

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

**Council Members Present:** Laurie Anderson, Alissa Larson, Jennifer Dahlen, Adam Wagner, Wayne Schull  
**City Staff Present:** Chris Reynolds, Dean Smith, Mike Theis, Amy Theis, Jeff Olson, Andrew Dahlen, Jarda Solc  
**Others:** Linda Kingery, Shannon Stassen

1. **Meeting was called to order by Mayor Jennifer Dahlen at 7:00pm.**
2. **Additions/Corrections were made to the agenda.**
3. **Approve Minutes from October 3, 2016 meeting.**  
*Wagner made a motion to approve the minutes from October 3, 2016. Anderson seconded the motion. Motion carried unanimously.*
4. **Fisher Forum:**
5. **Public Works:**
  - A. Pre-discharge sample came back slightly over. Submitted another sample and have not received results. Reynolds expects it to come back within limits. If over permit limit, we could get an exemption from MN PCA. Algae is the main contributor of Ph. Cold temperatures should help control the algae.
  - B. Christmas lights & banners will be put up
  - C. Hydrants were flushed
  - D. Street sweeping was done
  - E. Gravel was put down in alleys
6. **Fire & First Responders:**
  - A. **Ambulance Replacement**  
They have a 2008 ambulance on loan from the dealer in Fergus Falls. The main issue is that the unit is too tall for the existing garage door. Option #1 is to seek out a shorter unit. Option #2 is to park one of the fire units farther back in the garage and park the ambulance unit in front. There was debate over the necessity of an ambulance. There are engine problems with the current unit, as well as other issues. Jarda Solc explained the FEMA grant and that used vehicles do not qualify for the grant.
  - B. **Halloween Party/Chili Feed**  
Well attended
  - C. **Fire Chief resignation**  
Andrew Dahlen is resigning as Fire Chief effective January 1, 2017. Theis was asked to check with Crookston and EGF about shared services. Delmar Peterson will be acting Chief until a replacement can be found.
7. **Police:**
  - A. Joint Powers Agreement with BCA  
Standard agreement renewal. *Motion to approve resolution by Schull, seconded by Anderson. Motion carried unanimously.*

- B. Resume/Application from Megan Beiswenger  
Cost for psychological evaluation, CEU training, fire arms training, driving training. M. Theis estimated the initial cost to hire at \$5,000 with an annual training cost of \$1,900. Council asked that Theis send a letter thanking Ms. Beiswenger for her interest but that the City is not hiring at this time.
- C. M. Theis enjoyed the Chili Feed and the First Responders costumes
- D. Smith & M. Theis handled a stalking complaint that involved an air gun.
- E. Dog complaints

## 8. COUNCIL UNFINISHED BUSINESS

### A. Yard of the Month Winner

Ryan Korynta, 403 4th Street S

### B. Quiet Zone Request Update

Earlier in the day, Mayor Dahlen met with representatives from the Federal Railroad Administration, Minnesota Department of Transportation, BNSF Railway, and Polk County Highway Department regarding the Quiet Zone Request. In order to move forward a median would need to be constructed. After the group completed their site visit, it was also determined that one of the sidings would need to be upgraded with constant warning signals. The estimated time frame for completion would be a minimum of 6 months. **Larson made a motion to abandon the request. Wagner seconded the motion. Motion carried unanimously.**

### C. MPRW 750,000 gallon minimum

No decision was made. Mayor Dahlen felt that the excessive water usage in April, 2015 (approx. 200,000 gallons) should be the responsibility of Mike Theis. A leak at his property at 209 Thompson Avenue was discovered in May of 2015 and was repaired at the owners' expense in August of 2015. Theis had contacted Jeff Olson, MPRW, WSN in May and no one was able to determine where the leak stemmed from. It was found in August of 2015 and was fixed within days of determining the source.

### D. Salary adjustment for Amy Theis and Chris Reynolds

Mayor Dahlen presented the Council with performance evaluations.

#### Chris Reynolds

- 1) Back pay was due and has paid out
- 2) Designated work days
- 3) Recommend an increase to \$13.00 and reevaluate in February, 2017
- 4) Paid leave
- 5) **Anderson made a motion to accept the evaluation and a pay increase of \$0.50 per hour for Reynolds beginning January 1, 2017. Schull seconded the motion. Motion carried unanimously.**

#### Amy Theis

- 1) Overall satisfactory
- 2) Incomplete information provided to Council
- 3) Action items needed on agenda
- 4) More communication needed
- 5) Inability to separate personal business from professional business
- 6) Improvements have been made
- 7) No pay increase recommended
- 8) **Schull made a motion to table any performance increase and reevaluate in February. Anderson seconded the motion. Motion carried unanimously**
- 9) **Wagner made a motion to hold semi-annual performance review for all employees. Schull seconded the motion. Motion carried unanimously.**

**E. Bremer Closure**

Theis was contacted by Jim Snyder and Tom Skjei of Bremer regarding the future of the bank building following their closure. There were two parties interested in purchasing the building and one did submit an offer. Theis asked how the Council wanted to handle banking/making deposits at Bremer in Crookston. She asked if she should leave 30 minutes early or if Council wanted her to remain in the office until scheduled and claim an additional 30 minutes to go to the bank. Schull asked Theis what her preference was and she stated that claiming an additional 30 minutes after office hours would work for her.

**9. COUNCIL NEW BUSINESS**

**A. Polk County Visitors Guide**

The Council didn't feel that the City had anything to gain by purchasing space in the guide at this time.

**B. Certify mowing/unpaid utility bills to 2017 property taxes**

***Anderson made a motion to certify 2016 unpaid mowing expenses in the amount of \$300 for BNSF Railway to their 2017 property taxes. Larson seconded the motion. Motion carried unanimously.***

**C. New website**

Theis created a new website for the City of Fisher utilizing Wix.com at an annual cost of \$102. The annual cost to the City for using GovOffice.com was \$425. She is still working out the bugs but has found it much easier to use. Theis was asked to cancel rrv.com e-mail accounts for Jennifer Dahlen, Alissa Larson, and Wayne Schull.

**D. 2017 Budget Planning**

Mayor Dahlen had several questions about the reports presented by Theis. There were some inconsistencies due to account coding changes. Theis stated that those issues will be resolved for 2017.

**E. Time cards/time clock**

Mayor Dahlen recommended purchasing a time clock and time cards to have the employees punch in and out. No decision was made.

**F. Council Packets**

Mayor Dahlen requested that Theis print the Council Packet if it is more than 20 pages in length and have it delivered.

**G. Red Lake River Corridor Project**

Linda Kingery and Shannon Stassen presented on the status of the partnership. Encouraged funding request for 2017 funding year. Application is built around 4 pillars. Cities provide 20% match. Each city is responsible for their own design/engineer/architect.

**10. Open Discussion:**

Potluck for December 5th Council Meeting  
Celebrate the Season November 30<sup>th</sup>  
Theis will try to secure a Santa Suit

**11. Approve November Disbursements:**

***Schull made a motion to approve the disbursements in the amount of \$46,767.31. Wagner seconded the motion. Motion carried unanimously.***

**12. Adjourn:**

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

Respectfully submitted,  
Amy Theis  
Clerk-Treasurer