FAIRMONT CITY COUNCIL AGENDA

1. CALL TO ORDER -

- Regular meeting of the Fairmont City Council held on

MONDAY, OCTOBER 13, 2014

at **5:30 p.m.** in the City Hall Council Chambers.

2. ROLL CALL -

Mayor Quiring
Councilors: Anderson
Askeland
Clerc
Kallemeyn
Rahm

3. DETERMINATION OF QUORUM -

4. PLEDGE OF ALLEGIANCE

5. READINGS OF MINUTES -

5.1 Minutes of Regular Meeting, September 22, 2014 **(01-02)**

6. OPEN DISCUSSION -

6.1 Open Discussion **(03)**

7. RECOGNITIONS/PRESENTATIONS -

7.1 Proclaim October 20, 2014 as "Jerry Simon Day" and Recipient of the Golden Deeds Award by the Fairmont Exchange Club **(04)**

7.1a Proclamation **(05)**

8. SCHEDULED HEARINGS –

9. ADMINISTRATIVE APPEALS -

10. FINANCIAL REPORTS –

11. REPORTS OF BOARDS, COMMITTEES, AND DEPARTMENT HEADS –

12. LICENSES AND PERMITS –

12.1 Fairmont Glows Parade Permit **(06)**

12.1a Application **(07)**

13. OLD BUSINESS -

13.1 Train Whistles in the City of Fairmont **(08)**

13.1a Portion of Memo regarding Train Whistles **(09)**

14. NEW BUSINESS –

14.1 Agreement with School District **(10)**

14.1a Agreement **(11-12)**

14.2 Purchase of blighted tax forfeited properties **(13)**

14.3 SMEC Wireless Project **(14)**

14.3a BevComm Contract **(15)**

14.4 Double Frontage Assessment Deferrals **(16)**

14.4a Resolution 2014-26 **(17-18)**

14.5 Senior Citizen Assessment Deferral **(19)**

14.5a Resolution 2014-27 **(20)**

14.6 Fairmont Police – Toward Zero Death Grant Agreement **(21)**

14.6a Resolution 2014-28 **(22)**

14.7 City Administrator's Salary **(23)**

14.7a Memo from City Administrator **(24-25)**
14.7b March 12, 2012, City Council Control Sheet with attachments and minutes **(26-39)**
14.7c Comparable Worth Plan 2006-2014 **(40-42)**
14.7d City Charter and City Code **(43-45)**
14.7e August 25, 2014, City Council Control Sheet with attachments and minutes **(46-52)**

15. REGULAR AND LIQUOR DISPENSARY BILLS –

16. STATUS REPORTS/ORAL

17. ADJOURNMENT –

The minutes of the Fairmont City Council meeting held on September 22, 2014, at the City Hall Council Chambers.

Mayor Randy J. Quiring called the meeting to order at 5:30 p.m. Council Members Terry Anderson, Chad Askeland, Wes Clerc, Joe Kallemeyn and Darin Rahm were present. Also in attendance: City Administrator Mike Humpal, City Attorney Elizabeth W. Bloomquist, Public Works Director/City Engineer Troy Nemmers, Finance Director Paul Hoye, Police Chief Greg Brolsma and City Clerk Patricia Monsen.

It was moved by Council Member Askeland, seconded by Council Member Anderson and carried to approve the minutes of the regular City Council meeting of September 8, 2014.

During open discussion Steve Hawkins and Jodie Whitmore gave an update on Project 1590. The public is invited to learn more about Project 1590 at an event to be held on October 8th from 5:30 – 7:30 p.m. at the Five Lakes Centre.

Troy Nemmers introduced Doug Rainforth the new Water and Wastewater Superintendent. Rainforth presented the City with a championship trophy which was won at the Minnesota State Fair Tap Water Taste Test.

Council Member Anderson said that he has received several calls with complaints about the train whistles in the City. Mayor Quiring also stated that he has also received calls. Humpal said that he would make contact with the railroad and get information.

Council directed Humpal to do a cost analysis of having an in-house attorney versus contracting out for legal services.

Council Member Rahm asked about concerns with the Mayo Clinic and where the City was at on this issue. Humpal stated that Mayo was not interested in having an additional public meeting. Humpal stated that Senator Rosen met with representatives of Mayo. Humpal also stated that since then, he, Council Member Clerc and Mayor Quiring met with Bob Bartingale, the Mayo Fairmont Administrator. Humpal stated that last week Council Member Clerc had contacted him to schedule a meeting with Dr. Nesse of Mayo. Humpal is still waiting to hear back from Bartingale on when Dr. Nesse could meet. Humpal will keep the Council advised.

Mayor Quiring opened the public hearing on the proposed assessments for the 2014 improvement projects. Kathy Kary, Operations Manager of the Shell gas station located at 1552 Albion Avenue addressed the Council concerning the economic impact that the last three years of construction has had on their business. She was also concerned about the design of the driveway going into the Shell station. Council instructed Nemmers to work with the Shell business to remedy the driveway issues. Michael Harder of 1355 Oak Beach Drive addressed the Council asking about the Limited Access Agreement with the City. Nemmers explained the Limited Access Agreements to the Council and confirmed that Mr. Harder was on the list. Council Member Rahm made a motion to close the public hearing. Council Member Kallemeyn seconded the motion and the motion carried. Council Member Rahm made a motion to adopt **Resolution 2014-21** adopting special assessments for the 2014 Improvement Projects and miscellaneous assessments and to resolve the driveway issue with the Shell gas station. Council Member Anderson seconded the motion. On roll call: Council Members Rahm, Anderson, Askeland, Clerc and Kallemeyn all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Clerc made a motion to approve a permit for the homecoming parade on September 26, 2014. Council Member Askeland seconded the motion and the motion passed.

Council Member Rahm made a motion to approve a parade permit for Our Story Productions. The parade will be held on September 28, 2014. Council Member Anderson seconded the motion and the motion passed.

Council Member Askeland made a motion to adopt **Resolution 2014-23** awarding the 2014-E Woodland Avenue Bridge Channel Improvements to Minnowa Construction, Inc. in the amount of $749,999.00. Council Member Clerc seconded the motion. On roll call: Council Members Askeland, Clerc, Kallemeyn, Rahm and Anderson, all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Clerc made a motion to approve the County classification of five parcels as non-conservation lands, so that the tax forfeited properties could be sold. Council Member Kallemeyn seconded the motion and the motion carried.

Council Member Kallemeyn made a motion to schedule a Public Hearing on October 27, 2014 to take public input on the topic of open burning of leaves in the City limits. Council Member Askeland seconded the motion and the motion carried.

Council Member Askeland made a motion to adopt **Resolution 2014-24**, adopting the proposed tax levy for 2015. Council Member Kallemeyn seconded the motion. On roll call: Council Members Clerc, Kallemeyn, Rahm, Anderson and Askeland all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Askeleand made a motion to adopt **Resolution 2014-25** adopting the proposed budget for 2015. Council Member Rahm seconded the motion. On roll call: Council Members Kallemeyn, Rahm, Anderson, Askeland and Clerc all voted aye. No one voted nay. Mayor Quiring declared said motion passed.

Council Member Kallemeyn made a motion to approve the list of election judges for the November 4, 2014 general election. Council Member Askeland seconded the motion. Council Members Askeland, Clerc, Kallemeyn and Rahm all voted aye. Council Member Anderson voted nay. Mayor Quiring declared said motion passed.

Council Member Askeland made a motion to approve the hiring of KLJ as the municipal airport consultant for the City of Fairmont. Council Member Anderson seconded the motion and the motion carried. Representatives from KLJ were present and introduced themselves to the Council.

Council Member Anderson made a motion to approve the payment of the September, 2014 bills. Council Member Askeland seconded the motion and the motion passed.

A motion was made by Council Member Askeland, seconded by Council Member Anderson and carried to adjourn the meeting at 6:55 p.m.

ATTEST:

Randy J. Quiring
Mayor

Patricia J. Monsen, City Clerk

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 6.1

MEETING DATE: October 13, 2014

SUBJECT: Open Discussion

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board	X	Staff		Council		Commission		Committee

SUBJECT BACKGROUND:

INTRODUCED BY: Mayor Randy Quiring

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)	X	Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

	City Staff		Board		Commission		Committee

	Issuance		Approval		Authorization		No recommendation
	Denial		Rejection	X	No action needed		

STATEMENT: Prior to regular business, is there any open discussion?

