

# WARREN CITY COUNCIL PROCEEDINGS

## MINUTES Warren City Council Regular Meeting January 13, 2015 Call to Order

A Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Myrfield presiding. Council members present: John Golden, Mark Wimpfheimer, David Erickson, and Cam Fanfalik. Absent: Jarod Peterson, John Rehder. Also present: Shannon Mortenson, Joel Paulsen, Nancy Mattson. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

**3. Public Hearing Facility Plan:** The public hearing was opened and Joel Paulsen was given the floor to explain the Facilities Plan. Minnesota Pollution Control Agency (MPCA) requires cities to have a Facilities Plan in place before any State financing, such as PFA funding, can be obtained. The facility plan is only for sewer and targets the worst areas in the community and places a dollar estimate on the fix. The document presented tonight is a draft and after the meeting, changes made and submitted to MPCA before March. In the discussion of fixing areas, low gas prices and lower interest rates, does it make sense for the city to do a large multi-million dollar project. Paulsen and Mortenson will explore this possibility. When the project is a large dollar amount, the USDA become a financing player and can be quite beneficial in the package. **Motion was made by John Golden with a second by Cam Fanfalik to pass Resolution: Public Hearing Facility Plan. Whereas, the city of Warren needs to complete a Facility Plan and Whereas, KLJ Engineering has completed a 5-year Facility Plan and Whereas, a Public Hearing is conducted to gain input. Therefore, Be it Resolved, the City of Warren submit to the MPCA the 5 – year Facility Plan as reviewed. All in Favor. None Opposed. Motion Carried.** This closed the public hearing.

**4. Approval of Agenda-** Changes to agenda: Under New Business: j. Pay Equity Report; k. Land Purchase. **Motion was made by Fanfalik, second by Wimpfheimer to accept the agenda with changes. All in favor, Motion carried.**

**5. Approval of Minutes – Motion was made by Erickson, second by Wimpfheimer to approve the minutes from the December 9 meeting. All in favor, Motion carried.**

**6. Engineer's Report-**The grant was submitted for the Pedestrian Bridge. If funded, the city can apply for additional funds from the Snowmobile Trails Grant Program to match the local funds. The final plans for the first phase of the pedestrian path will be submitted to MnDOT for approval prior to letting bids on the project for spring. The gas project continues to progress and the layout plan for the airport is at MnDOT.

**7. Working Supervisor Report-**Council inquired if it will be wood or a synthetic board for the picnic tables. Mortenson will find out.

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

**9. Treasurer's Report**

**a. December General Ledger-**reviewed.

**b. Bills Paid/Checks Issued in December-** Tabled.

**c. Year End Journal Entries-**reviewed.

**d. Pay Bills:** Motion was made by Golden, second by Fanfalik to pay the bills as presented with checks #35876-35918 and accept the Ledger and Journal Entries reviewed above. All in favor, Motion carried.

**10. Unfinished Business**

**11. New Business**

**a. Resolution #01132015-01: Annual Appointments-** Motion was made by Golden, second by Wimpfheimer to approve the resolution as presented. All in favor. Motion carried.

**b. Resolution #01132015-02: Equipment Fund-** Motion was made by Golden, second by Fanfalik to approve the resolution as presented. All in favor. Motion carried.

**c. Resolution #01132015-03: Amend 2014 Budget-** Motion was made by Wimpfheimer, second by Erickson to approve the resolution as presented. All in favor. Motion carried.

**d. Volunteer Program Policies and Procedures-** Motion was made by Fanfalik, second by Golden to approve the procedures as presented. All in favor. Motion carried.

**e. Tobacco Free Parks Policy-**

Motion was made by Wimpfheimer, second by Fanfalik to approve the policy as presented. All in favor. Motion carried.

**f. Supervisor Evaluations-** Motion was made by Golden, second by Erickson to approve the evaluations for Jeff Wohlers and Shannon Mortenson and approve of a step increase to Step 8 and 10 respectively. All in favor. Motion carried.

**g. PTO and Overtime Reports -** Motion was made by Fanfalik, second by Wimpfheimer to approve the reports as presented. All in favor. Motion carried.

**h. Ageing Report-** Reviewed. Mortenson presented more reports to give a broader picture of the utility billing.

**i. Work Orders-**The only remaining items are water meters.

**j. Pay Equity Report-** Motion was made by Fanfalik, second by Myrfield to approve the report as presented. All in favor. Motion carried.

**k. Land Purchase-**moved to Public Works Committee

**12. Committee Meetings –** Utility Committee-met to discuss the penalty rate, ageing reports and an application for reading meters. The penalty rate is still in discussion, the ageing won't change due to the ordinance and currently not an application available to read meters and download. Equipment Committee-met to discuss some purchases with recommendation to purchase a Vermeer JetVac and a Chevy V6 Pickup. Also discussed putting identification on all pieces and developing a threshold amount such as \$250 or higher. Excessive equipment will be sold in the spring and an inventory list should be created for all fixtures (ex. Picnic table count). **Motion was made by Wimpfheimer, second by Myrfield to approve the recommendation of the Equipment Committee to purchase a Vermeer JetVac for \$37,900 and a Chevrolet V6 pickup for \$24,300. All in favor. Motion carried.** Finance & Human Relations Committee-met to evaluate the City Administrator's job performance.

**13. Future Agenda Item(s) –** None.

**14. Adjournment –**Motion was made by Golden, second by Fanfalik to adjourn at 8:18 p.m. All in favor, Motion carried.

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

## BILLS

175 Corner Store.....	37.24
American Water Works ....	310.00
AmeriPride .....	393.08
Auto Value Warren .....	359.60
BNSF Railway Company..	1,043.82
Border States Electric	
Supply.....	2,897.20
CNA Surety .....	500.00
Coalition of Greater MN	
Cities .....	3,506.00
Dale's Foods .....	70.14
Farmers Union II Co. ....	209.62
Gopher State One Call ....	13.15
Grand Forks Utility Billing .....	363.13
Guardian Pest Control .....	344.55
Hardware Hank .....	461.49
InvisiMax .....	902.98
Kadmas, Lee & Jackson, Inc. ....	163.10
League of Minnesota	
Cities .....	315.00
Mar-Kit Sanitary Landfill .....	4,478.85
Marshall County Cooperative-Warren.....	96.68
MBC Corp.....	2,243.29
MCOA Secretary/Treasurer .....	150.00
Minnesota Department of Health-Drinking Water .....	1,083.00
Minnesota Municipal Utilities Assoc.....	4,855.00
Minnesota Rural Water Association.....	612.90
MN Department of Health .....	522.50
NAPA Supply of Warren...	605.46
Nelson International .....	719.32
Northland Trust Services, Inc.....	62,184.38
Northwest Beverage, Inc. ....	37.00
NWSC Programs .....	126.00
Occupational Development Center .....	426.56
Pitney Bowes Global Financial Services LLC .....	308.43
PKM Electric Coop. ....	894.00
Trudell Contracting, Inc. ..	1,020.00
True Value-Warren .....	387.52
US Bank .....	24,695.00
Warren Auto Repair .....	6,825.35