

**CITY OF FISHER  
MEETING MINUTES  
Monday, December 5, 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  
**Others:** Miranda Kleven (AE2S), Tom Skjei (Bremer)

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 November 7, 2016 meeting.**  
*Larson made a motion to approve the amended minutes from November 7, 2016. Anderson seconded the motion. Motion carried.*
4. **Fisher Forum:**
5. **Public Works:**
  - A. Discharging went as well as can be expected.
  - B. Plow is ready to go
  - C. We have enough sand
  - D. Summer Equipment is put away
6. **Fire & First Responders:**
  - A. **Ambulance Replacement**

Chief Dahlen reported that the Fire Fighters moved some of their units around and have made room for a taller ambulance. Theis provided the Council with an annual report of First Responder calls 2011-2015. This showed the average number of calls responded to per month at less than 2 over a 5 year period. If an ambulance is purchased for \$55,000 and is used for 20 years, it would result in a per call cost (not including insurance, fuel, etc.) of approximately \$145. Mayor Dahlen stated that a saving a life is worth \$145. Schull asked if there is any charge to users to offset the cost. Theis stated that there is no charge to users but the City does receive an annual payment from townships for Fire and First Responder coverage.
  - B. **Fire Chief/Emergency Manager Replacement**

Chief Dahlen has spoken with Gary Larson, East Grand Forks Fire Chief, and he was enthusiastic about providing training and reporting requirements for Fisher's Volunteer Fire Fighters at minimal cost to the City of Fisher. Chief Dahlen will seek feedback from Fire Fighters about this. Theis has posted the job description and application on the City's website. She contacted the Fire Chiefs in Crookston and East Grand Forks about the possibility of a shared services agreement for training and reporting requirements. Their responses were positive and they would like to meet with Council to get a clearer picture of their responsibilities.
  - C. **Emergency Center**

Chief Dahlen requested the City put down an epoxy floor in the south garage, hallway and bathroom. Olson will provide Theis with contact information regarding this and she will get a cost estimate.
7. **Police:**
  - A. Chief Smith is working with the Polk County Sheriff's Office on the Report Management System.
  - B. Chief Smith informed Council that the City does not have an ordinance limiting the time a vehicle can be parked on the street.

## 8. COUNCIL UNFINISHED BUSINESS

### A. Delinquent Utilities

Theis reported one resident (27) was scheduled to be disconnected today. The resident contacted Theis via her personal Facebook message and stated that payment would be in the night drop tonight.

### B. Yard of the Month Winner

David & Delilah Strand, 402 Memorial Drive

### C. Water Usage Comparison Information

Theis presented Council with reports for 2015 and 2016 that showed the difference between the quantities of water bought from MPRW vs sold to residents/property owners, the cost of water bought from MPRW vs sold to residents/property owners, and the profit or loss to the City by month. According to Theis, the Board of MPRW has met and there will not be a rate or facility charge increase for 2017. Miranda Kleven, AE2S Financial Analyst, spoke about ways the City could reach the goal of having enterprise funds that are self-sufficient. She had reports comparing the City's current rates for water and sewer to other communities in Minnesota. Kleven provided Council with several considerations when setting rates that will be helpful moving forward. Council recommended increasing the monthly base rate for water to \$11.70 and leaving the water usage fee at \$12.00 per 1,000 gallons of water used.

### D. Bremer Bank Update

Theis reported that there is a question of whether or not there is a separate water line and curb shut off for the Bremer building. The water meter is currently located on the south side of the USPS building owned by Mike Vasek. Bremer has been paying the Special Assessment for Water and believes that the City should be responsible for providing them with a separate water line, curb stop, and meter relocation. Tom Skjei, representing Bremer Bank. There is no curb stop. Bremer has been paying the Special Assessment since 2006 for a total of approximately \$4,600. The original amount assessed to each meter was \$8,780.49 for a twenty year term at 1% interest. Olson agreed that the City is responsible for the curb stop and moving the meter. Theis will make contact with Jarda Solc, the City's Engineer, and Skjei about the repairs as soon as possible. The Council agreed to cover the cost of installing a curb stop and relocating the meter.

### E. Comprehensive Plan Update

Theis received an e-mail from Cam Fanfulik requesting a meeting mid-December. Council requested possible January meeting dates.

### F. Celebrate the Season Recap

Well attended. Santa was a hit. Youth helpers did a great job.

## 9. COUNCIL NEW BUSINESS

### A. Computer Use Policy

Mayor Dahlen asked the Council to approve the Computer Use Policy she submitted. **Schull made a motion to approve the policy. Wagner seconded the motion. Motion carried.**

### B. Sewer Rates

Theis provided Council with a report giving several rate scenarios in order to close the gap on sewer fund losses. Several factors addressed were a decrease in the annual bond payment and adding a portion of Clerk and Public Works wages as an expense. She has had a conversation with the school's bookkeeper, Samantha Bergen, and Superintendent, Evan Hanson about the probability of an increase. Council recommended decreasing the monthly base rate for sewer to \$25 and implementing a usage fee of \$5.00 per 1,000 gallons of water used.

### C. Set 2017 Meeting Dates

Theis provided Council with a proposed calendar of 2017 meeting dates. **Schull made a motion to approve the 2017 meeting dates. Larson seconded the motion. Motion carried.**

### D. Resolution 2017-01 Fee Schedule

**Larson made a motion to approve Resolution 2017-01 Establishing Fees to be collected by the City of Fisher in 2017. Anderson seconded the motion. Motion carried.**

**E. Approve 2017 Final Levy**

*Larson made a motion to approve a 2% increase (\$2,559.58) and set the 2017 revenue levy at \$130,538.96 for the City of Fisher. Schull seconded the motion. Motion carried.*

**F. Approve 2017 Budget**

*Schull made a motion to approve the 2017 budget proposed by Theis. Larson seconded the motion. Motion carried.*

**10. Open Discussion:**

Member Larson is unable to attend the January 9, 2017 Council meeting due to personal reasons.  
Mayor Dahlen is unable to attend the March 6, 2017 Council meeting.

**11. Approve December Disbursements:**

*Anderson made a motion to approve the disbursements in the amount of \$91,997.45. Larson seconded the motion. Motion carried.*

**12. Adjourn:**

*Schull made a motion to adjourn. Anderson seconded the motion. Motion carried. Meeting adjourned at 9:15pm.*

Respectfully submitted,

Amy Theis  
Clerk-Treasurer