MOTION: None

VOTE REQUIRED:

ATTACHMENTS:

1._____

2._____

3._____

****

Council Action:_____ Date:_____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 7.1

MEETING DATE: October 13, 2014

SUBJECT: Proclaim October 20, 2014 as "Jerry Simon Day" and recipient of the Golden Deeds Award by the Fairmont Exchange Club.

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

X	Petition		Board		Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)	X	Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

	City Staff		Board		Commission		Committee

	Issuance		Approval		Authorization		No recommendation
	Denial		Rejection	X	No action needed		

STATEMENT: Mayor Randy J. Quiring will proclaim October 20, 2014 as "Jerry Simon Day" in the City of Fairmont.

MOTION:

VOTE REQUIRED:

ATTACHMENTS:
1. Proclamation
2.
3.

****

Council Action:_____ Date:_____

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507) 238-9461 www.fairmont.org Fax (507) 238-9469

PROCLAMATION

WHEREAS, *Fairmont Exchange Club, a community service organization, annually honors an individual who has given unselfishly in community service and displays the true spirit of volunteerism, and;*

WHEREAS, *the Exchange Club in honoring one individual actually is honoring all volunteers, and;*

WHEREAS, *the Exchange Club wants to honor the work and dedication of volunteers and the vital resource volunteerism is to our community, and the recipient so honored in this proclamation has been and is an ideal role model for volunteers, and;*

WHEREAS*, we have designated the 20th day of October, 2014, to honor Jerry Simon who has given so much love and happiness to so many people and is a symbol of patience, cheerfulness, generosity, humility, and Christian love, and;*

WHEREAS*, we, the Exchange Club of Fairmont and the Martin County community, in honoring Jerry Simon on October 20, 2014, are letting the present and future generations know that the world's future depends on the commitment of each individual to help and support one another.*

NOW, THEREFORE, I, Randy J. Quiring, *Mayor of the City of Fairmont, do hereby proclaim the day of October 20, 2014, as*

JERRY SIMON

day in the City of Fairmont, County of Martin, and I call on all citizens of the City of Fairmont to honor all volunteers.

Given under my hand and the seal of the City of Fairmont, Minnesota this 13th day of October, 2014.

Randy J. Quiring

Randy J. Quiring, Mayor

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 12.1

MEETING DATE: October 13, 2014

SUBJECT: Fairmont Glows Parade Permit

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

X	Petition		Board		Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: The Fairmont Glows Committee is applying for a parade permit for November 21, 2014. The parade will begin at Ward Park at 6:00 p.m. and end at Lincoln Park. The Committee is also requesting that Albion Avenue from Wards Park to Woodland Avenue be blocked off, due to traffic and safety concerns for parade participants.

MOTION: To approve the Fairmont Glows' application for a parade permit for the Glows' parade on November 21, 2014 beginning at 6:00 p.m.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. Application
2.
3.

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Council Action:_____ Date:_____

CITY OF FAIRMONT
MISCELLANEOUS LICENSE & PERMIT APPLICATION

Applicant's Name Fairmont Glows Parade

Applicant's Address PO Box 826

Fairmont, MN 56031

Applicant's Telephone 507-235-5547

Applicant's Signature Callie Austin

Date of application September 23, 2014

Type of application: (Include dates, time, location, requests from City, etc.)

Type of application: **PARADE PERMIT**

Date: November 21, 2014 Time: 6:00 p.m.

Location: Parade route is same as in past years: Line up will take place at Ward Park at 5:30 p.m. The parade will proceed north on Downtown Plaza to North North Avenue ending at Lincoln Park. This year the committee would also like to block off Albion Avenue from Wards Park to Woodland Avenue for safety issues.

Fee (if applicable): $15.00/year pd

CITY USE ONLY

Application approved by _____ Date _____

Instructions/Comments _____

Application Distribution: City _____ Applicant _____ Police _____ Other _____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 13.1

MEETING DATE: October 13, 2014

SUBJECT: Train Whistles in the City of Fairmont

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board		Staff	X	Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)	X	Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

	City Staff		Board		Commission		Committee

	Issuance		Approval		Authorization	X	No recommendation
	Denial		Rejection		No action needed		

STATEMENT: On September 22. 2014, City Council directed Mike Humpal to investigate what could be done about the train whistles in the City of Fairmont. Humpal will present information on the results of his research.

MOTION:

VOTE REQUIRED:

ATTACHMENTS:

1. Portion of Memo dated October 3, 2014 concerning train whistles
2. _____
3. _____

****

Council Action: _____ Date: _____

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507)238-9461 www.fairmont.org ♦ citygov@fairmont.org Fax
(507)238-9469

Memo

To: Mayor and City Council

From: Mike Humpal, CEcD, City Administrator

Date: October 3, 2014

Re: **Council Update**

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1. The issue of train whistles came up at our last City Council meeting. Here is a summary of my research. "Quite Zones" as they are referred to are governed by the Federal Rail Road Administration. An evaluation by FRA, MnDOT and the Railroad itself is required to determine eligibility and to rate individual crossings. The long and short of it is to have a Quite Zone, all crossings through the City must have crossing "GATES". There are no exceptions. Quire Zones are an option for a City and therefore there is no Federal or State financial contribution for the installation of crossing gates. My contact at MnDOT Rail Division, Dennis Williams estimated that each set of crossing gates, plus installation is estimated at $250,000 to $280,000. Fairmont has four crossings that would need to be upgraded. The City of Fairmont's cost to eliminate train whistles is $1,000,000-$1,160,000.

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.1

MEETING DATE: October 13, 2014

SUBJECT: Agreement with School District

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board	X	Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Council		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: City staff have been working with the school district staff at the request of the city council to arrange for financial assistance for the city council audio and video upgrades. The school board has agreed to pay $13,000.00 or half of the cost in exchange for use of the city council chambers.

MOTION: To approve an agreement with the school district for use of the city council chambers in exchange for $13,000.00 in financial assistance for upgrades.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:

1. Agreement
2. _____
3. _____

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Council Action:_____ Date:_____

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507) 238-9461 www.fairmont.org Fax (507) 238-9469

Agreement for Use of Fairmont City Council Chambers And Broadcasting Equipment

WHEREAS, Independent School District (ISD) #2752 desires to use the City of Fairmont Council Chambers and broadcasting equipment to hold various meetings to be recorded and broadcast on local access television; and,

WHEREAS, the City of Fairmont is committed to intergovernmental cooperation, citizen participation and dissemination of information regarding governmental operations; and,

WHEREAS, the City of Fairmont and ISD #2752 are interested in upgrading the broadcasting equipment owned by the City.

NOW THEREFORE, the City of Fairmont and ISD #2752 agree as follows:

1. ISD #2752 agrees to pay to the City of Fairmont $13,000 (thirteen thousand dollars) toward the cost of upgrading the broadcasting equipment located in the Fairmont City Council Chambers.
2. ISD #2752 agrees and acknowledges that the City of Fairmont will retain ownership of the broadcasting equipment and that the payment of $13,000 listed above is in the nature of a rental fee for the use of the equipment and council chambers.
3. The City of Fairmont agrees to allow ISD #2752 to use the city council chambers and broadcasting equipment for the regularly scheduled meetings of the ISD #2752 School Board and for other meetings to be scheduled at mutually agreeable times.
4. ISD #2752 agrees to provide technicians or equipment operators to run the broadcasting equipment recording its meetings.
5. ISD #2752 agrees that it is solely responsible for the content of its broadcasts.
6. ISD #2752 agrees that any damage to the broadcasting equipment caused by its technician or operator will be repaired at its expense.
7. The City of Fairmont and ISD #2752 agree that this agreement is for a term of five years. In 2020 the parties will review the equipment needs and hours of usage with a view to extending this agreement for an additional five years upon mutually agreeable terms.

Dated:_____

CITY OF FAIRMONT

_____

Mike Humpal, CEcD

Fairmont City Administrator

Dated:_____

ISD #2752

_____

Joe Brown

ISD #2752 School Superintendent

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507) 238-9461 www.fairmont.org Fax (507) 238-9469

CITY OF FAIRMONT

100 Downtown Plaza

(507) 238-9461

Account with: ISD #2752

Date: September 24, 2014

RE: Contribution to City Council Chambers Audio-Video Upgrades & City Council Chambers Use

Amount Due: $13,000.00

Thank you for your assistance on this project

Date payment received:_____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.2

MEETING DATE: October 13, 2014

SUBJECT: Purchase of blighted tax forfeited properties

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board	X	Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Council		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: The City Council has a goal of eliminating blighted properties. Three properties that are blighted will be coming up for sale on the Tax Forfeited sale in November by the County. In all cases the land value is more than the building value. City Staff is requesting approval to purchase the three properties at the county sale and arrange for their demolition using the city housing demolition funds.

