

**CITY OF FISHER
MEETING MINUTES
Monday, April 4, 2016
Fisher School Library
7:00pm**

Council Members Present: Laurie Anderson, Alissa Larson, Wayne Schull, Adam Wagner, Jennifer Dahlen

City Staff Present: Amy Theis, Jeff Olson, Chris Reynolds, Dean Smith, Mike Theis, Andrew Dahlen

Others: Lucas Rengstorf, AE2S

1. **Meeting was called to order by Mayor Jennifer Dahlen at 7:01 pm .**
2. **Additions/Corrections were made to the agenda.**
3. **Approve Minutes from March 7, 2016 meeting.**
Schull made a motion to approve the minutes from March 7, 2016. Anderson seconded the motion. Motion carried unanimously.
4. **Fisher Forum:**
5. **Public Works:**
 - A. **Changing locks at City Shop, gated area, waste water ponds.**
Chris Reynolds will be changing the locks due to missing tools, construction debris in yard waste dumpsters, and gate to waste water ponds being found open.
 - B. **Sand/salt for 2016-17**
Not this year
 - C. **GIS**
Chris Reynolds met with Lucas of AE2S and did a trial run. Reynolds thinks that he should be able to get pretty accurate with the app on his phone. The City of Erskine purchased a GPS unit and we could ask to rent/borrow their unit if we needed more accuracy. The cost estimate from AE2S for setting up the system, tablet, and training is \$1,640. *Larson made a motion to approve. Wagner seconded. Motion carried unanimously.*
 - D. Hydrant flushing the end of April
 - E. MPCA recognized the City's Public Works Department for on-time DMR submissions and not having any illegal discharging.
6. **Fire & First Responders:**
 - A. **Ambulance Replacement**
Purchase is on hold while waiting for some grant and donation funding from FEMA, Bremer, American Crystal, and Enbridge.
 - B. **Emergency Center Lighting**
Andrew Dahlen contacted Valley Electric about upgrading the light fixtures in the Emergency Center. Jared Solheim was willing to donate his labor cost. The cost estimate to upgrade to CLF was \$800 and for LED was \$1,700. Border State Electric gave a discount on materials. Amy Theis told Dahlen that their 2016 budget for Repair & Maintenance Supplies is \$8,000 and that he would need to be mindful of this with future expenditures. Dahlen was going to move forward with the LED upgrade.
 - C. **Pig Roast**
270 tickets sold, attendance was down
 - D. Pipeline training by Enbridge will take place this month

- E. Several Volunteer Fire Fighters are having private parties during Fisher's Landing Day and want to use the tables from the Emergency Center. The tables were originally purchased by the Fisher Fire Relief Association. As with any purchase made by the Fire Relief Association, they become the property of the City of Fisher. The City is responsible for insurance and repair & maintenance of property. The Council believes that any community event, such as Fisher's Landing Day, would supersede private use of public property and therefore the tables will not be able to be used privately during Fisher's Landing Day.

7. Police:

- A. Plugs replaced in the Expedition Squad Car
- B. Mike Theis and Dean Smith have been monitoring trespassing and hunting behind the residents on 2nd Street North. Signs have been posted.

8. COUNCIL UNFINISHED BUSINESS

A. Delinquent water bills:

Theis reported no account balances 60 days past due.

B. Comprehensive Plan Update

Amy Theis and Cam Fanfulik completed the Northwest Minnesota Foundation Grant Application and Theis submitted the application today.

C. Yard of the Month Winner

401 5th Street S, Ross Korynta

9. COUNCIL NEW BUSINESS

A. Records Retention Schedule

Amy Theis requested that the Council consider adopting the General Records Retention Schedule for Cities. ***Larson made a motion to approve Resolution 2016-03 Adopting the General Records Retention Schedule. Wagner seconded. Motion carried unanimously.***

B. Digital Document Storage/Summer office assistant

Amy Theis requested that the Council pass a resolution allowing for digital, cloud-based record storage. If approved, Theis would like to hire a part-time office assistant to work one day per week to help with the conversion process. The Council would like to have a job description and asked that Theis speak with the school counselor about the possibility of using students that need community service points or would like to participate in a work study program. ***Anderson made a motion to approve digital record storage. Schull seconded. Motion carried unanimously.***

C. MCFOA – Minnesota Certified Municipal Clerk

Amy Theis received her MCMC Certification at the Clerk's Conference she attended in St. Cloud last month.

D. Spring Clean Up – April 23rd

Waste Management will conduct a City wide curb side pickup on Saturday, April 23rd beginning at 6:00am. Information will be posted on the website, Facebook page, emailed, and at the Post Office and C-Store.

E. Mail Ballots

Amy Theis stated that the topic of mail ballots has come up several times during her time as Clerk-Treasurer. She explained that it has become increasingly difficult to secure elections judges, and with the Minnesota Secretary of State's Office moving toward more online training, she does not expect that to improve. In 2014, the cost to the City for election judges was \$1,368.47. This does not include Election Day wages for Theis. According to Michelle Cote, Polk County Director of Property Records, the cost estimate is \$500 per election, for a total of \$1,000 in 2016. Should the City adopt a resolution for mail ballots, the County would notify all registered voters of the change this year and again in 2018 at no additional cost to the City. ***Anderson made a motion to approve***

Resolution 2016-04 Adopting Mail Balloting for the City of Fisher. Larson seconded. Motion carried unanimously.

F. Joint Powers Agreement with the Red Lake River Corridor

The Red Lake River Corridor Joint Board has been reactivated and have asked for support from Polk, Red Lake and Pennington Counties, and the Cities of East Grand Forks, Fisher, Crookston, Red Lake Falls, and Thief River Falls. **Larson made a motion to approve Resolution 2016-05 Supporting the Red Lake River Corridor Joint Powers. Anderson seconded. Motion carried unanimously.** Wagner will act as the City's Representative to the Joint Board. Larson will be the Alternate.

10. Open Discussion:

People reported down by the ponds. Check liability insurance.
Street light at Cenex is not owned by Cenex. Theis will call Ottertail tomorrow to cancel.

11. Approve April Disbursements:

Larson made a motion to approve the disbursements in the amount of \$18,711.48. Wagner seconded the motion. Motion carried unanimously.

12. Adjourn at 8:04pm:

Schull made a motion to adjourn. Anderson seconded the motion. Motion carried unanimously.

Respectfully submitted,

Amy Theis
Clerk-Treasurer