

Ashby City Council Meeting August 12, 2010

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Carl Ulrich, Lynn Jensen and Ron Jaenisch present. Also present was Val Martin-Clerk/Treasurer, Richard Walton, City Attorney; Thor Tollefson, Chief of Police; Matt Cederberg, Police Officer; and Dennis & Judy Helle. Visitors: Jeff Kuhn, Pat Conroy, Brian Bye from WSN, Kathy Sletto, Duane Thompson, Jim Karl, Mike and Dawn Murphy, Wayne Sterilen, Mark Zlotnick, Jim Risbrudt, Matt Jensen and Dwight Walvatne.

The pledge of Allegiance was recited.

Jaenisch moved to approve the agenda with additions. Jordan seconded. MCU

Visitors

Kathy Sletto was at the meeting to discuss a few items related to the commercial rehab application. There are currently 12 businesses interested in participating in the project. Grants can be used for exterior improvements and to correct code violations. Businesses can make other improvements, but they must use their own funds for those improvements. Typical improvements include roofing, siding, signage, electrical and plumbing work. Eligible properties must be located within the City's designated target area. Federal prevailing wages limits will apply. The program offers up to 70% grant assistance and up to \$40,000 per building. Typical commercial rehabilitation financing terms for a competitive application:

- Maximum of \$30,000 in SCDP funding per building
- 10 year SCDP deferred loan (grant) to fund up to 70% of the project. This does not need to be repaid if the building is not sold in the next 10 years.
- Financing from other sources = 30%.

Ulrich moved to approve the above commercial rehab financing terms. Jordan seconded. MCU

Jordan move to approve the target area for the commercial rehab application as presented. Ulrich seconded. MCU

Ulrich moved to approve **2010-13 Ashby Slum and Blight Determination**. Jordan seconded. Roll call vote: Those voting for: Jaenisch, Ulrich, Jordan and Jensen. Those voting against – none. MCU

The group from WSN was at the meeting to present the Preliminary Engineering Report for Wastewater Treatment System. The report outlines replacement of the collection system (actual sewer lines) that is not PVC. Some smaller items included in the report are fencing at the stabilization ponds, lift station pumps, etc. The projected project is estimated at 1.5 million dollars and also includes some contingency projects that could be done down the road.

Pat Conroy went through some of the items that are needed for the grant applications. The income summary is a big piece that is needed to qualify for Small Cities funding. We will need to prove that 51% of the community is low to moderate income. This is why the survey was sent to all residents. A reminder will be sent, along with information to the paper. Ulrich moved to run an ad in the Ashby newspaper for grant administration of the wastewater and commercial rehab grants.

The City's wastewater project is on the state's Project Priority List as 108. We also received a score of 58 which is excellent score for funding. They will fund projects that have scored down to 45.

The council discussed the pretreatment for TFC and the possible grant opportunities. Some deadlines will have to be met soon as far as Pollution Control is concerned. A plan will be needed in the near future on how to handle the wastewater. A meeting is needed with WSN, the City and TFC to discuss how to proceed. This will be scheduled in the next couple of weeks.

Jaenisch moved to approve the Preliminary Engineering Report for Wastewater as presented. Ulrich seconded. MCU

Jim Karl was present to discuss the Liquor Ordinance. The ordinance states that if licensed establishments are having a dance and the expected attendance is 200 or more, the establishment needs to have security at the door, checking ID's, etc. Mr. Karl questioned this number and asked if attendance numbers should go by a percentage of building capacity rather than total attendance. A police commission meeting will be held within the next month to discuss this issue. Mr. Karl and Mr. Murphy will also be invited to attend. Mr. Karl also had a question on privacy issues.

Wayne Sterilen reported that the Legion has done some storm sewer work in their parking lot/Larson Ave. He requested that the City council consider paving the portion that was dug up for the work done. It is approximately 10 x 12 feet. The council agreed that it is not a problem and when some paving is being done in town, they will take care of it. It may be the next year or so before this happens.

