

# MINUTES

## Warren City Council

### Regular Meeting

April 13, 2010

### Call to Order

A Regular Meeting of the Warren City Council was held commencing at 7:00 P.M. with Mayor Deb Myrfield presiding. Council members Amy Bartels, David Conely, Rodger Haugtvedt, Sheila Hoerner, David Maurstad, Jarod Peterson, Administrative Assistant Annette Maurstad, Deputy Clerk Nancy Holub and City Attorney Jeremy Klinger were present. Also present were Joseph Boushee, Dave Weber, Tim Holub, Linda Short, Sue Holter, Michael Williams, Karen Jacobsen, John Kinzel, Make Marcil, Dayle Anderson-Scherber and Phil Thompson. Following Roll Call, the Pledge of Allegiance to the American Flag was given.

3. **Approval of Agenda.** Myrfield asked if there were any corrections or additions to the agenda. Council added item o, Springsted – Phase 2, item p, Fuel Surcharge, and item q, Resident Issue. **Moved by Hoerner, seconded by Peterson to approve the agenda as amended.** Motion carried unanimously.
4. **Approval of Minutes.** **Moved by Maurstad, seconded by Bartels to approve the March 9, 2010 Council Meeting Minutes and the March 23, 2010 Council Meeting Minutes as amended.** Motion carried unanimously.
5. **Business.**
  - a. **Consideration of Proposal Regarding the Taralseth Building** – Myrfield opened the discussion about the proposal Council received from Marcil and everyone had an opportunity to voice their concerns. Items discussed were accountability, starting a maintenance reserve fund for the building, monitoring utility usage by residents, options to make the building feasible, lease agreements of the residents and obtaining an energy audit to see if the heating system is working properly and if any energy leaks are present. After some discussion, it was agreed to start with the energy audit, then proceed from there but as a temporary measure to set up a payment plan to pay down the past due utilities. **Moved by Conely to stay with the current lease as is.** Motion died for a lack of a second. **Moved by Hoerner, seconded by Bartels for \$1000 per month, late fees forgiven.** Roll Call vote was Hoerner, Bartels, and Conely voted yea and Maurstad, Peterson, Haugtvedt and Myrfield voted nay. After more discussion, a suggestion was brought forward by Peterson to put \$1,000 per month toward utilities for six (6) months, forgive the late fees of \$548.00, and negotiate a payment plan for the past due utilities plus current, then after six (6) months revisit the issue. **Moved by Conely, seconded by Haugtvedt to give a \$1,000 per month utility credit for six months, no late fees forgiven and negotiation of a payment plan for repayment of past due utilities.** Haugtvedt, Bartels, and Conely voted yea, Maurstad, Myrfield, Hoerner and Peterson voted nay. Motion failed. **Moved by Peterson, seconded by Hoerner to offer a \$1,100 monthly utility credit for a period of 6 months, not to forgive late fees, and to set up a six (6)-month payment plan for repayment of past due utilities to be drawn up by the City Attorney.** Roll Call Vote: Haugtvedt,

Conely, Myrfield, Bartels, Hoerner and Peterson voted yea and Maurstad voted nay. Motion passed six (6) to one (1).

- b. Marshall County Group Home Parking Area Request** – Sue Holter, Marshall County Group Homes, Inc., presented a request for space for parking near the new group home. Discussed was where to have the parking, if the area was buildable or not, what entry to the parking area would be the best, graveling, traffic flow and dust. After some discussion, Council approved offering them the lot if it is not buildable. **Moved by Haugtvedt, seconded by Conely to offer the lot to the Group Home for parking if it is not deemed buildable.** Roll Call Vote: Maurstad, Bartels, Haugtvedt, Conely, Peterson, and Myrfield voting Yea; Hoerner voting Nay. Motion carried.
- c. Vacation, Sick Leave and Overtime Report** –**Moved by Bartels, seconded by Maurstad to approve the reports.** Motion carried unanimously.
- d. Bills** – **Moved by Hoerner, seconded by Bartels to approve the bills.** Motion carried unanimously.
- e. Ageing Report** – Council reviewed the report.
- f. Work orders** - Council reviewed the report
- g. Elevator Transformer** – Maurstad explained that CHS Ag. Service will be putting a new grain dryer in operation which will require a larger transformer to handle the extra load at a cost of about \$30,000. Maurstad stated that staff has thoroughly researched the issue, including the installation of a demand meter, and that staff is asking for approval to proceed with the transformer purchase. **Moved by Haugtvedt, seconded by Peterson to approve purchase of the appropriate transformer.** Motion carried unanimously.
- h. Purchase of Shop Lights** – Myrfield stated that staff has informed her that Minnkota has a rebate program available which would cover the updating of the shop lighting to make it energy efficient. The estimated cost is \$5,700 with a rebate of \$2,200 which would leave \$3,500 left to be funded. Holub stated that this was not a budgeted item and council discussed where the funds could be obtained. After some discussion, council decided to take the amount from the budget for picnic table replacement. Holub recommended that the City should still replace at least three picnic tables along with the purchase of the shop lights. Council agreed. Holub was asked to see if the shop lighting project would need to go out on bids. **Moved by Conely, seconded by Hoerner to approve the shop light updates following the proper bid requirements.** Motion carried unanimously.
- i. 5<sup>th</sup> & 6<sup>th</sup> Street Assessments** – Myrfield reviewed the response from FS Engineering regarding the 5<sup>th</sup> & 6<sup>th</sup> Street assessments. Hoerner stated that she did not agree with Emery's statement and that FS Engineering should be liable for some of the cost. After some discussion, Council approved paying back the assessment for Carla's Drive to residents on 5<sup>th</sup> and 6<sup>th</sup> Streets. **Moved by Haugtvedt, seconded by Bartels to repay the cost of improvements to Carla's Drive to the residents of South 5<sup>th</sup> and 6<sup>th</sup> Streets.** Motion carried unanimously.
- j. Watershed District Repayment** – Holub explained that to date the Watershed District has collected \$105,000 in assessments on the City's behalf and recommended that the Watershed District write a check to the City for the \$105,000. Then in turn the City will write a check back

