

Fertile City Council Minutes

January 9, 2017

The Fertile City Council held its regular meeting on Monday, January 9, 2017 at 6:30 p.m. at the Community Center. Present were: Mayor Daniel Wilkens and Council members Reid Jensrud, Stanton Wang, Linda Widrig, and Todd Wise. Also present were Public Works Director Kevin Nephew, City Administrator Lisa Liden, Fair Meadow Nursing Home Administrator Angie Leiting, Fair Meadow Director of Nursing Peggy Erickson, and Twylla Altepeter from the Fertile Journal.

The meeting began with the swearing in of Mayor Daniel Wilkens and Council members Reid Jensrud and Stanton Wang.

The meeting was called to order by Mayor Wilkens and there was one addition to the agenda which was revisiting the salary increases for 2017.

Kevin Nephew, Director of Public Works, then gave his report to the Council. He reported that they had been quite busy moving snow for much of December and that he was anticipating the State coming in on Wednesday and Thursday to clear the snow on Highway 32 and, if time allowed, a few other snow piles in town. He reported also that the snow blower had broken down and that he should be receiving the replacement part that was needed real soon. He reported also that he would be looking into renting a skid steer with a blower to get the fire hydrants cleared out around town.

Council member Jensrud then inquired about getting a map of where all the fire hydrants in town were located. He said that Wolfe Clark had mentioned that they needed one for the League of MN Cities. This was followed by a general discussion on snow removal in town.

Fair Meadow Nursing Home Administrator Angie Leiting then gave her report to the Council. She reported that they began the month of December with 40 residents and ended with 40, operating at 92.4% capacity. The home had also served a total of 262 home delivered meals. Leiting then reported that their audit still was not complete and that it was due to the new requirement on pension reporting. She anticipated that all of the audits for every year would be running later than usual due to the new reporting requirement.

Leiting then went over the financial reports that she had distributed to Council with her monthly report. She had included Profit and Loss statements for both the nursing home and assisted living for the months of October, November and December. She also presented the year-end profit and loss for both of them and noted that there would some adjustments made due to the audit.

Leiting then reported that she had looked at her calculations for the new rates based on the recently completed project and that the new rate would be raised by \$9.03 per resident per day for both the project and the bed closures. She explained that she had put the two rates together in order to assess whether or not the rate increase would cover the bond payments on the rehabilitation project. With the rate of \$9.03 she was confident that they would be able to make the bond payments.

Mayor Wilkens then turned the discussion to setting up a meeting in the near future with both the Council and the FMNH Advisory Board. He reminded those present that there had been a general misunderstanding with the Council regarding the role of the Advisory Board as far as financial oversight of the nursing home was concerned. Wilkens felt it would be a good start to the new year for the two boards to meet in a joint session to determine the roles that each board would play as far as oversight of the nursing home. After a discussion, it was decided that a special meeting would be held at 6:30 on Wednesday, January 25th to meet with the Advisory Board.

The next department report was for the Agassiz Environmental Learning Center. Administrator Liden reported that a date needed to be set for the last part of January for the Annual Meeting and the once it was set, the

required notice would be mailed to members. Mayor Wilkens also reported that he had worked with the Education Director Danielle Spiten a month or so ago on the application that she was filling out to have the AELC recognized as a park of regional significance. Once the AELC achieved that recognition, they would be eligible for Legacy funding for projects and possibly some operation costs.

Council member Widrig then stated that the ski trails were groomed for skiing, but that the building was hardly ever open due to a shortage of volunteers. She then asked if she and Carole Larson could work together to recruit some volunteers to hopefully have the building staffed on the weekends. Liden explained that there was a volunteer binder at the Center that provided really good guidance to new volunteers and that they could use that as a resource when they were able to sign people up to work there. If they wished, Liden could also assist in scheduling an orientation session with Danielle Spiten to offer hands on training for new volunteers. Liden asked Council member Widrig to contact her if they had any questions and also to get volunteers written on the calendar.

Council members Jensrud and Wang then gave a brief report on the Fire Department. They reported that another fireman had been hired for a position that had opened up and that there had only been one call in December. They also reported that the fire department annual meeting would be held on February 16th at the fire hall and everyone on Council was invited to attend. They ended by reporting that there were several training sessions coming up that the department would be participating in.

The next department report on the agenda was the law enforcement report. Since there was no longer a need for this report it was agreed to remove it from the agenda. Administrator Liden then suggested that an Administrator's Report could be added to the agenda and the report could include her activities for the previous month as well as employee reports on vacation time, etc. It was agreed to amend the agenda to include an Administrator's Report.