MOTION: To authorize staff to purchase properties at 1218 East Elm, 512 Elm and 612 Tilden in an amount not to exceed $10,500.00.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:
1.
2.
3.

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Council Action:_____Date:_____

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.3

MEETING DATE: October 13, 2014

SUBJECT: SMEC Wireless Project

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board	X	Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Paul Hoye, Finance Director

INTRODUCED BY: Paul Hoye, Finance Director

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: Some of the wireless internet infrastructure within the SMEC facility dates back to the late eighty's and was not built to meet the current demands of this educational environment. We have received a proposal from BevComm to install a wireless system that would provide high speed internet facility wide.

MOTION: To approve wireless contract with BevComm.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. BevComm Contract
2. _____
3. _____

****

Council Action:_____ Date:_____

BEVCOMM

City of Fairmont/Presentation College

Purchase Price

Description	Item number	Qty	Price	Extended Price
MR18 Wireless access point	$649.00 MSRP	13	$410.04	$5,330.52
MR26 Wireless access point	$1099.00 MSRP	1	$694.35	$694.35
3 year Enterprise license MR	$300.00 MSRP	14	$189.54	$2,653.56
1 year Enterprise license MR ($2100.00/yr) *	$150.00 MSRP			
MX80 Security Appliance	$1995.00 MSRP	1	$1,260.44	$1,260.44
3 year advanced security MX	$4000.00 MSRP	1	$2,527.20	$2,527.20
1 year advanced security MX ($2000.00/yr) *	$2000.00 MSRP			
MS220-48LP 48 port POE GB switch	$5035.00 MSRP	2	$3,181.11	$6,362.22
3 year Enterprise license MS	$560.00 MSRP	2	$353.81	$707.62
1 year Enterprise license MS ($460.00/yr) *	$280.00 MSRP			
				$0.00
Cabling, set-up, configuration and install		1	$4,000.00	$4,000.00
				$0.00
Price does not include any local or state sales tax			Total	$23,535.91

* current pricing for licensing for years 4 and 5 (per year).

Rental price (5 year)

One Time installation, includes Cabling, set-up, configuration and install			$4,000.00
		qty	
Firewall, WAPs (14), 2 switches and licensing	$598.67	1	$598.67
Equipment Maintenance and Administration included	total monthly rent		$598.67

Quote good for 30 days from 9/25/2014

Accepted by: _____ Date: _____

Bevcomm: John Kranz Date: 9/25/2014

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.4

MEETING DATE: October 13, 2014

SUBJECT: Double Frontage Assessment Deferrals

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

X	Petition		Board		Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)	X	Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: Six residents along the Albion Avenue Improvement Project number 5714001 have applied to have the reconstruction assessments against their properties deferred. A resolution approving the applications and agreement for the deferred special assessments must be adopted by Council.

MOTION: To approve Resolution 2014-26, approving the double frontage deferral applications.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. Resolution 2014-26
2.

****

Council Action:_____ Date:_____

RESOLUTION 2014-26

STATE OF MINNESOTA)
) SS:
COUNTY OF MARTIN)

WHEREAS, applications and Agreements for Deferred Special Assessments have been received by the following residents whose properties abut City Improvement Project Number 5714001 located at Albion Avenue: Lair Road to 200' south of Oak Beach Drive:

Sarah Bonin, 1337 Oak Beach Drive, County Parcel #23-188-0180,
Special Assessment Number 5714001-0-0021, amount $5,250.00

Michael & Katherine Harder, 1355 Oak Beach Drive, County Parcel #23-188-0150,
Special Assessment Number 5714001-0-0018, amount $11,520.00

Jeffrey & Denise Poetter, 1365 Oak Beach Drive, County Parcel #23-188-0140,
Special Assessment Number 5714001-0-0017, amount $4,200.00

Paul & Darla Philipp, 1362 Albion Avenue, County Parcel #23-188-0130,
Special Assessment Number 5714001-0-0016, amount $4,200.00

Claudia Trapp, 1347 Oak Beach Drive, County Parcel #23-188-0160,
Special Assessment Number 5714001-0-0019, amount $6,009.75

Shane & Angela Sundeen, 1376 Albion Avenue, County Parcel #23-188-0100,
Special Assessment Number 5714001-0-0013, amount $5,625.00

WHEREAS, while the property owners' lots abut upon such improvement, they do not have vehicle access to that street. The property owners agree to not develop or open a vehicle access from their lots to the street improved and are requesting deferrals of assessments.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Fairmont, that the Applications and Agreements for Deferred Special Assessments for:

Sarah Bonin of 1337 Oak Beach Drive;
Michael & Katherine Harder of 1355 Oak Beach Drive;
Jeffrey & Denise Poetter of 1365 Oak Beach Drive;
Paul & Darla Philipp of 1362 Albion Avenue;
Claudia Trapp of 1347 Oak Beach Drive; and,
Shane & Angela Sundeen of 1376 Albion Avenue are hereby approved.

Motion by:
Second by:
All in favor:
All opposed:
Abstained:
Absent:

Adopted this 13th day of October, 2014.

Randy J. Quiring
Mayor

ATTEST

Patricia J. Monsen
City Clerk

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.5

MEETING DATE: October 13, 2014

SUBJECT: Senior Citizen Assessment Deferral – Ronnie K. Gilmore

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

X	Petition		Board		Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)	X	Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: Ronnie K. Gilmore of 1524 Albion Avenue, has applied to have his reconstruction assessment against his property deferred. A resolution approving the application and agreement for the deferred special assessment must be adopted by Council.

MOTION: To approve Resolution 2014-27, approving the senior citizen deferral application of Ronnie K. Gilmore for 1524 Albion Avenue.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. Resolution 2014-27
2.

****

Council Action:_____ Date:_____

RESOLUTION 2014-27

STATE OF MINNESOTA)
) SS:
COUNTY OF MARTIN)

WHEREAS, an application and Agreement for Deferred Special Assessment has been received by Ronnie K. Gilmore/Acre Enterprises Trust of 1524 Albion Avenue for the assessment in the amount of $7,154.25 for an improvement abutting said property (Parcel 23-039-1350, Assessment #5714001-0-0007), and;

WHEREAS, Ronnie K. Gilmore is requesting this deferral of assessment, because he is a senior citizen.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Fairmont, that the Application and Agreement for Deferred Special Assessment for Ronnie K. Gilmore of 1524 Albion Avenue is hereby approved.

Motion by:
Second by:
All in favor:
All opposed:
Abstained:
Absent:

Adopted this 13th day of October, 2014.

_____
Randy J. Quiring
Mayor

ATTEST

_____
Patricia J. Monsen
City Clerk

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.6

MEETING DATE: October 13, 2014

SUBJECT: Fairmont Police – Toward Zero Death Grant Agreement

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board	X	Staff		Council		Commission		Committee

SUBJECT BACKGROUND: Greg Brolsma, Chief of Police

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

	Motion (Voice Vote)	X	Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: Chief Brolsma is requesting authorization to enter into a grant agreement with MN DPS for traffic safety "Toward Zero Deaths" projects from October 1, 2014 through September 20, 2015. Officer Mike Beletti will attend the meeting to outline some of the specific projects. Fairmont Police are pleased to join other communities in reductions of motor vehicle accidents and personal injury accidents the last ten years. TZD efforts are an important part of that success.

MOTION: Simple majority

VOTE REQUIRED:

ATTACHMENTS:

1. Resolution 2014-28
2. _____
3. _____

****

Council Action: _____ Date: _____

RESOLUTION 2014-28

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

STATE OF MINNESOTA)
) SS:
COUNTY OF MARTIN)

WHEREAS, the Fairmont Police Department is charged with enforcing the traffic laws of the State of Minnesota and keeping Fairmont residents safe on roads and city streets, and;

WHEREAS, enforcement of traffic laws is a major component in changing driver behavior and reducing unsafe driving practices, and;

WHEREAS, the State of Minnesota Department of Public Safety, Office of Traffic Safety, supports agencies in Minnesota on the "Toward Zero Death" campaign, utilizing the 4E components of Engineering, Education, EMS and Enforcement by offering supportive grants to increase those efforts.

