

Fertile City Council Minutes November 13, 2017

The Fertile City Council held its regular meeting on Monday, November 13, 2017 at 6:30 p.m. at the Community Center. Present were: Mayor Daniel Wilkens and Council members Reid Jensrud, Linda Widrig, Stanton Wang, and Todd Wise. Also present were City Administrator Lisa Liden, Fair Meadow Business Manager Dani Nelson, Public Works Director Kevin Nephew, and Twylla Altepeter from the Fertile Journal. Other visitors were Brian King and Alex Ranz from Ulteig.

The meeting was called to order by Mayor Wilkens at 6:30. Council member Wang asked to add the following items to the agenda: dogs running at large, matters being decided without Council approval, the auditorium sound system, and the condition of the flags on the street poles. The agenda with additions was approved on a motion by Council member Jensrud that was seconded by Council member Widrig and was carried.

There were no public comments.

The minutes of the October 9th regular meeting were amended to remove Alex Ranz as an attendee and also to change the wording on the hydrants that would not be flushed. The amended minutes were approved on a motion by Council member Wise, seconded by Council member Widrig and carried.

The Treasurer's Report and Bills were then briefly reviewed by Administrator Lisa Liden. Liden went over the deposits and checks for the month of October as well as the investment summary as it relates to capital improvements. Liden also noted that the cash balance for the EDA included funds that were for debt service on the assisted living. The nursing home was making monthly payments to the City so that funds would be available for the bond payments when they came due. Council member Jensrud made a motion to approve the Treasurer's Report and Bills as presented. The motion was seconded by Council member Widrig and was carried.

The Fair Meadow report was read by Lisa Liden in Angie Leiting's absence. It was reported that the month of October began with 39 residents and ended with 42, operating at 97.08% capacity for the month. They had also served 363 home delivered meals. Liden also commented that the financials were marked not final due to the fact that the fiscal year end adjusting entries had not yet been made since the audit was not complete. Fair Meadow Business Manager Dani Nelson confirmed this. Liden also commented that the profit and loss for October was not impacted by the audit not being complete yet and also noted that the depreciation and interest costs for the nursing home would be made on a monthly basis to avoid one big adjusting entry at year end.

The Brady Martz time clock proposal was the next item up for discussion for the nursing home. Administrator Liden explained that the monthly cost for the software and two time clocks would be about \$690 per month. This was followed by a discussion on whether or not two clocks would be necessary.

After further discussion of the matter, Council member Widrig made the motion to accept the time clock and ezPBJ proposal from Brady Martz and start out leasing one time clock. The motion was seconded by Council member Wang and was carried.

Mayor Wilkens then stated that there were two more nursing home matters that he wished to address. He stated that he would like to see the current practice of sick time payouts be frozen until the matter could be looked into further. He also felt there should be a hiring freeze on any new positions until Council and management could meet and go through the recommendations made by Health Dimensions.

A motion was then made by Council member Jensrud to put a freeze on sick time payouts. The motion was seconded by Council member Wise and was carried. A motion was then made by Council member Wise for a hiring freeze for all new positions. The motion was seconded by Council member Jensrud and was carried.

This was followed by a discussion on getting a date set for Council to meet with Fair Meadow Administration to discuss implementation of the recommendations made by Health Dimensions. Administrator Liden was instructed

to email Council and Angie with three or four possible dates for a meeting in the next couple of weeks to get the meeting scheduled.

Council member Wang then inquired as to how many Fair Meadow Advisory Board positions need to be filled for them to have a full board. Dani Nelson stated that she believed they needed to fill two positions. Council member Wang then stated that he would like to see Michelle Cote appointed to the Board, since she had expressed an interest in serving and has an extensive financial background.

Mayor Wilkens responded that he was hesitant to appoint anyone to the Board until the qualifications for serving on the board and the exact role of the board going forward had been determined. Council member Wang responded that Angie Leiting had expressed her wish to have a full board to assist with the implementation process and that he agreed with her on that.

