

## **June, 2009 Ashby City Council Meeting**

The Ashby City Council met in regular session on Thursday, June 11, 2009 at Ashby City Hall. Councilmember George Jordan called the meeting to order at 5:30 p.m. with council members Carl Ulrich and Ronnie Jaenisch present. Absent were Mayor Thomas Grover and Councilmember Lynn Jensen. Also present were Val Martin, Clerk/Treasurer; Richard Walton, City Attorney, Thor Tollefson, Chief of Police, and Dennis Helle. Visitors: Judy Helle, Tim Bayerl & Jeff Kuhn from WSN, Tom McSparron from West Central Initiative and Kathy Sletto.

The pledge of Allegiance was recited.

### **Visitors**

**Tim Bayerl and Jeff Kuhn were present from WSN.** Tim told the council that he is resigning and introduced Jeff Kuhn. He will be our contact person for WSN.

### **Housing Rehab Grant Items:**

Kathy Sletto was here to present information on the Housing Rehab Grant. Several steps need to happen before work can begin on homes. She is currently taking applications from residents. Each application has to be verified for income, home ownership, etc. We should let the community know that applications are still being accepted.

Ulrich moved to approve the Policies and Procedures and Housing Quality Standards as presented. Jaenisch seconded. MCU

Jordan made a motion to approve the Rehabilitation Inspection Service Agreement with West Central Community Action. Ulrich seconded. MCU

Kathy will not need to come to future council meetings but will keep the City updated monthly via e-mail.

### ***Jensen joined the meeting.***

**Judy Helle was present to discuss Northwoods of Ashby Assisted Living.** She has been hired by them to be a public relations liaison. She will be at the assisted living on Tuesdays and Thursday from 9-12 to give tours and answer questions.

**Tom McSparron was present from West Central Initiative.** He is the donor service officer and thanked the council for their support. He gave them a general background of the organization along with updates for Grant County and the City of Ashby.

### **Consent Agenda**

Ulrich moved to approve the Consent Agenda as follows:

- Approval of all May minutes.
- Approval of bills: Prepaid: \$37,842.91 and Claims for Approval: \$19,789.78 for a total of \$57,632.69. Ulrich went through the bills prior to council and gave pre-approval.

Jaenisch seconded. MCU

There was one outstanding utility bills scheduled to be disconnected tomorrow.

Jaenisch moved to write off two utility accounts – one for \$2.95 and one for \$171.13. Both of these accounts have moved from town several months ago and collection will be difficult. Jordan seconded. MCU

### **Open Forum**

There were no residents in attendance at the Open Forum.

### **Mayor's Report**

There was no mayor's report.

### **Administration**

There were no council reports.

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer for the previous month such as:

- Central Lakes Trail meeting, along with preparation of balance sheet.
- Grant application for mitigation flood money
- Drafted resolution for tax abatement for TFC and sent off to Justin Anderson.
- Abatement hearing.
- Local users meeting for radios.
- Region III Clerk's meeting/training.
- Red, White and Blue Parade meeting.
- Liability/Property insurance renewal.
- Prepared items for You'll Like Ashby packets and delivered them.
- Letter to DOT for roadside beautification project.
- Business letter sent.

- Business meeting.
- Items for housing rehab grant.
- Country View Estates billboard – dealt with DOT, OTP and Lake Region Healthcare.
- Stage I of wastewater application to Rural Development.
- Stage I of Public Works/Police storage to Rural Development.
- Emergency Management Plan.
- Transient Merchant Ordinance.
- Council packets.
- Monthly bills and reports.
- Utility bills and receiving payments.
- Waiting on customers, all financials including deposits, checks, reports; posting and publishing notices; payroll; minutes; policies, and more.

### **Public Safety**

Tollefson reported on Police Commissions as follows:

- The commission looked at the police report for the month and questions were answered.
- The new transient merchant ordinance was discussed. There was a discussion on the difference between a license and a permit. Everything will be considered a permit and will have a fee unless it is considered exempt. The commission felt that Tollefson could give approval for a permit and it should not need council approval as the original ordinance states. We also need to add that the application can appeal to the council if they are denied a permit.
- The emergency management handbook was discussed and they will recommend approval to the council.

The council discussed the transient merchant ordinance. More information is needed such as what type of background check is needed, is the fee appropriate and an application form needs to be done. A few changes will be made to the ordinance. This was tabled until the next meeting.