Mike and Dawn Murphy made a request to change the outdoor dance scheduled for the 14th from 7:30-11:30 p.m. instead of 8:30-12:30 p.m. as stated in the ordinance. Jaenisch moved to approve. Ulrich seconded. MCU

Mark Zlotnick, Jim Risbrudt and Matt Jensen were present to discuss some new possibilities for EMT training. They would like to pursue doing the training on their own which would include hiring an instructor, some equipment purchases and dealing with the legalities. Ulrich moved to approve they department continuing to pursue this project. Jaenisch seconded – motion carried with Jensen and Grover abstaining. Zlotnick talked about the fire department's part in severe weather and when the siren is blown. Grant County dispatch contacts the department, and trained weather spotter are sent out. The siren is blown when there is a present danger. Note – the siren is meant to be heard by those residents that are outside and is not necessarily designed for people indoors to be alerted. Residents should consider a weather radio, listen to TV or radio reports, or have an alert system installed on their cell phones. Zlotnick will compose an article for the paper explaining the system. There was a discussion on a fire call invoice. This property owner sent a letter last month with Zlotnick responding to that letter. Another letter was received from the property owner. The council was in agreement that the fire department continues to handle the situation as they see fit. The fire department would also like to discuss how to handle invoices that have not been paid and possibly redesigning the invoice noting that it should be sent to their homeowners insurance for payment. The was tabled until next month.

Consent Agenda

Jordan moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$66,544.43 and Claims for Approval: \$36,992.02 for a total of \$103,536.45. Jensen went through the bills ahead of time and gave prior approval.

Jaenisch seconded. MCU

There was one outstanding utility bill. Martin will call and discuss it with them.

Mayor's Report

The mayor reported on the following:

- Attended regional Mayors' meeting.
- Met with City of Evansville regarding public works agreement along with Martin and Tollefson.
- Attended a Wellhead Protection Plan meeting at City Hall.

Council Reports

None

Administration

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

- Election notice posted and published.
- Background info – free lot to prospective employee.
- TIF compliance – Northwood.
- DOT Roadside beautification grant meeting.
- Day of storm – answered phone calls, helped with volunteers, arranged food for staff and volunteers.
- Meeting with TFC/WSN.
- Meeting with Tom, Thor in Evansville regarding public works contract.
- Several items related to health insurance switch.
- Assessment payoff notice for a property to auditor.
- Yearly police training reimbursement form sent in.
- TIF reports reviewed/published report.
- Farmers market ad and posters.
- Mock OSHA inspection.
- First half financials to council.
- PERA info to council.
- State clerk's newsletter prepared.
- Special council meeting – also posted and noticed prior to meeting.
- DEED workshop in Fergus Falls.
- Arts commission meeting in Fergus Falls.
- Red, White and Blue Parade wrap up.
- Economic Development meeting.
- Mitigation grant application finished.
- Election judge schedule and time sheets.
- Candidate packets prepared.
- Several items related to Stage II of sewer application.
- Park Board meeting.
- New employee items – Matt Cederberg.
- Contacted MDH/MPCA regarding Jerry's contract.
- Met with Kathy Sletto – commercial rehab.
- Election set up.
- Wellhead Protection Plan meeting.
- Monthly bills and reports.
- Utility bills and receiving payments.
- Web-site and Face book Page updated.
- Waiting on customers, all financials including deposits, checks, reports; posting and publishing notices; payroll; minutes; policies, compiling and delivering agenda packets to council members and more.

Public Safety

Police Report:

The Police Report was as follows:

- Under 21 Consumption – 4
- Animal Complaints – 5
- Public/Motorist Assist – 7

- Drive after Revocation – 1
- Speed – 1
- Inebriate Took Home – 1
- Theft from Motor Vehicle – 9
- Suspicious Activity – 1
- Property Found – 1
- Property Checks – 7
- Traffic Direction – 3
- Open Door – 1
- Small Amount of Marijuana -1
- Property Damage Complaint – 1
- Harassing Communications – 1
- 1st Degree Burglary – 3