NOW THEREFORE, BE IT RESOLVED that the Fairmont Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the time period of October 1, 2014 through September 30, 2015.

The Fairmont Police Department is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Fairmont Police Department and to be the fiscal agent and administer the grant.

Motion by:
Seconded by:
All in Favor:
Opposed:
Abstained:
Absent:

PASSED, APPROVED AND ADOPTED this 13th day of October, 2014.

_____
Randy J. Quiring, Mayor

ATTEST:

_____
Patricia J. Monsen, City Clerk

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.7

MEETING DATE: October 13, 2014

SUBJECT: City Administrator's Salary

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board		Staff	X	Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

	City Staff		Board		Commission		Committee

	Issuance		Approval		Authorization	X	No recommendation
	Denial		Rejection		No action needed		

STATEMENT: The City Council wants to clarify the City Administrator's salary for 2015.

MOTION: To leave the City Administrator's salary according to the comparable worth pay plan with no salary increase outside the plan.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. Memo from City Administrator
2. March 12, 2012, City Council Control Sheet with attachments and minutes
3. Comparable Worth Plan 2006-2014
4. City Charter and City Code
5. August 25, 2014, City Council Control Sheet with attachments and minutes

****

Council Action:_____ Date:_____

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507)238-9461 www.fairmont.org ♦ citygov@fairmont.org Fax (507)238-9469

Memo

To: Mayor & City Council

From: Mike Humpal, CEcD, City Administrator

Date: October 9, 2014

Re: **City Administrator Salary**

The City Council offered me the position of City Administrator in March of 2012. In order to help the City save money it was agreed that I would retain my Community Development Director duties and act in a dual role. The first seven months in the City Administrator position my compensation would be $123,486, an amount less than the prior City Administrator. At the end of seven months (January 1, 2013) compensation for the City Administrator's positon would follow the comparable worth pay plan adopted for the City of Fairmont (attached). The comparable worth pay plan does not recognize dual roles for any position. The City Administrator power and duties as outlined in the City Charter state, "The City Administrator "shall" be the chief administrator for the city responsible to the Council for the administration of all city affairs." Taken as a whole the city affairs encompass six departments, 84 employees, a general fund and three enterprise funds consisting of $33 Million in annual budget for 2014.

Four department heads manage six departments and each department head reports to the City Administrator. As a cost saving and overall efficiency measure the Public Works Director acts in a dual role managing both the Public Works Division and the Public Utilities Division. In March of 2012, the City Council and staff concluded there would be similar efficiencies and cost savings by my serving in the dual roles of City Administrator and Community Development Director. The Community Development Division consists of four major components (see attached City Code):

1. Building inspections,
2. Planning and zoning administration,
3. Economic development, and
4. Fire marshal.

The City Administrator has the authority under the City Charter to appoint an employee or administrative officer to complete the duties listed above. In June 2014 the City Council directed the City Administrator to hire an economic development coordinator to fulfill the duties of economic development to free up additional time for the City Administrator to concentrate more of my resources to the overall operation of the city. The new economic development coordinator will report directly to the City Administrator. Consistent with City Code; supervision of all community development staff and direction of the department remain the responsibility of me as the City Administrator.

The city administrator position compensation has not been increased as a result of being responsible for dual duties. The City realized a savings from the elimination of a person through a retirement. The savings over the past three years has been approximately $328,613.

Attachment

MH/lz

CITY OF FAIRMONT -------AGENDA ITEM CONTROL SHEET------AGENDA ITEM NO. #14.7

MEETING DATE: March 12, 2012 SCHEDULED TIME: 5:30 p.m.

SUBJECT: Mike Humpal's Employment Agreement

REVIEWED BY: Jim Zarling, City Administrator

SUBJECT INITIATION:

	By Petition		By Board		By Staff		By Council		By Commission		By Committee

SUBJECT BACKGROUND: Jim Zarling, City Administrator
INTRODUCED BY: Jim Zarling, City Administrator
COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENDED ACTION BY:

X	City Staff		Board		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: The City Council has offered the combined position of City Administrator/Community Development Director to Mike Humpal effective with my retirement in May. A memo and the employment agreement are attached.

MOTION: To approve the employment agreement with Mike Humpal effective May 31, 2012.

VOTE REQUIRED: Simple majority

ATTACHMENTS:
1. Memo from City Administrator
2. Employment Agreement
3.

****

Council Action: Date:

FAIRMONT T.M.

CITY OF FAIRMONT – P.O. Box 751 – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507) 238-9461 www.fairmont.org ✧ citygov@fairmont.org Fax (507) 238-9469

TO: Honorable Mayor and City Council

FROM: Jim Zarling, City Administrator

DATE: March 7, 2012

SUBJECT: Employment Agreement

On Monday, February 13, 2012, the City Council made an offer of employment to Mike Humpal to act in the dual role of City Administrator/Community Development Director at my retirement. I was directed to negotiate an employment agreement with Mr. Humpal for Council approval. The agreements we have in place for all six of our management staff are similar in language. The agreements with the City Administrator and City Attorney are both characterized as at-will employment agreements.

As required by State Statutes, the City has established a pay equity pay plan that sets out the pay rates for all City positions. In 1996, based on the dual role, a pay rate was set. Since that time, there have been no adjustments made to the pay rate other than the annual cost of living increases given to all employees. We have no bonus program and no performance-based step approach to pay rates as some governmental agencies do.

The combining of positions has certainly been beneficial to the City's finances. The savings of having the combined positions from 1996 through 2007 exceeds $1 million. With the budget pressures we face and will continue to have in the foreseeable future, I believe continuing with the combined position will serve the community well with future saving exceeding another $1 million. In 2013, the first full year savings will exceed $140,000. If we look externally at the nine cities we use for comparables, the average wage for the two position of Community Development Director ($90,884) and City Administrator ($115,316) yield a combined total of $205,884. The savings created by a dual position are obvious.

My current salary is $125,486.40. The employment agreement sets an annual salary of $123,436 for the balance of 2012, recognizing some ramp up time in the transition. The employment agreement calls for the salary of the combined position to be based on the current pay plan salary beginning January 1, 2013. The Council has approved two percent (2%) increases for 2013 and 2014. The agreement calls for a salary of $128,003.20 beginning January 1, 2013 as provided by the pay plan. The pay equity plan provides for equitable internal pay relationships. A spread sheet showing the full package of benefits and the savings of the combination is attached.

The International City Managers Association recommends a twelve month severance agreement. Minnesota Statutes limits the severance provision to six months. The only contract language being changed is in the Severance section. Under the employer discharge section, a provision has been added that would authorize payment for unused sick leave in an amount equal to 50% of the amount eligible for payment at retirement. The maximum hours payable at retirement is 420; the maximum pay out from this provision would be 210 hours.

JZ/sko

Cost Savings Analysis - 2013

	Current Community Development Dir	Current City Administrator	Total of both positions	Combined position cost	**Savings**
Wages	100,859.00	128,003.00	228,862.00	128,003.00	100,859.00
Social Security *	6,253.00	6,820.00	13,073.00	6,820.00	6,253.00
Medicare	1,462.00	1,820.00	3,282.00	1,820.00	1,462.00
PERA	7,312.00	9,280.00	16,592.00	9,280.00	7,312.00
Health Insurance **	14,292.00	14,292.00	28,584.00	14,292.00	14,292.00
Life Insurance	1,000.00	3,500.00	4,500.00	1,000.00	3,500.00
Disability	1,800.00	3,610.00	5,410.00	1,800.00	3,610.00
Vehicle Allowance	4,620.00	3,240.00	7,860.00	4,620.00	3,240.00
Total	137,598.00	170,565.00	308,163.00	167,635.00	**140,528.00**

*assumes Social Security will revert to 6.2%
**2012 family coverage rates

EMPLOYMENT AGREEMENT

(Michael P. Humpal)

On this 12th day of March, 2012, in the City of Fairmont, County of Martin, the following AGREEMENT OF EMPLOYMENT terms and conditions are hereby agreed to between the City of Fairmont, hereinafter referred to as Employer, and Michael P. Humpal, hereinafter referred to as Employee.