After further discussion of the matter and the process that's involved in appointing to the Advisory Board, Mayor Wilkens nominated Michelle Cote to serve on the Advisory Board. Council member Wise then made a motion to approve Michelle Cote's appointment to the board. The motion was seconded by Council member Jensrud and was carried.

Twylla Altepeter then inquired about how long the terms of office were for the Advisory Board. Liden replied that Board members could currently serve two three year terms. Council member Widrig went on to state that the people who served on the board did so on a volunteer basis because they wanted to help Fair Meadow succeed and serve the elderly in the community.

Public Works Director Kevin Nephew then gave his report to the Council. He began by asking Council if it was too early to put up the Christmas lights on the street poles this week. The weather was supposed to be warmer than average so it would be good to put them up if possible. He then commented that up until a few years ago, the lights were typically put up after Thanksgiving, but that for a few years now they were going up earlier than that. Administrator Liden explained that the Community Club had begun sponsoring a Holiday Open House for downtown businesses the week before Thanksgiving to entice people to shop early and locally before the after Thanksgiving sales were offered at larger stores. As part of the Holiday Open Houses, the Community Club would like the lights up early for the event.

Council member Wang then commented that he had been approached by a resident about the condition of some of the flags that are put out on the streetlight poles for national holidays. Apparently some of the flags were torn and showing some wear and tear so Wang was wondering how often they are replaced. Kevin Nephew explained that they go through the flags every time they are taken down in the shop to put out for holidays and quite often five or six of the flags were replaced due to tearing and fraying.

Mayor Wilkens then inquired about the signage for the new RV dump station on the north end of town. Nephew stated that he still had to weld the bracket to get the signs up and that he would be able to do that as soon as the Christmas lights were all checked out and put up.

Council member Wang then asked about the condition of the ranger since he had noted a few items that needed repair when it was used for Haunted Trails. Nephew said that he had checked it over when they got it back in the shop and that it seemed to be in good working order. He noted that he would have to order an after-market windshield for it since the old one was too scratched up to be put back on it. This was followed by a discussion on possibly getting the ranger brought in to a dealer to have them take a look at it to see if there was some preventive repairs and maintenance that could be done to prolong its useful life.

Council member Jensrud then asked Nephew if he had been in communication with Chad Olson at all regarding the oak boards that would be used in the new park building. Jensrud was wondering if it would be possible to get in and get a moisture test done to see if they would need additional drying before being used in the building. Nephew responded that he had contacted Olson a few times by text and that he had not heard back from him. This was followed by a discussion on how to proceed on the matter if it was determined that the boards would need to be

picked up by the City for further drying and cutting. It was decided to address the issue at the December meeting depending on how responsive Olson was to questions about his progress on the boards.

Brian King and Alex Ranz from Ulteig then addressed Council regarding the agenda items under the airport. The first item discussed was the Environmental Assessment Worksheet (EAW). King explained that there would be little difference between doing the EAW for resurfacing the current runway and doing an EAW for extending and widening the runway. He explained further that the EAW would be good for five years, so if the City moved forward in doing that in 2018 that the runway project would need to be started before the EAW expired.

This was followed by a discussion on the options for the runway project as well as the other projects on the updated Capital Improvement Plan (CIP) that Ulteig had also submitted. King noted that the total shown for the fourth item on the CIP, runway widening, lighting and PAPI's could be broken down into \$575,000 for the runway work and \$450,000 for the lighting and PAPI's. Brian King stated that he would prepare a contract for Ulteig to do the EAW for the runway project for Council's approval at the December meeting. In addition to the contract for the EAW, Alex Ranz noted that they would also be finished with the water modeling and would present that to Council in December as well.

After further discussion on the CIP items, a motion was made by Council member Widrig to update the airport's CIP with the new cost figures. The motion was seconded by Council member Wang and was carried.

The Administrator's report for the month of October was then briefly reviewed by Council. Administrator Liden noted that she would be working on some necessary updates to the City Code section dealing with liquor licenses. With the State changes regarding Sunday off-sale and also changes made to some of the definitions in State Statute, Liden said she would review our current Code and State Statute to insure that all necessary changes were made with one Ordinance.

