

Fertile City Council Minutes

June 10, 2019

The Fertile City Council held its regular meeting on Monday, June 10, 2019 at 6:30 p.m. at the Community Center. Present were: Mayor Daniel Wilkens, and Council members Todd Wise, Linda Widrig, Stanton Wang, and Reid Jensrud. Also present were City Administrator Lisa Liden, City Engineer Alex Ranz, Stuart Christian from TDS, and Twylla Altepeter from the Fertile Journal.

The meeting was called to order by Mayor Wilkens at 6:30 p.m. Council member Wang asked to add fire department hydrant use to the agenda under old business. Council member Jensrud asked to add the skating rink to the agenda, also under old business. The agenda with the additions was approved on a motion by Council member Jensrud that was seconded by Council member Wang and was carried.

The minutes of both the Equipment Committee meeting and the regular Council meeting, both on May 13, 2019 were approved on a motion by Council member Jensrud that was seconded by Council member Wang and carried.

City Administrator Lisa Liden next gave a brief overview of the financial statements and the out of the ordinary bills paid in May. A motion was made by Council member Widrig to approve the Treasurer's Report and Bills as presented. The motion was seconded by Council member Jensrud and was carried.

Jumping ahead on the agenda, the next item addressed was the waterline that had been installed to the north of the water tower to provide a fire hydrant by the TDS plant. Mayor Wilkens stated that he felt that fire protection was the City's responsibility and that a hydrant by the fertilizer plant was important for fire protection. Furthermore, with the location of the fertilizer plant on the northwest side of town and winds typically coming from the northwest, the hydrant was particularly important in the event of an anhydrous leak. Council member Jensrud asked Stuart Christian if Kevin Nephew had said anything about the cost of the water line and hydrant in their early discussions of having the work done. Christian stated that cost of the water line had never been discussed. He added that he had been asking about getting a hydrant in that location since the 1990's and that he was very happy that the waterline and hydrant were now installed.

After further discussion of the matter, a motion was made by Council member Jensrud for the City to absorb the cost of the waterline and hydrant since fire protection fell under the City's responsibility. The motion was seconded by Council member Wang and was carried.

Alex Ranz then gave the Engineer's Report. He stated that the water project is ahead of schedule and that the services to the school and Concordia Church are almost done. He noted that the school will get the fire marshal in to do the testing of their fire suppression system. This was followed by a discussion on the replacement of the sidewalks in front of the school's new gym doors and the southwest door on the church. Both of those sections of sidewalk were heated and the heating systems would need to be replaced when the sidewalks are redone.

Mayor Wilkens inquired about the work in the fairgrounds area. He explained that he had met with Fair Board President Dan Grunhovd about Americans with Disabilities (ADA) compliance on the grounds and about the new fire hydrant that is needed at the fairgrounds. He explained that the City and Tim Olson would install the hydrant. As for the ADA compliance, the Fair Board was interested in possibly extending the paved path in the fairgrounds to allow better access to some of the buildings, especially the new livestock barn. Wilkens explained about the Fair Board limits that had been placed in regard to Fair Meadow residents accessing the fair buildings using golf carts.

The next item up under the Engineers report was change order #3 and pay estimate #3. Alex Ranz went over the change order and explained that the order covered the removal of concrete rubble in one of the project areas along with removing an iron casing that was found on Nelson Avenue. The total cost of the change order was \$3,337.50.

Ranz then moved on to pay application #3 which covered all the work that had been done to date and also the supplies that had been used so far. The amount of the application was \$376,736.88 and it would be submitted to PFA for reimbursement. He explained also that there was still about \$40,000 left in contingency funds.

A motion was made by Council member Jensrud to approve Change Order #3. The motion was seconded by Council member Wang and was carried.

A motion was then made by Council member Jensrud to approve pay application #3 and to make payment to Sellin Brothers for their portion of the application. The motion was seconded by Council member Widrig and was carried.

Mayor Wilkens at that point addressed the survey cost estimate that Ulteig had provided for the survey work of the old skating rink location. Alex Ranz explained that the cost was based on an hourly rate. The total given was calculated based on the worst case scenario with no pins currently located at the corners of the property. Wilkens explained that the City would also like to have the alley north of the rink surveyed since it appeared that the actual alley was located significantly south of the alley right of way.

After further discussion of the matter, a motion was made by Council member Jensrud to accept the estimate for the survey of the rink area as well as the alley to the north and to move forward on getting the survey done. The motion was seconded by Council member Widrig and was carried.

Administrator Liden explained that there was no Fair Meadow report this month due to the fact that Administrator Leiting was on vacation. There was, however, one item that Angie Leiting wanted approval on and that it was explained in her memo to Council. Liden explained that CMA guidelines require that an RN oversee the Assisted Living facility and that until now, the Director of Nursing (DON) for Fair Meadow Nursing Home (FMNH) had provided that oversight. Leiting's memo had explained that it was no longer feasible for the DON oversee the Assisted Living. A new position needed to be created and filled for the Assisted Living Medical Services Director. Leiting explained in her memo that the hours for the current Housing Manager would be reduced at the Assisted Living but that the Housing Manager would also take on the role of the Admissions Coordinator for both facilities. Liden ended by explaining that the matter had already been discussed by the FMNH Personnel Committee and they had given their approval for the new position.

A motion was then made by Council member Widrig to approve the new Assisted Living Medical Services Director position. The motion was seconded by Council member Jensrud and was carried.

There was no Public Works report since Kevin Nephew was absent.