Jaenisch moved to approve the Emergency Management Plan as presented. Ulrich seconded. MCU

The Police Report was as follows:

- Burns-Occupational Accident – 1
- Civil Mater -2
- Welfare Check – 1
- Open Door – 1
- Animal Complaints – 5
- Burglar Alarm – 1
- Motor Assist – 2
- Traffic Direction – 1
- Education – 1
- Motor Vehicle Accident – 1
- Sick Cared for – 1
- Speed – 5
- Stop Sign – 1
- Unsafe Equipment – 1

Two pedestrian signs have been purchased. There is enough money in the Diversion Program to pay for these two signs.

A letter was received from Grant County Humane Society. They are now open and ready for the dogs. Because of the late start, the contract will run until 5/31/2010. After that point, contracts will run June through May.

Letters to residents that have not yet purchased their pet license will be sent out shortly by Tollefson.

The Fire Department Report was as follows:

- 14 ambulance calls – 2 in the City of Ashby
- 1 Fire call – grass fire

### **Public Works**

**Public Works Report:**

- Sewer pond discharging for the summer months has been completed. Weed spraying around the ponds and along the fence has been done.
- Trees and bushes have been trimmed and wood chips have been around them in Memorial Park. The trees have also been watered.
- Mowing has been done weekly in the parks. In other areas, mowing time has been extended.
- We have not been able to get anyone through Community Service or the CEP program for curb painting and a few other public works projects.

The council discussed summer time help and the need to get curbs painted, stain the park shelter and a few other miscellaneous items. Jaenisch moved to hire part-time help at minimum wage to not exceed \$1100 in wages. Ulrich seconded. MCU

Jensen moved to hire Tonia Fitzsimmons for this part-time position. Ulrich seconded. MCU

Applications for FEMA reimbursement for the lift station bypass and storm water problems have been completed. We will receive approximately \$1500 for time and equipment and they will also replace the trash pump that was broken.

Stage I of a wastewater application and Stage I of a public works/police storage building have been sent to Rural Development.

### Old Business

The billboard for Country View Estates cannot go on the development because of DOT regulation. It has to do with the Otter Tail Power logo being on the billboard. It is considered an off-premise advertising devise. Newly revised graphics were presented to the council. It will go on the clinic property and will say that it is ½ mile ahead or ½ mile back.

The council discussed the plan for a goal-planning session. It was decided that we need to wait a few months and see what happens after the foreclosure period for the nursing home is over.

The newsletter was presented and council approved with a few additions.

Volunteers are needed for the Central Lakes Tour bike ride on August 8<sup>th</sup>. If there is anyone that is interested, please contact Val Martin.

An e-mail was received today from the League of MN Cities regarding looming LGA cuts. The e-mail states that they are considering reduced cuts to cities less than 1000 and it is possible that it may include an exemption for 2009. It looks as though all cities will experience some sort of cut for 2010.

### New Business

Information on Marshview Apartments was distributed. To reduce the overall debt and debt service payments, there is a need to renew the debt service agreement between Grant County HRA, Hoffman, Elbow Lake and Ashby. Ulrich moved to approve. Jaenisch seconded. MCU

Jordan moved to approve a \$500 donation to Ashby Summer Rec. Ulrich seconded. MCU

Jaenisch moved to hire Debbie Thormodson as assessor. Jordan seconded. MCU

There is a need to make some changes to the zoning map and the zoning ordinance. Discussed changes to the zoning ordinance include – setbacks for accessory building, fences, etc. The Planning Commission will meet and make recommendations to the council. A public hearing will be scheduled for July 9<sup>th</sup>.

Ulrich moved to approve **Resolution #2009-16 Accepting Donations as follows: \$1500 from Ashby American Legion and \$500 from REA for Fire Department equipment. Donations for the Central Lakes Trail shelter are: \$50 from Balgaard Brothers, \$85 from Ruby's City Restaurant and \$100 from Ashby Motel, Resort and Campground.** Jaenisch seconded. Roll call vote: those voting for: Ulrich, Jaenisch, Jensen and Jordan. Those voting against: none. MCU

There was a discussion on the liability and property insurance. Jordan moved to waive the monetary limit on tort liability and to not raise our liability limit. Jaenisch seconded. MCU

There was a drawing for the Ashby bucks from those that filled out the survey. Sandra Fischer was the winner of a \$25 Ashby bucks gift certificate.

Adjourn 7:45 p.m.

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Valerie Martin, Clerk