

## **Fertile City Council Minutes**

### **April 9, 2018**

The Fertile City Council held its regular meeting on Monday, April 9, 2018 at 6:30 p.m. at the Community Center. Present were: Vice Mayor Linda Widrig and Council members Reid Jensrud, Stanton Wang, and Todd Wise. Also present were City Administrator Lisa Liden, Fair Meadow Administrator Angie Leiting, and Twylla Altepeter from the Fertile Journal. Other visitors were Brian King and Alex Ranz from Ulteig Engineers.

The meeting was called to order by Vice Mayor Widrig and the agenda was approved on a motion by Council member Jensrud that was seconded by Council member Wang and was carried. There were no public comments.

The minutes of the March 12, 2018 regular meeting were approved on a motion by Council member Jensrud that was seconded by Council member Wang and carried.

After a brief review of the Treasurer's Report, the Treasurer's Report and Bills were approved on a motion by Council member Jensrud. The motion was seconded by Council member Wang and was carried.

Brian King and Alex Ranz then gave the Engineer's Report. King reported that the final plans for the water and sewer project had been submitted to the State. He noted, however, that there would still be opportunities to revise the plans if needed. He explained further that there were a couple of hydrants that needed to be added and that it would be no problem to add those.

Alex Ranz then reported that he had been talking with Troy Schroeder at the Northwest Regional Development Commission to see if they had funding to offer for replacing sidewalks under the Safe Routes to School grant program. Ranz explained that he would be getting input from the City and the school on the application and that if our project was selected that Troy Schroeder would take over the project. He noted that the plans would be 100% cost free and that the project costs would be split 80/20. He noted also that the process for the grant can take awhile and that he didn't know for sure how the timing would coincide with the water and sewer project. If need be, the City could move forward on sidewalk replacement in the project areas and then get reimbursed after the fact. Ranz noted that the next step would be a meeting with both the school and the City.

Vice Mayor Widrig then asked how long it would be until we find out about the funding for the water project. King responded that we would have to wait for the State to pass the bonding bill in May and see where we are at on the list and funding.

King then presented Council with the contracts for the plans and specs for the water project. He explained that the first contract for \$85,000 was approved at the February meeting and the new document spells out those costs. The second contract totaling \$133,320 reflects all engineering costs for the plans and specs. Now that interim financing for the project had come through, Council should be able to approve the full contract since the funds were available.

A motion was then made by Council member Wang to approve change order #2 from Ulteig. The motion was seconded by Council member Jensrud and was carried.

Fair Meadow Administrator Angie Leiting then gave her report to Council. She reported that they had begun the month of March with 40 residents and had ended with 41. She noted that by the end of the week they would be at full capacity with 42 residents. The home operated at 95.6% capacity for the month of Month and had also served 343 home delivered meals.

When reviewing the financial statements for March, Leiting noted that the Profit and Loss showed a profit for two months in a row now. However, the year to date report still showed a loss for the year so far. City Administrator Liden noted that the loss amount was due mainly to depreciation.

Leiting ended by reporting that she still hadn't heard about the audit and also that the Fair Meadow Finance Committee would be meeting the following night.

Council member Wang then gave the fire department report. The department had responded to two calls in March and that one was an assist and the other was a report of an odor. Wang noted that the department was going to upgrade their ranger and that they were willing to trade up equally with the City ranger and that the City ranger would then be the trade-in on the new purchase.

After a brief discussion on the trade-up, Council member Wise made the motion to accept the fire department's generous offer. The motion was seconded by Council member Widrig and carried. Council member Wang abstained.

Council member Wang then reported that the department had asked if there would possibly be any room in the City's Garfield Ave. shop for them to store their new trailer. The trailer would need to be parked in an easily accessible bay with nothing else in the way.

The discussion then turned to whether or not enough space would be cleared after the equipment sale and also whether or not Kevin Nephew had submitted the inventory list. When Administrator Liden reported that the list had not yet been submitted, it was recommended that Nephew be given a deadline to get it turned in.

Wang then reported that two new members had joined the department and they were Eli Clark and Shane Frederickson. They had been hired to replace Tim Olson and Paul Reese who had recently retired.