The City Administrator's Report was then briefly reviewed. Administrator Liden explained that she was still working with Eide Bailly on the audit. One of the audit team members had left Eide Bailly so there was additional work to be done in retesting the areas that had been done earlier. Council member Jensrud then inquired about mosquito spraying. Liden explained that arrangements had already been made with Airborne Custom Spraying to spray once before the 4th of July and then again on the following Monday before the Polk County Fair. Administrator Liden reported that a resident had expressed some concern about basketball hoops set up on the edge of the street and children playing basketball on the street. This was followed by a discussion on how this had been done in many areas of the City for the last 20+ years. The hoops were generally located on lower traffic side streets so that it was not a real concern.

Under the Agassiz Environmental Learning Center, Mayor Wilkens explained that the next meeting of the Board would be held on June 20th to go over the revised Master Plan.

Under the Fire Department, Council member Wang reported that the department had responded to three calls in the month of May. One call was for a grass fire, and another was for a light pole that had fallen down on Highway 32. The final call was for a CO2 alarm. Wang reported also that they were currently looking to do a house burn for training purposes in the near future.

Under the airport, the only item to address was payment to Short Elliott Hendrickson for the work that they had done so far on the lighting and pavement plans. Administrator Liden explained that payment could not be made until the grant agreement with the State was fully executed. Liden would like approval to pay those outstanding invoices once the State grant was signed so that payment could be made prior to the July meeting.

A motion was made by Council member Jensrud to approve payment on the SEH invoices contingent on the grant from the State being fully executed. The motion was seconded by Council member Widrig and was carried.

The City Personnel Committee had nothing to report.

The first item to be addressed under old business was the fire department's non-emergency use of fire hydrants. Council member Wang explained that the engineer's recommendation to only use the hydrant by the water tower was too restrictive. The department liked to use the hydrant by the 4H building on the fairgrounds for training purposes. He explained also that the department had to use other hydrants in and around the fairgrounds during the fair for fair activities. Finally, given the fact that the water tower alarm goes off when water is pulled from the hydrant by the water tower, the department would like for Kevin Nephew to train four or five department members to shut off the alarm so that Kevin would not have to come to town to do that so often.

After further discussion on the matter, a motion was made by Council member Wise to amend the restrictions on non-emergency use of hydrants to allow for safety and training and also use during the Polk County Fair. The motion was further amended to include Kevin Nephew and/or Dan Lene providing training to the fire department in turning off the water tower alarm when the hydrant is used by the water tower. The motion was seconded by Council member Widrig and was carried.

The next item up for discussion under old business was the skating rink. Council member Jensrud asked about the status of the ice machine and the repairs that needed to be made to it. Administrator Liden explained that she had been in touch with an individual that repairs the Olympia machines and that he was located in the southern part of Minnesota. His preference for repairing the machine would be to have it hauled to his shop so that he would have ready access to any parts that would be needed. Furthermore, Liden explained that this same individual also buys and refurbishes ice machines. It might work better to see if he would take the current one in on trade for a smaller machine that is ready to go. Administrator Liden said that she would get in touch with him to see if he would be interested in a trade.

Council member Jensrud then inquired about getting the rest of the glass put up around the rink. Liden explained that with all of the activity going on with the water project arrangements for that had not yet been made. Liden then inquired about any materials that would be needed for installation based on what had been learned during the installation of some of the glass that had been done early last winter. Liden said she would get in touch with Wes Coborn from the Crookston Blue Line Club to see if he had any ideas or recommendations on who could do the installation.

The first item under new business was Resolution #6-1-19. Administrator Liden explained that the resolution authorized the Mayor and City Administrator to sign the grant agreement with the State for the airport projects that had been approved for the current State fiscal year. Liden went on to explain that the grant agreement was included in the packets and that it was the standard agreement that was used for airport projects.

A motion was made by Council member Jensrud to approve Resolution #6-1-19 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement. The motion was seconded by Council member Wise and was carried.

Three items related to the Polk County Fair were up next on the agenda. The first item was approval of the parade permit for the annual parade that's held on Sunday of the fair. Council member Jensrud explained that in prior years they had asked for the Fertile Fire Department to lead and end the parade since that was what is typically done at parades. In past years, however, the Mentor Fire Department was put at the lead.

After some discussion of the matter, a motion was made by Council member Jensrud to approve the Polk County Fair Parade permit contingent upon the Fertile Fire Department being placed at the both the beginning and end of the parade. The motion was seconded by Council member Widrig and was carried.

A motion was made by Council member Jensrud, seconded by Council member Widrig to approve the 5K permit for Saturday of the fair. The motion was carried.

For the final fair item, approval of a 3.2 beer license for Sunday, Administrator Liden explained that the temporary on-sale license through the State could only be issued for a maximum of four days. Since the Fair Board was interested in selling beer all five nights in the grandstand, a 3.2 license was needed for Sunday night.

A motion was made by Council member Jensrud to approve a 3.2 beer license for the Polk County Fair for Sunday night. The motion was seconded by Council member Wang and was carried.

The final agenda item to be addressed was the purchase of two new computers for the office. Liden explained that the current computers had Windows 7 and that the operating system would no longer be supported in 2020. Liden also explained that one of the new computers had already been installed earlier that day. This was due to the fact that Terry Baumgartner's computer had quit working due to a lightning strike in town over the weekend. Liden then went over the specs on the two computers as quoted by Minkota Technologies.

After a brief discussion of the matter, a motion was made by Council member Jensrud to approve the purchase of the two new computers for the office. The motion was seconded by Council member Widrig and was carried.

The meeting was adjourned at 8:07 on a motion by Council member Jensrud.

Daniel Wilkens, Mayor

Lisa J. Liden, City Administrator