No parking signs on South Birch from the school south were discussed. This issue was brought up a couple of months ago. The street is very narrow and if vehicles are parked on both sides, it would be almost impossible for an ambulance or fire truck to get through. Tollefson gave the council pricing for the signs. The more signs you order, the less each sign costs. Jaenisch moved to order 10 signs – this would also be enough to replace some other signs in town. Ulrich seconded. MCU

Tollefson introduced the new police officer, Matt Cederberg. Matt officially started working on August 6th and will have a few weeks of training before he will start patrolling by himself. Jaenisch moved to approve Matt's pay at Grade 9, Step A. After his 6 month probation period, we will move to Step B. Ulrich seconded. MCU

An open house will be set up for the community to meet Matt and his family.

Tollefson reported that he's had a couple of situations where he has chased some people out of the park. They had metal detectors and were digging up the ground. He would like to propose a change to one of the ordinances to easily address this type of issue. Walton suggested that the Nuisance Ordinance may be the most appropriate Ordinance to add language related to this type of activity. The police commission can also discuss this at their next meeting and bring recommendations to the council.

Jaenisch moved to forgive a fire department invoice, if needed to clarify the situation. Jordan seconded. MCU

There was also a discussion regarding alcohol in the fire department as this was part of the mock OSHA inspection. It was tabled until next month.

Old Business

Martin reported on the arts commission. They are still working towards the grant application and ideas to include in it.

Housing Rehab Update:

The status of the applicant households:

Ashby Households:

- 6 jobs have been completed
- 4 construction jobs are in progress.
- 2 additional homes have been inspected. The jobs are out for bids and will be awarded shortly.
- 5 households: incomplete applications.
- 8 applicants have been found to be over-income, ineligible, or have withdrawn their applications

Wendell Households:

- 5 jobs have been completed
- 6 additional households are on the waiting list
- 1 applicant withdrew her application

Maximum grant money per job is \$22,000. It is anticipated that the final two Ashby jobs will be awarded in August, and we hope to have all construction completed by the end of October.

The council has decided to proceed with offering a free lot to our new police officers. Some parameters will be set at the next council meeting.

New Business

The council received a letter that Bill Ingebrigtsen has received the League of MN Cities Legislator of Distinction. The League of MN Cities Board of Directors has recognized 26 legislators this year for their actions and leadership on a wide variety of legislative issues of importance to cities across Minnesota. An e-mail was sent to Mr. Ingebrigtsen thanking him for his efforts.

The council received a report from the last Economic Development meeting.

Jensen moved to change the November council meeting from November 11th to November 4th. November 11th is Veteran's Day and council meetings cannot be held on that day. The council will also need to canvas local election results by November 9th. Jaenisch seconded. MCU

A letter to the editor will be sent to the paper for all the volunteers that helped out during the storm. A letter to businesses that helped out will also be sent.

Jensen moved to approve the Wellhead Protection Program Evaluation as presented and to approve Thor Tollefson and Val Martin as Wellhead Protection Managers. Jordan seconded. MCU

Jensen moved that the City will no longer accept commercial septic dumping into the sanitary sewer. Because of the strength, one load can have the same amount of BOD as the whole community in a day. Ulrich seconded. MCU

The council received a report from MPCA regarding The Compliance Evaluation Inspection on June 7, 2010.

Jordan approved Gerald Buse's contract as presented. He will now become an employee of the City rather than contracting with the City of Evansville. Jaenisch seconded. MCU

Ulrich moved to approve the DOT grant plan as presented with the changes made by the park board. Jordan seconded. MCU

Tollefson gave the public works report. Mowing continues and monthly/quarterly sampling have been done and sent in. He would like to get some pricing on repairs to water shut offs.

The council gave Tollefson approval to purchase a new PH meter as the one we have is out of calibration. It is used to measure levels in the sewer ponds. It will be under \$500.

A mock OSHA inspection was done by our health and safety instructor in July. The council received the report which only had a few minor changes to be made.

Jordan moved to adjourn. Jaenisch seconded. MCU

Adjourn 8:28 p.m.

Valerie Martin, Clerk/Treasurer