POSITION	City Administrator/Community Development Director
EFFECTIVE DATE	May 31, 2012
TERMS OF EMPLOYMENT	Employee shall be retained as City Administrator/Community Development Director of the City of Fairmont. It is agreed that the employment will be characterized as an at-will employment agreement. This contract shall be subject to all of the provisions of the Charter of the City of Fairmont and to all amendments to such Charter. The City Council shall evaluate and review the Employee's performance annually.
SALARY	As of May 31, 2012, $123,486. Beginning January 1, 2013, in accordance with the Comparable Worth Pay Plan plus the same general increases as other non-union employees. Any wage adjustments outside the Pay Plan must be approved by the Fairmont City Council.
RETIREMENT	The contributions required by Federal and State law to PERA, FICA and Medicare shall be made by the Employer and Employee.
INSURANCE	Health and Major Medical. Effective with this Agreement, the Employee and full dependent

coverage will be provided utilizing an existing group policy. Employee contribution to the premium will be at the same rate as all other employees.

Dental.
Effective with this Agreement, to be provided at full cost to the Employer, including full dependent coverage, utilizing an existing group policy.

Life.
Effective with this Agreement, the Employee will receive, in addition to the standard provisions in the group health policy, term life insurance in the amount of one and one-half (1 & ½)times the annual salary with the beneficiary named by the Employee. The carrier and method of payment shall be at the discretion of the Employer, and a copy of the policy shall be provided to the Employee.

Disability.
Effective with this Agreement, a disability policy purchased through a licensed insurance company shall be provided to the Employee providing coverage that, when combined with social security and PERA disability benefits, will provide a minimum of sixty percent (60%) of the Employee's salary at the time of disability. The disability policy purchased shall provide that the Employee shall not be entitled to disability benefits until he has been disabled for a period of ninety (90) days from the date of initial disability. The full cost of coverage will be paid
by the Employer.

Liability.
Effective with this Agreement, the City shall furnish and provide Employee with

insurance protection, including comprehensive general liability and errors and omissions coverage applicable to all acts or omissions of the Employee arising out of his employment.

INDEMNIFICATION ..... In addition to that required under state and local law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand, or other non-criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Administrator/Community Development Director. Employee will cooperate fully with Employer in the settlement, compromise, preparation of defense or trial of any such claim, action, or suit. Employer's obligation to defend, save harmless and indemnify Employee does not apply to cases, claims or causes of action involving gross negligence or intentional actions which are illegal or motivated by malice or bad faith.

VACATIONS ..... Vacation is based on the City of Fairmont Personnel Policy language for vacation.

SICK LEAVE ..... Sick leave accrual,use and retirement benefit is based on the City of Fairmont Personnel Policy language for sick leave.

MEMBERSHIPS ..... Effective with this Agreement, the Employer shall pay the annual membership dues on behalf of the Employee to the State and National City Managers Association and to the State and International Economic Development Council. The employer will also continue to pay the three year recertification cost to the IEDC for the designation of Certified Economic

Developer.

CONFERENCES ..... The Employer will provide payment of all registration, travel and boarding expenses for two (2) national and two (2) state related conferences per year. Additional conference attendance shall be subject to the prior approval of the Employer.

SEVERANCE ..... Effective with this Agreement, termination of employment may be initiated by the Employer subject to the terms and conditions of this Agreement and by the Employee subject to the following provisions:

Employee.
Termination of employment may be initiated by the Employee by giving the Employer sixty (60) days prior written notice. Termination initiated by the Employee, for reasons other than retirement or disability, shall not be eligible for any severance benefits.

Employer.
In the event the City Council determines that the Employee is not performing to the expectations of the City Council, the Employee may be terminated. In the event of termination, the City shall compensate the Employee with full salary and benefits in effect at the time of termination for a period of six (6) months and payment for accrued sick leave equal to 50% of the amount eligible for payment at retirement. The compensation may be in a lump sum at the discretion of the Employee. The Employee may be terminated without termination benefits in the event he is convicted of any criminal action arising from the performance of his official duties.

	Vacation. Upon termination, whether voluntary or involuntary, the Employer shall compensate Employee for all accrued vacation leave subject to maximum accumulation as provided for other City employees. Said compensation shall be based upon Employee's salary as of the date of employment termination.
VEHICLE ALLOWANCE	See Personnel Policy.
HOLIDAYS	Effective with this Agreement, the Employee shall be provided the same holiday time off as provided non-union full time employees.
BUSINESS EXPENSES	Effective with this Agreement, the Employer shall reimburse Employee for all employment related expenses including, but not limited to meals, Chamber of Commerce dues, professional subscriptions plus the cost of a civic or service club not to exceed $500.00 per year.
SEVERABILITY	If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Effective May 31, 2012, all provisions of the contract between the employer and the employee, dated May 1, 2007, shall be voided.

IN WITNESS THEREOF, the parties have signed this Agreement

_____, _____.

_____
Michael P. Humpal
City Administrator/Community Development Director

SEAL

ATTEST:

_____
City Clerk

_____
Randy J. Quiring
Mayor

Approval as to form

_____
Elizabeth Bloomquist
City Attorney

The minutes of the Fairmont City Council meeting held on March 12, 2012, at the City Hall Council Chambers.

Mayor Randy J. Quiring called the meeting to order at 5:30 p.m. Council members Clerc, Gorath, Kallemeyn, Lucas and Rahm were present. Also in attendance: City Administrator Jim Zarling; Assistant City Administrator Mike Humpal; Attorney Elizabeth Bloomquist; Public Works Director/City Engineer Troy Nemmers; Finance Director Paul Hoye; Police Chief Greg Brolsma; and City Clerk Susan Olson.

It was moved by Council member Lucas, seconded by Council member Clerc and carried to approve the minutes of the regular City Council meeting of February 27, 2012.

The following comment(s) were received by the City Council during Open Discussion:

- Ms. Verdine Wright of 111 Lakeview Street spoke to the City Council about the four taxi licenses currently issued to Herman "Sonny" Meyer of Sonny's Taxi. The population of Fairmont determines the number of taxi licenses available. In Ms. Wright's opinion, it is unfair to issue all the available licenses to one person. Mr. Richard Brown of 709 Tilden Street spoke to the City Council concerning the number of vehicles and the poor condition of the vehicles Mr. Meyer is using to operate his business. City Attorney Bloomquist will review the City Code language relating to taxi licenses and report back to the City Council.
- Council member Darin Rahm announced the Minnesota Hockey 12 UB Girls State Hockey Tournament to be held at the Martin County Ice Arena on March 16, 17 and 18 sponsored by the Fairmont Youth Hockey Association.
- Council member Gorath introduced a recommendation the City Council consider a very small amount of surplus liquor store funds (1%) be designated to support an alcohol treatment program in our community.

Mayor Quiring read a proclamation proclaiming March 12-17, 2012 as "Daffodil Days" in the City of Fairmont.

Mayor Quiring read a proclamation proclaiming March 12-18, 2012 as "Girl Scout Week" in the City of Fairmont.

Mayor Quiring opened the public hearing to receive input concerning the 2012 Improvement Program. Public Works Director/City Engineer Troy Nemmers provided the Council with information on the two areas of the Improvement Program: the street that will be overlayed ($30.00 per assessable foot); and streets that will have a seal coat application ($2.00 per assessable foot). Total estimated cost of the improvement is $328,200. The **Overlay of Woodland Avenue**, Lake Park Boulevard to Fairlakes Avenue was presented. No one was present to be heard. The application of **seal coat** to the following streets was presented: **Forest Street**, from Albion Avenue to Hampton Street; **Thirteenth Street**, from Elm Street to Prairie Avenue; **Elm Street**, from Winnebago Avenue to Anna Street; **Adams Avenue**, from T.H. #15 to Horatio Street; **South T.H. #15 Service Road**, from Adams Avenue to Victoria Street; **T.H. #15 Service Road**, from Johnson Street to Spruce Street; **Tenth Street**, from Prairie Avenue to T.H. #15; **Hall Street**, from existing concrete paving to T.H. #15; **Second Street**, from Downtown Plaza to Prairie Avenue; **Cardinal Court**; **Southview Court**; **Horatio Street**, from Adams Avenue to Elsinore Avenue. No one was present to be heard. A motion was made by Council member Gorath, seconded by Council member Rahm and carried to close the public

hearing. Council member Rahm introduced and moved for the adoption of **Resolution No. 2012-08** ordering the improvement and preparation of plans for the 2012 Improvement Program. Council member Lucas seconded the motion for its adoption. On roll call: Kallemeyn, Lucas, Rahm, Clerc and Gorath all voted aye. No one voted nay. Mayor Quiring declared said resolution to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

Mayor Quiring opened the public hearing to receive input concerning the redistricting of the City's four wards because of a population shift in Ward 4 of more than ten percent (10%) based on the 2010 census. There was no one present to be heard. A motion was made by Council member Rahm, seconded by Council member Gorath and carried to close the public hearing. Council member Lucas introduced and moved for the adoption of **Ordinance No. 2012-03** amending Fairmont City Code Section 9-1 and Section 9-2, changing ward and precinct boundaries to equalize populations. Council member Kallemeyn seconded the motion for its adoption. On roll call: Council members Kallemeyn, Lucas, Rahm, Clerc, and Gorath all voted aye. No one voted nay. Mayor Quiring declared said ordinance to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

TNT Fireworks of Fargo, North Dakota, has applied for a transient merchant license to sell fireworks from the Wal-mart parking lot located at 1250 Goemann Road beginning June 20 through July 5, 2012. A motion was made by Council member Clerc, seconded by Council member Gorath and carried to approve this license application.