The minutes of the December 12, 2016 meeting were approved on a motion made by Council member Jensrud that was seconded by Council member Wise and was carried.

The Treasurer's Report and Bills were then presented by Liden. A brief overview of the bills and receipts for the month of December were given including the out of the ordinary bills for the month. Council member Widrig made the motion to approve the Treasurer's Report and Bills. The motion was seconded by Council Member Jensrud and was carried.

Under old business, Council member Jensrud asked to revisit the salary increase that was given to one employee. Since the discussion would be about one employee in particular, the meeting would need to be closed. It was decided to address that issue at the end of the meeting so Twylla Altepeter could leave the meeting and not have to wait to return.

Resolution #1-2-17 was the next item up on the agenda. Administrator Liden explained that the signatories on the bank accounts would need to be updated due to having a new Mayor. The bank required either a formal resolution or official meeting minutes to show that the Council approved changing the signatories on the City accounts. Resolution #1-2-17 would provide that authority for the two City accounts and the one nursing home account that the Mayor was a signor on.

Council member Wise made the motion to approve Resolution #1-2-17 A Resolution Authorizing Signatures, Including Facsimile Signatures for Banking Services on Behalf of the City of Fertile and Fair Meadow Nursing Home. The motion was seconded by Council member Wang and was carried.

The Annual Appointments, Resolution #1-1-17 was then addressed. Mayor Wilkens reviewed the updates and changes to the annual appointments and noted that he had not yet been able to contact everyone that he would like to serve on the Airport Commission. Mayor Wilkens went through the various designations noting that the City website had been added as an official posting location and that the banking designations were spelled out

specifically with the current institutions where the City held accounts. He then appointed Council member Widrig as Vice Mayor, Council member Widrig as Nursing Home Liaison and Council members Wise and Jensrud to the EDA Board. Council members Widrig and Jensrud were also appointed to the Personnel Committee. As for the Emergency Management Team, Mayor Wilkens appointed himself, Vice-Mayor Widrig, the Fire Chief and First Assistant. Mayor Wilkens then made some of the appointments to the Airport Commission and those appointed were Tom Rongen, Mayor Wilkens, and Stuart Christian. Since the Commission had a minimum requirement of five people, Wilkens had a couple more individuals in mind that he had not yet been able to contact. Once those people had agreed he would like to add them to the Commission list.

A motion was then made by Council member Widrig to approve Resolution #1-1-17 A Resolution of Annual Appointments and Designations for 2017 with the Airport Commission to be completed later. The motion was seconded by Council member Jensrud and was carried.

The annual decision on whether or not to waive the statutory limits for the City's liability insurance was the next item addressed. Administrator Liden explained what it meant to waive the statutory limits and gave an example situation of why some larger cities would wish to waive the limits. For Fertile, however, the statutory limits on liability should suffice to cover any incidents that may happen.

A motion was made by Council member Jensrud to not waive the statutory limits on liability insurance. The motion was seconded by Council member Wang and was carried.

The next item on the agenda was the priority list of items to address for 2017. Mayor Wilkens explained that he had put together a list of the items based on the responses from Council on the items that they wanted to address in the upcoming year. He had also included some items that City residents had brought to his attention. He asked the Council to rank each item as low, medium, or high in importance and to turn their lists in to Administrator Liden to tabulate the results. He explained that he was unable to attend the regular meeting in February and that he would like to hold a special meeting prior to that date so he could be present to go over the tabulated list. It was decided to have Council turned in their ranked lists by February 1st so that Liden could tabulate the results.

After discussion on ranking the items and getting a special meeting scheduled, Council member Jensrud made a motion calling for special meetings on January 25th at 6:30 to meet with the FMNH Advisory Board and for February 6th at 6:30 to discuss the priorities for 2017. The motion was seconded by Council member Wise and was carried.

The meeting was then closed on a motion by Council member Wise to discuss a personnel matter. After the matter was discussed, the regular meeting was reconvened on a motion by Council member Wise.

A motion was then made by Council member Jensrud to amend the 2017 budget to include a 2% raise for the employee as discussed during the closed session. The motion was seconded by Council member Wang and was carried.

There being no further business, the meeting was adjourned on a motion by Council member Wise.

Daniel Wilkens, Mayor

Lisa J. Liden, City Administrator