

## **Ashby City Council Meeting September 9, 2010**

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Carl Ulrich, and Ron Jaenisch present. Absent was Lynn Jensen. Also present was Val Martin-Clerk/Treasurer, Richard Walton, City Attorney; Thor Tollefson, Chief of Police/Public Works; and Dennis & Judy Helle. Visitors: Donna Jean Grover, Darrin Froemming, Mark Zlotnick, Jim Risbrudt, and Matt Jensen.

The pledge of Allegiance was recited.

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

### **Visitors**

Members of the Fire Department were present to update the council on the ambulance training program. Jaenisch moved to approve the purchase of equipment for the training program up to \$20,000 and to hire Chad Smith as Educational Coordinator. Ulrich seconded. MCU Chad will be the trainer for our program and there is a possibility that he may do trainings for other departments. This would be billed through the City. There was a discussion on tracking expenses and income. Martin will check with auditors to see if a separate fund would be appropriate.

The discussion moved to alcohol in the fire hall. There is a liability with having it in the building and available at all times. The fire department members will work with the city to make changes. Jaenisch moved to have the fire department remove the alcohol and store it in a remote location to be brought back to the fire hall when they department has meetings. After the meetings, it will be stored again in the remote location. Ulrich seconded. MCU

Donna Jean Grover gave an update on Country View Estates and made a request to the council to check on possibly grants to help reduce the assessments. She said that some people are having issues financing even with the low cost of the lots and the tax increment financing. The City should also look into some creative ideas for the development. Martin, Grover and Walton will meet to discuss this idea.

### **Consent Agenda**

Jordan moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$24,771.93 and Claims for Approval: \$16,623.17 for a total of \$41,395.10. Grover went through the bills ahead of time and gave prior approval.

Ulrich seconded. MCU

There was one outstanding utility bill. Martin will call and discuss it with them. Martin asked the council if they wished to continue getting this report. They were in agreement that it is not needed unless Martin feels there is an issue that needs to be brought to their attention.

### **Mayor's Report**

The mayor reported on the following:

- Attended regional Mayors' meeting.
- Attended Budget meeting.
- Attended a Wellhead Protection Plan meeting at City Hall.
- Attended Radio Users meeting regarding ID's.

### **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:

- Primary Election.
- Jerry Buse contract.
- Ads for grant administration – commercial rehab and sewer project.
- Several items related to health ins., flex account and health saving plan changes.
- Items related to wastewater income survey.
- Meter reading equipment training.
- Notice to auditor – council/mayor candidates.
- Specs and ad for squad car.
- Stage II of wastewater app sent off.
- Matt Cederberg Open House.
- Radio meeting – ID's for public works.
- Sewer vulnerability assessment with Thor and Frank from Rural Water.
- PERA enrollment items.
- EMS training research items.
- Arts Commission meeting.
- Met with Thor to go through budgets.
- Budget preparation and items to committee.
- Wellhead Protection Plan meeting.
- Meeting with TFC/WSN.
- 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:

- Public/Motorist Assist – 3
- Speed – 6
- Traffic Direction – 1
- Open Door – 6
- Small Amount of Marijuana/Possession – 1
- Burglar Alarm – 2
- Domestic – 1
- Driving Complaint – 1
- Parking Violation – 1
- Stop Sign – 1
- Unsafe Equipment – 1

Jaenisch reported on the police commission meeting. The squad bids were opened and only one was received. The bid was received from Nelson Auto Center (this is also the state bid price) in the amount of \$22,992.00 plus \$478 for a slide-out equipment tray in the trunk for a total of \$23,470.00. Jaenisch moved to approve the acceptance of this bid. Ulrich seconded. MCU

There was a discussion on a change to the liquor ordinance regarding security at dances. It was tabled for more information.

Jaenisch moved to approve an addition to **Ordinance 92 – Health and Safety – Nuisance. Section 92.18 Public Nuisances Affecting Peace and Safety – X. Damage to City Property – No person shall willfully disturb/destroy any city property to include, but not limited to trees, turf, buildings, sidewalks, streets and any other structure or property belonging to the City. Penalty, see section 92.99**

Jordan moved to approve **Resolution 2010-14 PERA Police Officer Declaration for Thor Tollefson**. Jaenisch seconded. Roll call vote: those voting yes – Jordan, Grover, Jaenisch and Ulrich. Those voting no – none. Jensen absent. MCU This resolution needs to be passed in order for Tollefson to continue in the PERA Police and Fire Plan for the time he is working as a part-time police officer. The public works portion of his wages will go in the Coordinated Plan. This does not affect the amount that the City pays out for his benefits.

## **Public Works**

Public Works Report:

- Wastewater ponds – pulling weeds, meeting with TFC regarding pretreatment
- Parks – mowing should be slowing down for the year.
- Water Treatment Plant – continuing training with Jerry Buse.
- Valve box repairs – there are a few that need to be done and will be repaired this month.
- The No Parking signs for South Birch are in and will be put up soon.