The American Legion Post #36 is the organizer of this year's Memorial Day parade. They have requested Council approval of their application for a parade permit for this event to be held on May 28, 2012. A motion was made by Council Gorath, seconded by Council member Rahm and carried to approve this parade permit.

The United Methodist Church requested Council approval to hold a "Way of the Cross Prayer Walk" on Good Friday, April 6, 2012. A motion was made by Council member Kallemeyn, seconded by Council member Clerc and carried to approve this parade permit.

The MS Society requested Council approval to hold their annual "MS Walk" on Sunday, May 6, 2012, beginning at 10:00 a.m. A motion was made by Council member Clerc, seconded by Council member Gorath and carried to approve this parade permit.

During the course of the year, interfund transfers are required. A motion was made by Council member Kallemeyn, seconded by Council member Clerc and carried to approve the interfund transfers for 2011.

GASB 54 required the City have an approved "Fund Balance Policy" to establish guidelines the City of Fairmont will use to maintain an adequate level of fund balance, to provide cash flow requirements, and contingency needs. A motion was made by Council member Lucas, seconded by Council member Rahm and carried to approve the "Fund Balance Policy".

For many years, the City has been designating the general fund balance at year end. The total designations at December 31, 2011 are $5.2 million. Council member Clerc introduced and moved for the adoption of **Resolution No. 2012-12** committing fund balances for specific

purposes. Council member Rahm seconded the motion for its adoption. On roll call: Council members Gorath, Kallemeyn, Lucas, Rahm, and Clerc all voted aye. No one voted nay. Mayor Quiring declared said resolution to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

GASB 54 requires the City adopt a resolution that states the City will commit specific revenue sources for its special revenue funds. Council member Kallemeyn introduced and moved for the adoption of **Resolution No. 2012-11**, committing specific revenue sources and confirming restrictions for specified purposes in special revenue funds. Council member Clerc seconded the motion for its adoption. On roll call: Council members Clerc, Gorath, Kallemeyn, Lucas and Rahm all voted aye. No one voted nay. Mayor Quiring declared said resolution to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

The escrow account on the 2010A Bond issue has been closed and the City of Fairmont would like to act as the paying agent for these bonds. Council member Lucas introduced and moved for the adoption of **Resolution No. 2012-09** appointing the City of Fairmont as paying agent for the 2010A bond issue. Council member seconded the motion for its adoption. On roll call: Council members Lucas, Rahm, Clerc, Gorath and Kallemeyn all voted aye. No one voted nay. Mayor Quiring declared said resolution to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

The escrow account on the 2009A Bond issue has been closed and the City of Fairmont would like to act as the paying agent for these bonds. Council member Gorath introduced and moved for the adoption of **Resolution No. 2012-10** appointing the City of Fairmont as paying agent for the 2009A bond issue. Council member seconded the motion for its adoption. On roll call: Council members Rahm, Clerc, Gorath, Kallemeyn, and Lucas all voted aye. No one voted nay. Mayor Quiring declared said resolution to have received the affirmative vote of the entire Council and he then declared the same to have been duly passed, approved, and adopted.

On February 13, 2012, the City Council voted in favor of making an offer of employment to Michael Humpal as City Administrator/Community Development Director upon the retirement of City Administrator Jim Zarling. The motion included authorization for City Administrator Zarling to negotiate an employment agreement with Mike Humpal for approval by the City Council. A motion was made by Council member Lucas, seconded by Council member Clerc and carried to approve the employment agreement which includes language under the Severance section as follows: ". . . . payment for accrued sick leave equal to 50% of the amount eligible for payment at retirement." Council member Kallemeyn recommended this language become standard in all management level employment agreements. The savings to the City in 2013 to combine these two management level positions will be $140,528.

The township road leading to the "tree dump" is in very bad condition. A motion was made by Council member Clerc, seconded by Council member Gorath and carried to authorize City participation in a project to restore the "tree dump" road with a budget expenditure up to $28,000.

At their regular meeting on January 23, 2012, the City Council approved a motion to offer a parcel of City-owned real property (County Parcel #23-270-0320) for sale to the highest bidder. A bid was accepted from James Draper and Mark Atkinson in the amount of $8,350.00. Selling

City-owned property must be done by ordinance and a public hearing must be held. A motion was made by Council member Lucas, seconded by Council member Clerc and carried to hold a public hearing on Monday, March 26, 2012 at 5:30 p.m. to receive input on Ordinance No. 2012-04.

The City has received quotes for installation of lighting the softball and baseball fields at the new Winnebago Avenue Sports Complex as well as installation of lighting at the main field at Jeffery Kot Fields in the soccer complex. A motion was made by Council member Clerc, seconded by Council member Rahm and carried to authorize acceptance of the quotes for the lighting installation at the Winnebago Avenue Sports Complex and at the Jeffery Kot Fields.

City Council members requested a discussion be held at this meeting in regard to the possibility of holding another City-wide clean-up event. In a memo addressed to the City Council, City Administrator Zarling recommended the City postpone holding this event for the following reasons: 1) a new Local Government Aid formula will most likely create a negative impact on the City; 2) levy limits which may be imposed by the State legislature will limit the amount the City can levy against property taxes; 3) United Townships and the Fairmont Fire Department have expressed concerns regarding aging equipment and the lack of funds set aside by the City for its share of replacement of this equipment. Following Council discussion, it was the consensus of the Council to postpone the event for at least another year.

A motion was made by Council member Lucas, seconded by Council member Rahm and carried to adjourn the meeting at 6:51 p.m.

Randy J Quiring
Mayor

ATTEST:

Susan K. Olson
City Clerk

CITY OF FAIRMONT - THREE YEAR PAY PLAN

JOB TITLE	7/1/2011	1/1/2012	1/1/2013	1/1/2014	EMPLOYEE NAME	PTS	O/T XMPT	M/F	Un
		2	2	2					
CITY ADMINISTRATOR	59.22	60.33	61.46	62.62	ZARLING, JAMES T	124	E	M	C
ASST. CITY ADMINISTRATOR	46.61	47.54	48.49	49.46	HUMPAL, MICHAEL P	112	E	M	C
PUBLIC WORKS DIRECTOR	46.11	47.03	47.97	48.93	NEMMERS, TROY	106	E		C
FINANCE DIRECTOR	41.90	42.74	43.59	44.46	HOYE, PAUL	101	E	M	U
POLICE CHIEF	41.90	42.74	43.59	44.46	BROLSMA, GREGORY LEE	101	E	M	C
CITY ATTORNEY	40.56	41.37	42.20	43.04	BLOOMQUIST, ELIZABETH W	100	E	F	C

CITY OF FAIRMONT - THREE YEAR PAY PLAN	1/1/2008	1/1/2009	1/1/2010	1/1/2011	7/1/2011						
JOB TITLE		3	3	2	2	EMPLOYEE NAME		PTS	O/T XMPT	M/F	Un
CITY ADMINISTRATOR	53.99	55.50	57.06	58.13	59.22	ZARLING, JAMES T	472508726C	124	E	M	C
ASST. CITY ADMINISTRATOR	42.23	43.50	44.80	45.70	46.61	HUMPAL, MICHAEL P	506906403C	112	E	M	C
PUBLIC WORKS DIRECTOR	41.47	43.03	44.32	45.21	46.11	NEMMERS, TROY	476110863C	106	E		C
FINANCE DIRECTOR	32.69	37.15	40.27	41.08	41.90	HOYE, PAUL	483066630C	101	E	M	U
POLICE CHIEF	37.96	39.10	40.27	41.08	41.90	BROLSMA, GREGORY LEE	469644355C	101	E	M	C
CITY ATTORNEY	36.75	37.85	38.99	39.77	40.56	BLOOMQUIST, ELIZABETH W	350420165C	100	E	F	C