to the Watershed District for \$105,000 to reduce the \$271,000 payable to \$166,000. The Watershed District would then like to receive payment of \$50,000 per year until the balance is paid. It is estimated that \$40,000 per year will be received in assessments, so the City will have to budget for an additional \$10,000 per year to make the annual payments of \$50,000. After the \$271,000 is paid back, all assessments received will be revenue to the City. **Moved by Hoerner, seconded by Maurstad to approve issuing \$105,000 to the Middle-Snake-Tamarac Rivers Watershed District upon receipt of the \$105,000 in assessments collected and to budget for an additional \$10,000 per year to be added to the assessment revenue to make an annual payment of \$50,000 until the balance is repaid.** Motion carried unanimously.

- k. **East Acres Mobile Home Park Topographical Survey** – Council reviewed the issue of why the survey is needed, ownership of the area, and drainage problems for the mobile home park along with Zion Lutheran church and the Sunrise View apartments. After some discussion Council approved the survey if the owner agrees to pay half of the \$1,500 cost. **Moved by Bartels, seconded by Hoerner to approve the survey for informational purposes only provided the mobile home park owner agrees to pay half of the cost.** Motion carried unanimously.
- l. **Skid Steer/Bobcat Rental** – Holub explained that staff had obtained quotes for the rental of a Skid Steer for the 2010 electrical project and would like council approval. Council member Haugtvedt handed out some information regarding the rental of different units from a local vendor and stated that the City should be doing business in town whenever possible. After discussing all options, permission was given to rent but to rent in town if feasible. **Moved Hoerner, seconded by Maurstad to approve the renting of one of the units quoted by the local vendor for the 2010 electrical project.** Motion carried unanimously.
- m. **Marshall County Relay for Life Gambling Permit** – **Moved by Bartels, seconded by Haugtvedt to approve gambling permit.** Motion carried unanimously.
- n. **North Valley Health Center Gambling Permit** - **Moved by Bartels, seconded by Haugtvedt to approve gambling permit.** Motion carried unanimously.
- o. **Springsted – Phase 2** – Myrfield informed Council that a special council meeting will be needed to go over the next phase of screening and evaluation for the search for an Administrator/Clerk for the City of Warren. The meeting will be Tuesday, April 20 at 7:00 p.m.
- p. **Fuel Impact Issue** – Maurstad stated that Weber was present to explain the fuel surcharge fee to possibly be incorporated into the billing system to help offset the cost of fuel. Weber stated that the current rate structure is based on \$2.00 per gallon fuel. As the cost of fuel has risen the equation for figuring the cost of fuel into the fees has not changed. Weber’s suggestion is to incorporate a monthly fee based on the price paid for bulk fuel in excess of \$2.00 per gallon. After further discussion, Holub stated that she would like to research the issue and bring it back to Council. Council tabled the issue until the next council meeting.
- q. **Resident Issue** - Bartels stated that she has been approached by a resident numerous times regarding a dog issue. After discussion, Council suggested consulting with the Sheriff’s Department regarding the matter and also checking to see if there is a City ordinance covering the issue.

6. **Clerk's Report** – None available.

7. **Operation Superintendent's Report** – None available.

8. **Committee Meetings** –

- a. **Community** – Conely reported that the consultant hired to look into grants for the City was unable to find any for a city of Warren's size at this time, but suggested forming a Community Foundation. Council decided to schedule a meeting for April 29<sup>th</sup> with community members to discuss the idea of a foundation.
  
- b. **Utility** – Maurstad reported that the committee's consensus was to not increase utility rates at this time and Myrfield asked to have the issue revisited in July. Maurstad stated that the State has inspected our campground and that we will need to upgrade some of our electrical equipment and that staff is researching what will need to be done, the cost for the upgrade and if we can stagger the updates over more than one year. **Moved by Bartels, seconded by Conely approve the updates for the campground upon determining the state's requirements and timeline for completion and what is grandfathered in at the campgrounds.** Motion carried unanimously.

9. **Future Agenda Items.**

10. **Adjournment** – **Moved by Hoerner, seconded by Conely to adjourn at 9:24 p.m.** Motion carried unanimously.

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**Nancy Holub, Deputy Clerk**

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**Deborah Myrfield, Mayor**