

**CITY OF FISHER
MEETING MINUTES**

Monday, December 7, 2020

Fisher Emergency Center 7:00 pm

Council Members Present: Liz Barrett, Mark Clauson, Adam Wagner, Laurie Anderson, Mitch Bakken

City Staff Present: Taylor Amiot, Chuck Getsman, Mike Theis, Stacy Wallace

Others:

1. Meeting was called to order by Mayor Barrett at 7:00 pm.
2. Additions/Corrections were made to the agenda.
3. Approve Minutes from the November 2, 2020, November 12, 2020 and November 23, 2020 meetings.
Anderson made a motion to approve the minutes from November 2, 2020, November 12, 2020 and November 23, 2020 meetings. Bakken seconded the motion. Motion Carried.
4. Fisher Forum:
 - a.
5. Public Works:
 - a. Airline in Firehall - Tim from Nova will be here Wednesday to replace the airline
 - b. pH & DO Meters-\$1,680 is the cost of the new meter. Right now we are able to use EGF meters due them training Chuck. We would need the new meter here before we are done with EGF. We are unable to use the meter that we have now, being that it is outdated.
 - i. Chuck will reach out to see if there is a cheaper option.
Wagner made a motion to authorize Chuck to purchase the meter before the end of the year for \$1680 +Shipping if applicable. Clauson Seconded motion. Motion Carried.
 - c. Tree is ready to go
 - d. Pond transfer is already done
 - e. Truck and Tractor are ready to go
 - f. Next week, will be installing flags on some of the fire hydrants
6. Fire & First Responders:
 - a. Can we pay those who are cross trained (EMR/Fire or Fire/EMR) \$15-\$20 per call? This would give an incentive for people to do both.
 - i. Clauson suggested increasing the pay for the call outs for those who are cross trained.
 - ii. What is the status of the weekend on call for the Firefighters?

- iii. Bakken suggests increasing the call rate, see how many start to show up. If there are no still no shows there might be changes to the department.
- iv. Wagner suggests giving the incentives to get people to want to go on calls.
- v. No increase at this time, but will be open for discussion
- b. Would it be possible to add in the personnel policy that you have to make and participate in 50% or more of trainings or you will be let go?

7. Police:

- a. Dogs and cats have been an issues.
- b. Pretty slow

8. COUNCIL UNFINISHED BUSINESS

- a. Delinquent Utilities
 - i. #6-sent notice
 - ii. #106-sent notice
 - iii. #109- following payment plan
 - iv. #112-sent disconnection notice - will be paid in full on 12/10/2020
 - v. #137-sent notice
 - vi. #150-sent notice
 - vii. #312-sent notice
 - viii. #371-sent notice
 - ix. #8448305-no notice sent
 - x. #8448313-sent notice
- b. RT Adams Building/Mike Vasek
 - i. Completed
- c. CARES Funding Act Spending - Due to COVID-19 the city had spent \$13,609.03 in October because of the displacement of the City Offices from the school. This amount was spent on getting the new City Office to work functionally for an office and wages that were not budgeted for 2020 due to having to move offices.

Wagner makes a motion to approve the CARES Funding Act Spending. Anderson seconded the motion. Motion Carried

- d. Plow Truck Replacement
 - i. Polk County has agreed to clear the additional block of 2nd St. and the block of Park Ave
- e. 2021 Tax Levy - Final Approval
 - i. Wagner suggested to approve a 1.75% tax levy.
 - ii. Anderson suggested 2.5% tax levy.

Anderson made a motion to approve a 2% tax levy. Bakken seconded the motion. Motion carried.

- f. 2021 Budget - Final Approval

- i. Barrett wanted to point out that we have taken in less money in water and sewer, in the last couple of years. Keep an eye on the incoming payments for water and sewer, if the difference gets to get anymore wiggle room, increase to water and sewer rates.
- ii. Also keep an eye on the refuse fund.

Clauson made a motion to approve a 2021 Budget. Bakken seconded the motion. Motion carried.

g. Fire/First Responder Meeting Space-

- i. Wagner said that putting a wall in the PD bay. Frame out a wall, drop ceiling, can lights, carpet. Would like to get volunteers to help out with the labor.
- ii. Bakken would like to make sure that the city staff isn't penalized or the city office to be in a makeshift office. This is our building.
- iii. Wagner, we don't have to spend a lot of money to make it nice.

