,500.00