CITY OF FAIRMONT - THREE YEAR PAY PLAN	07-01-06	01/01/2007	07/07/2007	01/01/2008						
JOB TITLE		2	2	4	EMPLOYEE NAME		PTS	O/T XMPT	M/F	Un
CITY ADMINISTRATOR	50.17	51.10	52.05	53.99	ZARLING, JAMES T	472508726C	124	E	M	C
ASST. CITY ADMINISTRATOR	37.95	40.61	40.61	42.23	HUMPAL, MICHAEL P	506906403C	112	E	M	C
PUBLIC WORKS DIRECTOR	48.94	48.94	48.94	41.47	NEMMERS, TROY		106	E		C
FINANCE DIRECTOR		32.69	32.69	32.69	HOYE, PAUL		101	E	M	U
POLICE CHIEF	34.76	36.50	36.50	37.96	BROLSMA, GREGORY LEE	469644355C	101	E	M	C
CITY ATTORNEY	33.96	34.64	35.33	36.75	BLOOMQUIST, ELIZABETH W	350420165C	100	E	F	C

Sec. 2.10. City administrator—appointment and qualifications.

The city council, by an affirmative vote of three (3) of the five (5) council members, shall appoint a city administrator for an indefinite term and fix the administrator's compensation. The city administrator shall be appointed solely on the basis of executive and administrative qualifications.
(Ref. of 11-5-91; Ord. No. 93-11, 8-23-93)

Sec. 2.11. Power and duties of the city administrator.

The city administrator shall be the chief administrator of the city, responsible to the council for the administration of all city affairs placed in the administrator's charge by or under this charter. The city administrator shall:

(1) Appoint and, when necessary for the good of the service, suspend or remove any city employee and appointed administrative officer, except the city attorney, provided for by or under this charter, except as is otherwise provided for by law and due process, this charter or personnel rules adopted pursuant to this charter. The city administrator may authorize any administrative officers subject to the administrator's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;

(2) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this charter or by law;

(3) Attend all city council meetings. The city administrator shall have the right to take part in discussion, but shall not vote;

(4) See that all laws, provisions of this charter, and acts of the city council, subject to enforcement by the city administrator, or by officers subject to the administrator's direction and supervision, are faithfully executed;

(5) Prepare and submit the annual budget and capital program to the city council;

(6) Submit to the city council and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;

(7) Make such other reports as the city council may require concerning the operations of city departments, offices and agencies subject to the city administrator's direction and supervision;

(8) Keep the city council fully advised as to the financial condition and future needs of the city;

(9) Make recommendations to the city council concerning the affairs of the city;

(10) Provide staff support services for the mayor and council members;

(11) Perform such other duties as are specified in this charter, or may be required by the city council.

(Ref. of 11-5-91)

(5) Public utilities.

(6) Legal.

(Code 1984, Title 2, § 310; Ord. No. 96-6, 6-6-96; Ord. No. 99-8, 5-24-99; Ord. No. 2001-01, 2-14-00)

Sec. 2-102. Division directors generally.

(a) The divisions and departments of the city shall be under the supervision of division directors with responsibilities as set forth herein.

(b) All division directors shall report directly to the city administrator.

(c) The city administrator may rescind, modify, or reverse any action taken by any division director.

(d) All division directors shall perform the duties required of their offices by state and federal law, the Charter, this Code, and such other duties not in conflict there with as may be required by the city administrator.

(Code 1984, Title 2, §§ 410, 420; Ord. No. 96-6, 6-6-96; Ord. No. 99-8, 5-24-99; Ord. No. 2001-01, 2-14-00)

Charter reference—Bonds, § 12.04.

Secs. 2-103—2-115. Reserved.

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DIVISION 2. COMMUNITY DEVELOPMENT DIVISION

Sec. 2-116. Departments.

The community development division shall consist of the following departments:

(1) Building inspector.

(2) Planning and zoning administration.

(3) Economic development.

(4) Fire marshal.

(Code 1984, Title 2, § 320; Ord. No. 96-6, 6-6-96)

Cross references—Buildings and building regulations, Ch. 6; fire prevention and protection, Ch. 10; planning and development, Ch. 20; streets and sidewalks, Ch. 23; subdivisions, Ch. 24; zoning, Ch. 26.

Sec. 2-117. Director of community development.

(a) The director of community development shall supervise the economic development staff, city planning, city building inspector, the fire marshal, and the zoning official.

STOP

(b) He/she shall provide direction to all community development functions of the city, directed toward the effective achievement of city improvements and future development, consistent with the goals and objectives developed and approved by the city planning commission, the city council, and other commissions and boards which may be involved.

(c) He/she shall fulfill all job requirements as related to the community development division as adopted by the city administrator.
(Code 1984, Title 2, § 430; Ord. No. 96-6, 6-6-96)

Secs. 2-118—2-130. Reserved.

DIVISION 3. PUBLIC WORKS DIVISION

Sec. 2-131. Departments.

The public works division shall consist of the following departments:

(1) Airport.

(2) Dredge.

(3) Parks.

(4) Engineering.

(5) Streets.
(Code 1984, Title 2, § 330; Ord. No. 96-6, 6-6-96; Ord. No. 99-8, 5-24-99; Ord. No. 2001-01, 2-14-00)

Cross references—Parks and recreation, Ch. 18; streets and sidewalks, Ch. 23.

Sec. 2-132. Director of public works.

(a) The director of public works shall supervise the parks department, dredge activities, street department, engineering and airport manager.

(b) He/she shall provide direction to all public works functions of the city to ensure continuing maintenance of those services and to plan for modification, upgrading or extension of those services as may be consistent with the goals and objectives of the city council.

(c) He/she shall fulfill all job requirements as related to the public works division as adopted by the city administrator.
(Code 1984, Title 2, § 440; Ord. No. 96-6, 6-6-96; Ord. No. 99-8, 5-24-99; Ord. No. 2001-01, 2-14-00)

Secs. 2-133—2-145. Reserved.

CITY OF FAIRMONT----AGENDA CONTROL SHEET----AGENDA ITEM NO. 14.3

MEETING DATE: August 25 2014

SUBJECT: Economic Developer Position

REVIEWED BY: Mike Humpal, CEcD, City Administrator

SUBJECT INITIATION BY:

	Petition		Board		Staff	X	Council		Commission		Committee

SUBJECT BACKGROUND: Mike Humpal, CEcD, City Administrator

INTRODUCED BY: Mike Humpal, CEcD, City Administrator

COUNCIL LIAISON:

TYPE OF ACTION:

X	Motion (Voice Vote)		Resolution (Roll Call)		Discussion
	Ordinance 1st Reading (Introduction only)		Set Public Hearing (Motion)		Information Only
	Ordinance 2nd Reading (Roll call)		Hold Public Hearing (Motion to close)		

RECOMMENED ACTION BY:

X	City Staff		Council		Commission		Committee

	Issuance	X	Approval		Authorization		No recommendation
	Denial		Rejection		No action needed		

STATEMENT: The city council voted to separate the City Administrator's duties from economic development and to hire a person to take over the duties of economic development. Staff provided a draft job description for review and comment at the work session on July 28th .

MOTION: To approve filling the economic development position based on the attached job description that outlines the duties of the newly created economic development position and move forward with the hiring process.

VOTE REQUIRED: Simple Majority

ATTACHMENTS:

1. Memo from City Administrator
2. Draft Economic Development Coordinator Position Description
3. _____

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Council Action:_____ Date:_____

23.
46.

FAIRMONT T.M.

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507) 238-9461 www.fairmont.org Fax (507) 238-9469

MEMO

DATE: August 21, 2014

TO: Mayor and City Council

FROM: Mike Humpal, CEcD, City Administrator

RE: Economic Development Position

At our July 28th City Council Work Session, we discussed that as a result of the City Council separating the duties of the City Administrator from the Economic Development position that an Economic Development position should be created. I handed out for everyone's review a job description and asked for input. To date, I have not received any feedback. At the work session, we discussed the interview process. As I recall, we decided that the two City Council Representatives on FEDA and members of the FEDA Board would participate in interviewing the candidates. The management staff would interview separately. We also discussed using Springsted and Associates to complete the job search and provide 4-5 candidates to the City for interviews. I have contracted with Springsted for these services. We will finalize the time line the week of August 25th, with the idea to interview in November and a start date of January 1, 2015.