The wastewater application is still in progress – nothing new to report.

The committee continues to work on the Wellhead Protection Plan update.

Darrin Froemming was in attendance from TFC. They continue to work on pretreatment options. There is still discussion on applying for a grant for equipment. Jaenisch moved to share the cost of the grant writing fees with TFC. Ulrich seconded. MCU

Jaenisch moved to approve WSN for grant administration on the wastewater project and Kathy Sletto for grant administration on the commercial rehab project. Ulrich seconded. MCU

## **Old Business**

Martin gave an update on the Arts Commission. They are coming to some firm ideas for the grant application.

### **Housing Rehab Update:**

#### **Ashby Households:**

- 8 jobs have been completed
- 4 construction jobs are in progress.
- 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 **All jobs have been awarded, and we hope to have all construction completed by the end of October.**

Jordan moved to offer a free lot to newly hire employees. The employee will pay for the lot up front and will be reimbursed after they have built and moved into their home. The will have to pay assessment and apply for TIF as everyone else does. Jaenisch seconded. MCU

The council discussed their pay for the next few years. They now get paid \$50 per meeting for council members and \$75 per meeting for the mayor. This is for any type of meeting. They would like to change their pay as follows: Councilmembers - \$50 per council meeting and \$25 for any other meetings. Mayor - \$75 per council meeting and \$25 for any other meetings. This will reduce the total amount per year that they get paid. A resolution will be drafted to reflect the changes at the next council meeting.

Ashby Community Growth Fund was discussed. Two meetings have been set with not enough members attending to make a decision on whether to continue with the program or use the balance of the funds for something else. Martin will call committee members and discuss some options with them before a decision is made.

**New Business**

Martin, Jordan and Grover reported on the budget committee as follows:

- The employees have volunteered another wage freeze with the idea that they can get back on the plan that was passed in 2008.
- Debt Service/Levy is as follows:

<b><u>Debt Service Schedule:</u></b>		
	<b>2010</b>	<b>2011</b>
Country View	\$32,556.00	\$34,556.00
CVE Land	\$17,788.00	\$25,000.00
Birch/Hwy 78	\$29,688.00	\$13,626.00
Total Debt Service	\$80,032.00	\$73,182.00
Operating Levy	\$89,968.00	\$96,818.00
<b>Total Levy</b>	<b>\$170,000.00</b>	<b>\$170,000.00</b>

The actual amount needed for Country View Estates Land is right over \$18,000 but the fund has a negative balance and this would take care of that but the actual levy will stay the same as 2010.

- Most items under the General Fund are close the same as last year with the exception of the police budget which has a budget of \$15,000 less than 2010. Total expected receipts are \$207,413 with expenses of \$191,928. This is a difference of \$15,485. The committee felt that we should not anticipate the full certified LGA and needed some flex in the budget to account for this.
- TFC abatement was added to the budget at \$1714.

The committee is recommending the following changes to the Equipment Replacement Plan:

- Switch truck replacement for 2011 to 2012 and instead of replacing the Ford truck, replace the Chevy with a 4-door smaller truck and upgrade the blade on the Ford truck. The replacement of the Ford would be in the future and possibly purchasing a used one-ton.
- Switch mower replacement from 2012 to 2011. We would get a smaller mower and include some attachments such as a broom for removing snow from the sidewalks.
- Add another computer replacement in the Clerk’s office. The extra computer was not accounted for in the original plan.
- Add \$1000/year for water meter replacement.

The enterprise funds were discussed and will remain the same with the exception of the sewer fund. Expenses for sewer jetting have been added and this may require a small increase in rates - possibly 25 cents per 1000 gallons in January and the same in July. These funds, along with Fire and Ambulance will be presented for approval in December.

The committee is recommending the council pass the Preliminary Levy Resolution keeping the levy the same as last year.

Ulrich moved to approve the General Fund Budget and Equipment Replacement Plan as presented. Jaensich seconded. MCU

Jordan moved to approve **Resolution 2010-15 Resolution Adopting Proposed Property Tax Levy**. Ulrich seconded. Roll call vote: those voting yes – Jordan, Grover, Jaenisch and Ulrich. Those voting no – none. Jensen absent. MCU

A letter was received from MS TRAM thanking the City for their support this year.

The League of MN Cities Regional Meeting is September 23<sup>rd</sup> in Dalton. Martin, Grover and Ulrich will attend.

Holiday garbage pickup was discussed. When they pick up on Thursday, rather than Monday – commercial dumpsters can start overflowing. Martin made a request to Denzel's for either Tuesday pickup on some accounts or Friday prior to the weekend. Denzel's is willing to work with the City and the commercial accounts in the future.

Ulrich moved to contract for LP with the Ashby Equity at a rate of \$1.50 per gallon prepaid – contracting at 80% of previous year's usage. Jordan seconded. MCU

Adjourn 7:25 p.m.

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Valerie Martin, Clerk/Treasurer