For the Agassiz Environmental Learning Center, Council member Widrig asked about the current need for volunteers to keep the building open, especially with cross country skiing starting soon. Liden explained that if anyone was interested in volunteering that they should get in touch with her and she would put them on the calendar. She explained that the current focus was to have the center open on Fridays and the weekends, so it would be great if volunteers could be found for those days.

For the Fire Department, Council member Jensrud reported that there had been three calls during the month of October. One was for a car extraction and the other two were for field fires. Jensrud also noted that the department would be switching to a new pager system that would allow for department members to respond and indicate whether or not they were available.

The Personnel Committee had nothing to report except that a meeting would be held in the next couple of weeks to go over evaluations and to also look at possible changes to the Personnel Policy.

The next item up for discussion under old business was amending the fee schedule to include chicken coops. Administrator Liden began by explaining that the City's building permit was actually a zoning permit since the purpose of the permit was to make sure that any new structures conformed to City Code in regard to set back requirements. This was followed by a discussion on the current fee structure in regard to sheds and what exactly was meant by the term "shed."

After discussion of the matter, Council member Jensrud made the motion to add portable sheds and chicken coops to the fee schedule on the \$25 permit section. The motion was seconded by Council member Wang and was carried.

Under new business, the next item up for discussion was increasing the water rates. Administrator Liden explained that the water fund had operated at a loss for three of the past four years and that it was necessary to increase rates so the fund was again operating at a profit. Liden then explained the spreadsheet that she had prepared showing the loss information for 2016 and the projected loss in 2017 as well as a couple of options for increasing the rates and

the impact those would have on revenue. Mayor Wilkens also commented that with the need for capital improvements to the water system that it was especially important for the rates to keep up with expenses so that there would be funds to finance future projects.

After further discussion of the matter, a motion was made by Council member Jensrud to approve a 20% increase in the water rates starting January 1, 2018. The motion was seconded by Council member Widrig and carried.

Council member Wang then asked for discussion on the problem in town with dogs running at large. He explained that there are a few repeat offenders and that our current City Code and enforcement of the problem wasn't very effective. He then asked whether the Garfield Shop could be cleaned up so that the kennel in the corner could be utilized again. This was followed by a lengthy discussion on various items that need to be removed from the shop. Mayor Wilkens asked Kevin Nephew if he had made a list yet of items in the shop that could be sold at auction.

Discussion then returned to the subject of dogs running at large and how the matter is currently handled. Administrator Liden then read from the current City Code section dealing with impounding dogs that are picked up. Since the Code allows for kenneling and release fees, the discussion then moved on to setting fees so that dog owners would have a financial incentive to keep their dogs properly restrained on their own property.

After discussion of the matter, Council member Jensrud made the motion to amend the City fee schedule to include a capture fee of \$25, a release fee of \$25, and a per day kenneling charge of \$25. The motion was seconded by Council member Wang and was carried.

Council member Wang then asked about the improvements to the audio and video system that were being looked at for the auditorium. He asked whether or not the full Council would be voting on the new system and also questioned whether it was even necessary to change out the sound system when the current system just needed an updated microphone and wall jacks. He also inquired about the decision making process on the park project and whether those decisions were all being run through Administrator Liden as the project manager and if some of the changes and decisions should be going through the full project committee. This was followed by discussion on the audio and video system options that could be put into the auditorium for public presentations. As for the park project, Administrator Liden explained that there were a couple of items that qualified as change orders that would be written up and submitted to the project committee for formal approval.

Further discussion was then held on the upcoming meeting with Fair Meadow Administration on the implementation of the recommendations made by Health Dimensions. Mayor Wilkens explained that while the final report was more than 200 pages that only the first fifty to sixty pages dealt directly with the recommendations and that the remaining pages were backup information on their recommendations. It was also noted that many of the recommendations dealt with procedures and internal record keeping and that Council would not be looking at those matters since those were mainly State mandated and were already implemented.

There being no further business, the meeting was adjourned.

Daniel Wilkens, Mayor

Lisa J. Liden, City Administrator