It was reported then that the department was going to start a new process with hiring to replace retirees. When the department received word of an upcoming retirement, a new member would be hired when the soon to retire member had a couple of months left and would start training. The new member, however, would not gear up for calls since they were limited to 25 people in the department. They were also working on a plan for retirees to work as volunteers for the department if they wished, and as volunteers, they also would not gear up on calls but would provide support. Wang noted that Fertile would be one of the first departments to try the program in Minnesota.

Vice Mayor Widrig then inquired about emergency management since the Vice Mayor was on the emergency management team and she was interested in learning more about it. Council member Wise then recommended an online course that was available. This was followed by a general discussion on who would be in charge of various emergency situations in town and where "headquarters" would be located depending on the type of emergency.

Under Personnel Committee, Council member Jensrud reported that the committee had met to discuss a couple of matters. The first involved an addition to the Personnel Policy regarding personal use of City

equipment. A discussion was then held on the new language that had been proposed based on another City's policy.

After discussion of the matter, a motion was made by Council member Wise to approve the addition to the Personnel Policy regarding personal use of City equipment. The motion was seconded by Council member Wang and was carried.

The other matter the Personnel Committee had discussed at their meeting was the recommendation to increase the pay for the cleaning position from \$14 per hour to \$15.50 per hour. Council member Jensrud noted that the cleaning position pay had not been increased since 2016 and in the future it should be included in the annual process of pay increases when the budget was determined.

Council member Wise then made the motion to approve a pay raise to \$15.50 per hour for the cleaning position. The motion was seconded by Council member Jensrud and was carried. Council member Wang abstained from voting.

The next item up on the agenda was Resolution #4-1-18. Administrator Liden explained that this was the usual resolution required by MnDOT for projects at the airport that were funded by the State. The resolution states that the grant agreement for the project is accepted and that the Mayor and Administrator are authorized to execute the agreement with the State.

Council member Wise then made the motion to approve Resolution #4-1-18 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement. The motion was seconded by Council member Wang and was carried.

Annual approval of Fire Department gaming was the next item up on the agenda. Liden explained that Council had to approve gaming permits annually and that currently gaming was authorized for the department at The Other Place, Erickson's Smokehouse and Side Street Bar and Grill.

A motion was made by Council member Wise to approve gaming for The Other Place, Erickson's Smokehouse and Side Street Bar and Grill. The motion was seconded by Council member Jensrud and was carried.

Council member Jensrud then made a motion to table gravel bids until the May meeting. The motion was seconded by Council member Wang and was carried.

Several items regarding the June Car Show were then up on the agenda. The first item addressed was the City's sponsorship of the event. Administrator Liden explained that in past years the City had paid for insurance for the event to cover the burn out contest. Since there would be no burn out this year, there would be no need for added insurance so Liden asked if the City would be willing to donate \$300 to defray some of the other expenses incurred for the Car Show.

After discussion of the matter, Council member Wise made the motion for the City to pay \$500 to sponsor the event. The motion was seconded by Council member Jensrud and was carried.

Liden then explained that the committee would like permission to block off Washington Ave. NW from Highway 32 to NP Ave. and also Lincoln Ave. NW from Highway 32 to Second Street and also the portion of Second Street from the alley at Westside Dairy to Washington Ave. The committee was also asking permission to use both the City lot behind Thrifty White and Cannon Park. Liden also inquired whether or not City maintenance staff could be utilized to help with moving benches and picnic tables and

also to pick up and place street barricades where they were needed. Council member Wise noted that he didn't think it would be a problem for maintenance staff to provide assistance as long as it didn't require overtime.

Council member Jensrud then made the motion to approve the street closures as requested, the use of the City lot and Cannon Park for Car Show activities, and also for City maintenance staff to assist with set up as long as no overtime was involved. The motion was seconded by Council member Wise and was carried.

A discussion was then held on the City doing an audit of meter readings since that had not been done for several years. Council member Jensrud then commented that a door to door audit might not be necessary for all customers if the City could get customers to take a picture of their water meter and email it to the City. Administrator Liden stated that was a really good idea and that she would look into how to start the audit process by requesting meter pictures from customers.

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

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