This position will be a mid-level management position equal to our superintendents in comparable worth points and pay. The starting salary for the first six months will be $66,643, which is 80% of the top. Then 85% for the next six months and so on until the start of year three the person would be at $83,304. This can be adjusted for an extremely qualified candidate.

At the City Council meeting, I would like approval to hire an Economic Developer as outlined in the attached job description which has been converted to the Fairmont Format which is different in looks from what was handed out at the work session, but reads exactly the same.

MH:pm
Attachment

POSITION DESCRIPTION — CITY OF FAIRMONT

POSITION: Economic Development Coordinator

DRAFT

DEPARTMENT: Community Development Department

POSITION SUMMARY: This position is responsible for developing and implementing economic development programs for the City with the goal of business retention, expansion and attraction; job growth and tax base expansion.

POSITION AUTHORITY: Works with limited supervision.

RELATIONSHIPS

IMMEDIATE SUPERVISOR: City Administrator

SUPERVISES: None

EMPLOYEE CONTACTS: City hall.

OUTSIDE CONTACTS: This position requires public contact with business owners and managers, developers and real estate brokers, the Chamber of Commerce, County EDA, DEED and Economic Development Authority, City Council and other economic development agencies.

RESPONSIBILITIES

Develops, recommends and implements strategies, policies, and programs supporting the City's overall economic development goals and objectives.

Develops strategies for attracting and retaining desired businesses, as directed by the Economic Development Authority. Coordinates marketing and promotional activities aimed at attracting new economic development and investment in the City.

Assists and advises businesses locating or expanding in the City by being a key point of contact. Assists businesses in understanding and anticipating requirements of applicable City codes, the Comprehensive Plan and other development processes. Coordinates and shepherds projects through a variety of required land use and building approvals. Works with prospects and various City departments to develop project specific timelines for proposed projects.

Assists in the negotiation and implementation of development agreements, including tax increment financing, tax abatement contracts, and other state and federal programs as applicable.

Administers local economic development assistance programs, such as loan and grant programs.

Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.

Serves as the staff to the Fairmont Economic Development Authority, and other appropriate organizations, committees and commissions as directed.

Works closely with the Fairmont Area Chamber of Commerce, Minnesota Marketing Partnership, the Minnesota Department of Employment and Economic Development, and other groups to insure a coordinated effort toward development and redevelopment.

Conducts regular reviews of City business and development-related policies, regulations and fees to ensure the City's competitiveness in the marketplace and a culture of business friendly operations.

Develops and maintains positive relationships with city staff, members of advisory commissions and committees, business owners, property owners, developers, lending institutions, and related organizations.

Responds to general inquiries for information on available land, buildings, development opportunities, or proposals for development within the City and facilitates the availability of such information via the City's website and other communication mediums.

Attends local business meetings and events and take other appropriate steps to maintain a positive working relationship with the local business community.

Prepares a variety of written memos, reports and studies as required.

Performs other related duties as apparent or assigned.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE:

Minimum Qualifications
Bachelor's degree in Business, Public Administration, Finance, Economic Development, Marketing or a related field; three years of related work experience, and a valid driver's license.

Desirable Qualifications
Five or more years economic development experience, experience interacting with local government entities. Knowledge of municipal development processes. International Economic Development Council certification-CEcD, National Development Council certification EDFP or working toward those certifications

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, regional and state economic development issues and programs.
- Knowledge of economic development and redevelopment techniques and practices.
- Knowledge of business planning, development, and financial approval procedures and processes.
- Loan analysis and review/ credit analysis
- Working knowledge of real estate finance and marketing
- Working knowledge of industrial, commercial, and residential property development
- Working knowledge of laws and rules regulating tax incentives, TIF, and Tax Abatement
- Ability to analyze needs and solve problems creatively.
- Ability to prioritize work load and manage multiple projects or tasks at a time.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing, with a wide range of individuals in one-on-one, small group and large group settings.
- Ability to make effective public presentations.
- Ability to use common Microsoft Office programs, such as Word, Excel, and PowerPoint; as well as web-based email.
- Ability to effectively utilize mapping, database, website and social media programs.

- Ability to work independently and as a part of a team.
- Ability to establish and maintain positive, professional working relationships internally with co-workers and supervisors and externally with representatives of the media and neighboring jurisdictions.
- Ability to work with the public in a friendly, tactful manner.
- Ability to work flexible hours to attend evening or early morning meetings as required.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees is required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:
The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. The employee is occasionally required to work outside in a variety of seasonal weather conditions and walk a variety of terrains to visit development sites and projects, resulting in occasional exposure to construction noise and dust. There will be occasional over night or multiple days of travel outside the community and state.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DATE APPROVED:_____

Council Member Chad Askeland made a motion to approve the application of a solicitor's license for American Exteriors, LLC. Council Member Kallemeyn seconded the motion and the motion passed.

Council Member Anderson made a motion to approve the application to block off the street entering into Holden Place cul-de-sac to be blocked off for a neighborhood block party on August 24, 2014 beginning at 5:00 p.m. Council Member Rahm seconded the motion and the motion passed.

Council Member Chad Askeland made a motion to approve the Taxi License for Dahmon Gullord to operate one vehicle pending a satisfactory police investigation and receipt of the certificate of insurance. Council Member Kallemeyn seconded the motion and the motion passed.

A motion was made by Council Member Askeland, seconded by Council Member Kallemeyn and carried to adjourn the meeting at 6:45 p.m.

Randy J. Quiring
Mayor

ATTEST:

Patricia J. Monsen, City Clerk

The minutes of the Fairmont City Council meeting held on August 25, 2014, at the City Hall Council Chambers.

Mayor Randy J. Quiring called the meeting to order at 5:30 p.m. Council Members Terry Anderson, Chad Askeland, Wes Clerc and Darin Rahm were present. Council Member Joe Kallemeyn was absent. Also in attendance: City Administrator Mike Humpal, City Attorney Elizabeth W. Bloomquist, Public Works Director/City Engineer Troy Nemmers, Police Chief Greg Brolsma and City Clerk Patricia Monsen.

It was moved by Council Member Askeland, seconded by Council Member Anderson and carried to approve the minutes of the regular City Council meeting of August 11, 2014.

During open discussion Troy Nemmers introduced Lee Steinkamp, Airport Manager.

Council Member Askeland made a motion to allow Arthur Street to be blocked off between West Amber Lake Drive and Cedar Creek Court for a neighborhood block party to be held on September 20, 2014. Council Member Rahm seconded the motion and the motion passed.

Council Member Rahm made a motion to allow Grant Street to be blocked off between Tilden Street and Webster Street for Grace Lutheran Church's Rally Sunday Carnival and block party to be held on September 7, 2014. Council Member Askeland seconded the motion and the motion passed.

Council Member Askeland made a motion to approve a permit for a tractorcade "parade" through Fairmont on September 13, 2014. Council Member Clerc seconded the motion and the motion passed.

Council Member Clerc made a motion to adopt **Resolution 2014-19**, declaring costs for the 2014 Improvement Program and ordering the assessment roll to be prepared. Council Member Askeland seconded the motion. On roll call: Council Members Rahm, Anderson, Askeland and Clerc all voted aye. No one voted nay.

Council Member Anderson made a motion to adopt **Resolution 2014-20**, calling for a public hearing on proposed assessments for the 2014 Improvement Projects to be held on September 22, 2014 at 5:30 p.m. in the Fairmont City Hall Council Chambers. Council Member Askeland seconded the motion. On roll call: Council Members Rahm, Anderson, Askeland and Clerc all voted aye. No one voted nay.

Council Member Askeland mad e a motion to approve filling the economic development position based on an attached job description that outlined the duties of the newly created economic development position and move forward with the hiring process. Council Member Rahm seconded the motion and the motion carried.

Council Member Anderson made a motion to approve the payment of the August, 2014 bills. Council Member Askeland seconded the motion and the motion passed.

A motion was made by Council Member Askeland, seconded by Council Member Rahm and carried to adjourn the meeting at 5:45 p.m.

Randy J. Quiring
Mayor

ATTEST:

Patricia J. Monsen, City Clerk