

Ashby City Council Meeting December 9, 2010

Mayor Grover called the meeting to order at 6:00 p.m. with council members Carl Ulrich, Lynn Jensen, George Jordan and Ron Jaenisch present. Also present was Val Martin-Clerk/Treasurer, Richard Walton, City Attorney; Thor Tollefson, Police Chief and Public Works, Jim Karl, Jim Rylander, Dennis and Judy Helle. Visitors were Bob Boren, and Mark Zlotnick, Chad Smith and Jim Risbrudt from Arrow EMS.

The pledge of Allegiance was recited.

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

Visitors

Jim Risbrudt, Mark Zlotnick and Chad Smith were present to give an update on Arrow EMS. Jim introduced Chad as the new trainer and manager. This program will train our own EMT's plus training will be offered to other departments. They will also offer training to the community for first aid, CPR, and many other programs.

Bob Boren was here to discuss some of the commission appointments. He told the council that he has someone willing to serve on the arts commission. He also volunteered to serve on a couple of committees. The council requested that an article be put in the paper if any residents are interested in serving on the 2011 committees and commissions.

**Consent
Agenda**

Consent Agenda

Ulrich moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
 - Approval of bills: Prepaid: \$14,299.17 and Claims for Approval: \$157,148.48 for a total of \$171,447.65. Jordan went through the bills ahead of time and gave prior approval.
 - Approve Carlson-Highland for 2010 Audit.
- Jensen seconded. MCU

**Mayor's
Report**

Mayor's Report

The mayor reported on the following:

- Attended Mayor's Meeting
- Special Council Meetings

**Council
Reports –
Regional
Meeting**

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 – Setting up, picking up supplies, working as election judge and bring results to court house.
- Liquor renewal reminders – hand delivered.
- Two special council meetings – canvas election results and TFC pretreatment agreement.
- Research, meetings, several phone calls and several e-mails to WSN, Thor, Jerry, Walton and TFC regarding TFC pretreatment agreement.
- Liquor renewals to state.
- Prepared MCFOA newsletter
- Central Lakes Trail financials and meeting.
- Arts Commission meeting.
- Wellhead protection – letters to local units of government.
- Remaining items for insurance/flex takeover.
- Tobacco renewals prepared and delivered.
- Meeting with Chad Smith – Arrow EMS.
- Work on grant application for arts legacy grant.
- Items to MnDOT – landscaping grant.
- Census Bureau – boundary information.
- 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.

**Clerk's
Report**

Martin has been asked to consider serving as regional representative (Vice President) to the MN Clerks and Finance Officers Association Board. There is an application process which includes a support letter from the city council. This is a two year term and consists of approximately 4 meetings per year. The organization pays travel expenses for the meetings. The application is reviewed by the organization's committee and they give approval at the March conference. This is the organization that provides most of the training to clerks in the state. Jensen moved to give approval to Martin to serve on this board, should she be elected. Ulrich seconded. MCU

Public Safety

Police Report:

The Police Report was as follows:

- Public/Motorist Assist – 7
- Speed – 7

**Police
Report**

- Traffic Direction – 1
- Open Door – 2
- Animal Complaints – 4
- Driving Complaint – 1
- Motor Vehicle Accident – 1
- Found Property – 1

Fire/Ambulance Report:

12 ambulance runs – 0 in the City.
4 Fire calls – 2 in the City.

Fire & Amb. Reports

The council discussed past-due invoices for fire calls. Walton will write a letter to these accounts requesting payment. Next step will be small-claims court.

Past Due Fire Invoices

Jordan made a motion to approve a credit card for Arrow EMS with Chad Smith's name on the card with a \$2000 monthly limit. Jaenisch seconded. MCU

Credit card for Arrow EMS

Public Works

Public Works Report

- Last round of discharge is being done at the waste water ponds.
- We received our new waste water permit from MPCA. More testing will be needed as stated on the permit – mostly due to new regulations.
- Tollefson has started preventative maintenance on the water treatment plan.
- Things are ready for winter. Plowing has been done as needed.

Public Works Report

The pretreatment agreement with TFC has been signed and sent to MPCA.

TFC Agreement

We are still waiting to hear on funding for the waste water application. It may be March before we hear anything.

Wastewater app.

Old Business

Martin gave an update on the Arts Commission. The committee is finalizing the details and the grant application will be submitted by the end of December.

Arts Commissions

No update for residential rehab – we are just waiting for the last two jobs to be completed.

Residential Rehab

We have received word that we did not receive the commercial rehab grant. The application can be resubmitted at a later date.

Commercial Rehab

Ulrich moved to approve **Resolution 2010-21 Adopt Certification of Unpaid Utility and City Charges**. Jaenisch seconded. Roll call vote – those voting yes: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

Unpaid Utilities Certified

New Business

Martin administered the oath of office to newly elected Grover, Karl and Rylander.

Oath of Office

Ulrich moved to approve **Resolution 2010-18 Liquor and Tobacco Licenses for 2011**. Jaenisch seconded. Roll call vote – those voting yes: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

Liquor and Tobacco Licenses

The budget committee presented their report. The budget will remain the same with a couple of minor changes to capital improvement and debt service. The changes will not affect the levy amount. The committee recommends the levy stay the same as the preliminary levy.

Budget Report

Utility funds were discussed. Fees can remain the same for 2011 with the exception of the sewer fund. Additional funds are needed to cover the expense of the sewer jetting schedule. This is essential to keeping sewer lines clear. The committee is recommending rate increase of 50 cents per thousand gallons across the board. This would mean an increase in most utility residential bills of \$1.00 to \$5.00 per month depending on their usage.

Capital Improvement Plan

Jensen moved to approve the Capital Improvement and Capital Improvement Fund Disbursement Plans for 2011. Jaenisch seconded. MCU

Jaenisch moved to approve **Ordinance 2 – Fee Ordinance for 2011**. Jordan seconded. MCU

Fee Ordinance

Jordan moved to approve budgets for Water, Sewer, Garbage, Storm Sewer, General, Fire Dept., and Ambulance Funds. Jaenisch seconded. MCU

Budget Approval

Jensen moved to approve **Resolution 2010-19 Final Levy Resolution**. Ulrich seconded. Roll call vote – those voting yes: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

Final Levy

Jaenisch moved to approve **Resolution 2010-20 Year End Fund Transfers**. Ulrich seconded. MCU Roll call vote – those voting yes: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

Fund Transfers

Martin distributed her best determination of the year-end fund balances.

Year-End Fund Balances

Jordan moved to approve changes to the Personnel Policy as presented. This will change the pay period from twice a month to every other week. Ulrich seconded. MCU

Personnel Policy

2010 Council checks will be prepared on Monday.

Council Checks

A big thank you to Richard Walton for his service as City Attorney – serving without pay.

**Richard Walton
Thank you**

The council thanked Lynn Jensen and Carl Ulrich, outgoing council members. They have both been positive influences and have done a great job serving the community.

**Outgoing Council
Thank you**

A holiday party is scheduled for January 16th at Murphy's Pub. This is for staff, council, volunteers and commission members. Everyone will pay their own way.

Holiday Party

There will be an information meeting on Rainbow Rider December 16th at the Senior Center for those interested.

Rainbow Rider

Judy Helle read a thank you letter from Donna Jean Grover. The letter thanked the City for the Christmas lights and how great they look. It was noted that Community Club pays for and maintains the lights. The electricity is paid out of the City's General Fund. The council also noted and thanked Dennis Helle for his time preparing the lights for the trees. They look great!

**Thank You –
Christmas Lights**

Adjourn 7:15 p.m.

Valerie Martin, Clerk/Treasurer