9. COUNCIL NEW BUSINESS

- a. Yard of the Month for November: Jeff Green
- b. *Survey Questions - tabled*
- c. *Personnel reviews*

1. Rate increases for:

- a. *Fire Chief - \$2,500/year*
- b. *Chuck - \$2.00/hour*
- c. *Mike and Jeff - \$0.50/hour*

Anderson makes a motion to approve the rate increases for the above employees. Bakken seconded the motion. Motion Carried

2. *Jeff Olson will be retiring at the end of the year. Willing to help out if needed, but will no longer be on call.*

d. Lance Tinkham

Bakken makes a motion to approve the hiring of Lance Tinkham for the Part time Public Works Position at the rate of \$15/hour. 5-10 hours a week. Clauson seconded the motion. Motion Carried

e. Austin Smith

1. *Goals were put in place and they were not met*
2. *Recommendation to cut ties with the city.*

Bakken makes a motion to terminate employment with Austin Smith. Anderson seconded the motion. Motion Carried

f. What is the future of our Police department?

1. *Mike will be done in 2023*
2. *Bakken-When interviews were done the applicants were not allowed to work in the City of Fisher due to the jobs that they had already held.*
3. *Mike can speak to a few of the newer State Patrol Officers to see if they would be interested in something like that.*

4. *Call the County to see what the rate would be if they were to patrol Fisher.*
 5. *Post the job on Facebook and Indeed.*
 - g. *RFP's for Accountant & Lawyer*
 1. *Wayne is retiring in the next year*
 2. *Accountant to see if we can get a lower rate for a basic audit and timeline issues.*
 - h. *2021 Meeting Calendar -*
 - i. *Resolution 2021-01: Fee Schedule*
- Clauson makes a motion to approve 2021-01. Wagner seconded the motion. Motion Carried. With the corrections on Animal Impound Fees and Daily fees*
- j. *Virtual Policy*
 1. *Holding in person meetings we have to abide by the 6-foot space person.*
 2. *Barrett suggests that we put a virtual policy in place.*
 3. *Suggestions:*
 - a. *All council members must be visible and audible during the meeting.*
 - b. *All votes must be taken in role-call form.*
 - c. *No Fisher Forum. Questions can be sent to the Clerk ahead of time to be addressed during the meeting.*
 - d. *Anyone can view the meeting as it is taking place via the internet.*
 - e. *Comments will be closed.*
 - f. *Agenda will be published virtually at least 3 days before any regularly scheduled meeting to give people an opportunity to call in with questions.*
 - g. *Meetings will be recorded and held on retention schedule recommendations.*
- Anderson thinks that it's a good idea. Bakken also agrees. Wagner questions whether or not we need to pass a resolution or not.*
- k. *Kittson will need to be a full depth, Curb and gutters looks good other than those isolated sections that are dipped. 5th can be edge milled and overlaid - ballpark number of \$200,000. There are two options for funding - MNDOT has low interest loans (small cities received a 1% discount), USDA Rural Development loans (2.5%). Or for a cheaper option with a mill and overlay with the curb and gutter fixed. There are no grants out right now.*
 1. *Bakken suggests reaching out to Cenex to see if they are willing to help out with a little bit of the cost due to the trucks coming in and out of that driveway.*
 2. *Taylor's Preliminary timeline:*
 - a. *Finish the plans and specifications in December (middle of the month),*
 - b. *present them to the Council for review, and then have the Council authorize AE2S to go out for public bids in the January meeting.*

- c. *Bids would be received for 3 weeks in January and bids would be opened near the end of January.*
- d. *Council's decision at the February meeting.*

Wagner suggests getting the project out for bids now at the full depth in the corner and mill and overlay going south and west.

- 3. *Emails: Barrett suggests that anyone that is working with for the city to have an email just for city business.*
 - a. *Wagner suggests that Microsoft 365 is very simple for \$5/month per license.*

12. Open Discussion/Clerk's Update:

- a. *Clerkbooks-replacement for Banyon. Pay 100% up front. In the amount of \$6,595.00.*

Anderson makes a motion to approve going with Clerkbooks. Bakken seconded the motion. Motion Carried.

13. Approved December's Disbursements:

*Bakken made a motion to approve disbursements in the amount of \$135,699.38
Clauson seconded the motion. Motion carried.*

Clauson and Wagner will approve disbursements for next month.

14. Adjourn: *Anderson made a motion to adjourn. Clauson seconded the motion.
Meeting adjourned at: 9:28 pm.*

Next meeting: Monday, January 4, 2020 at 7:00pm in the Fisher Emergency Meeting

Respectfully submitted,

Stacy Wallace
Clerk-Treasurer