

**November, 2009 Ashby City Council Meeting**

The Ashby City Council met in regular session on Thursday, November 12, 2009 at Ashby City Hall. Mayor Grover called the meeting to order at 5:30 p.m. with council members Lynn Jensen, George Jordan and Ronnie Jaenisch present. Absent was Carl Ulrich. Also present were Val Martin, Clerk/Treasurer; Richard Walton, City Attorney, Thor Tollefson, Chief of Police and Dennis and Judy Helle.

The pledge of Allegiance was recited.

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

Mike Strodman, Minnesota Rural Water, was present to discuss funding opportunities for the possible sewer project. It is a very good time to do a project because:

- Interest rates are very low
- Contractors and suppliers are looking for business
- More money is out there because of the stimulus bill – in fact the 2010 allocation for USDA Rural Development will be considerably higher than 2009.
- 2000 census information for median household income is used to figure the city’s affordability.

Although Rural Development does have more funding available, they use the same standards as they have in the past for the split of grant/loan money. Mike is available to assist the City is filling out applications and answering questions for the funding of a project. He has met with Martin and Cassavant. He also assisted in the engineering RFQ process.

**Consent Agenda**

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$24,870.76 and Claims for Approval: \$21,667.46 for a total of \$46,538.22. Jordan went through the bills prior to council and gave pre-approval.

Jordan seconded. MCU

**Consent Agenda**

There were no outstanding utility bills scheduled to be disconnected tomorrow. Martin told the council that she has been having issues with one account but has come to an agreement on a payment schedule.

**Outstanding Utility Bills**

**Open Forum**

There were no residents in attendance at the Open Forum.

**Open Forum**

**Mayor’s Report**

The mayor attended the following:

- Regional Mayor’s Meeting
- Community Club Meeting
- Central Lakes Trail Meeting
- Engineering Firms Interviews
- Park Board Meeting

**Mayor’s Report**

**Administration**

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

- DEED report information to grant writer for housing rehab program.
- Flex spending renewal paperwork.
- Planning Commission meeting.
- Prepared financials for Central Lakes Trail meeting and attended meeting.
- Quarterlies.
- Business licensing information sent to the state department.
- Community Club meeting.
- Engineering interviews – schedule interviews, sent out notification, prepared questions and materials for interviews, served on the interview committee.
- Updated council info to League of MN Cities.
- Follow-up meeting for engineering committee.
- Post interview – called past clients and checked references.
- 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.

**Clerk’s Report**

Martin received notification that she has met the requirements and may use the designation of Minnesota Certified Municipal Clerk. This was a 3-plus year process which involved attending Clerk’s Institute (one week per year for three years), work experience and educational background.

**MCMC Certification**

**Public Safety**

**Police Report:**

The Police Report was as follows:

- Motor Assist – 3
- Speed – 2
- Animal Complaint – 1
- Open Door – 1
- Alarm – 1
- Motor Vehicle Accident – 1
- Unsafe Equipment – 1
- Drivers License Violations – 1

**Police Report**

Tollefson read a thank you from residents that expressed appreciation for the glow sticks and patrolling on Halloween night.

More information on vehicle pricing and equipment is being gathered before the application for the squad can be submitted.

**Fire Department Report:**

- 20 Ambulance calls – 4 in the City of Ashby
- 3 Fire calls – 0 in the City of Ashby

**Fire Dept. Report**

**Public Works**

**Public Works Report**

Cassavant was not here to give a report. Martin let the council know that McGuire Iron has contacted Cassavant about the water tower. They suggested that a cleaning is needed next year. More information on contracts and pricing will be presented to the council at a later date.

Committee members reported on the Park Board meeting. MnDOT employees were at the meeting and explained the Roadside Beautification Program and the process involved.

**Public Works Report**

There was a discussion on whether a policy is needed in regards to notification before comp time/vacation is used. The council discussed the possibility of a week's notice. The issue will be reviewed by the Personnel Committee before the next council meeting.

**Park Board Meeting**

The committee that interviewed engineering firms discussed the process. Four companies were interviewed. After careful consideration, the committee recommended that the council hire Widseth, Smith and Nolting to do a Preliminary Engineering Report for sanitary sewer. Jensen moved to approve. Jaenisch seconded. Jordan abstained due to conflict of interest.

**Employee policy – notification for vacation/comp time**

**Old Business**

**Housing Rehab Grant Update:**

The status of the applicant households:

Ashby Households:

- 1 job has been completed
- 3 construction jobs are in progress.
- 1 additional home has been inspected and the job is out for bids or will be out for bids shortly.
- 6 households: we are waiting for complete applications, or more information on income and/or property verifications.
- 5 applicants have been found to be over-income, ineligible, or have withdrawn their applications

**Hire engineering firm – WSN**

**Housing Rehab Update**

Wendell Households:

- 1 job has been completed
- 2 construction jobs are in progress.
- 1 job is out for bids.
- 1 additional home will be inspected.
- 5 additional households are on the waiting list
- 1 applicant withdrew her application

Maximum grant money per job is \$22,000

The Ashby-Wendell Housing Rehabilitation Program is requesting an exception to the conflict of interest policy for Ronnie and Joan Jaenisch. A public disclosure of the potential conflict was made at this city council meeting. The City's attorney will be asked to provide a letter stating that the participation of this household in the housing rehabilitation program will not constitute a conflict of interest under state law. Verification of the disclosure and attorney's opinion letter will be sent to DEED for final ruling. Jensen moved to approve this request for an exception being submitted to the city attorney and DEED. Jordan seconded. Jaenisch abstained due to conflict of interest.

**Housing Rehab Conflict of Interest**

Jensen moved to approve **Resolution 2009-21 Authorizing Application and Primary Contact for the MnDOT Roadside Beautification Program**. Jaenisch seconded. Roll call vote: those voting for-Jaenisch, Jordan, Jensen and Grover. Ulrich was absent. Those voting against – none.

**MnDOT Resolution**

Jaenisch moved to approve **Resolution 2009-22 Transfer for Flexible Spending**. Jordan seconded. Roll call vote: those voting for-Jaenisch, Jordan, Jensen and Grover. Ulrich was absent. Those voting against – none.

**Flex Spending Resolution**

Jensen moved to approve Resolution **2009-23 Liquor and Tobacco Licenses for 2010**. Jordan seconded. Roll call vote: those voting for-Jaenisch, Jordan, Jensen and Grover. Ulrich was absent. Those voting against – none.

Jaenisch moved to approve **Resolution 2009-24 Accepting Donation from: Larry and Nancy Purdon-\$100 for the Central Lakes Trail Shelter; from W. and D. Fruetel - \$1000 for the Fire Department and \$300 from Lake Region Threshermen for the Ambulance Department**. Roll call vote: those voting for-Jaenisch, Jordan, Jensen and Grover. Ulrich was absent. Those voting against – none.

Adjourn 6:30 p.m.

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Valerie Martin, Clerk/Treasurer