

December, 2009 Ashby City Council Meeting

The Ashby City Council met in regular session on Thursday, December 10, 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, Alan Cassavant, Public Work Superintendent and Dennis and Judy Helle.

The pledge of Allegiance was recited.

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

Consent Agenda

Jensen moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$60,305.59 and Claims for Approval: \$127,407.09 for a total of \$187,712.68. Grover went through the bills prior to council and gave pre-approval.
- Approve Carlson-Highland to do 2009 audit.

Jaenisch seconded. MCU

There were no outstanding utility bills scheduled to be disconnected tomorrow.

Open Forum

There were no residents in attendance at the Open Forum.

Mayor's Report

The mayor reported on the following:

- Meeting with Mick Siems, Mill Street and Martin to discuss opening of the assisted living. Mill Street will manage the facility for up to two years. He was interested in finding out how to best promote the opening of the facility. He said that someone would be there every day starting next week and they hope to open in January.
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Administration

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 and preparation of financials.
- Follow-up to engineering interviews/hiring.
- Paperwork with ambulance department.
- Safety meeting in Fergus Falls.
- Liquor renewals sent in.
- Meeting with engineer and committee.
- Finished items for truck loan grant.
- Tobacco renewals sent to businesses.
- Prepare changes to liquor ordinance.
- Police commission meeting.
- Notification to liquor establishments – changes to ordinance, proposed fees, etc.
- Budget meeting notice.
- Mitigation grant application competed and mailed in.
- 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

Police Report:

The Police Report was as follows:

- Public Assist-4
- Speed-1
- Alarm-1
- Unsafe Equipment-1
- Possession of Drug Paraphernalia-1
- No Motor Vehicle Insurance-1
- Firearm Found-1

Walton and Jaenisch reported on the police commission meeting December 2, 2009. The commission discussed possible changes to the liquor ordinance. Licenses establishments received a copy of the ordinance changes prior to this meeting and Murphy's Pub will get a separate letter with the options that are available for Appreciation Days 2010. The commission will also recommend an additional fee for outdoor dances. This would be \$100. There needs to be a public hearing for the licensed establishments on this addition. The hearing will be January 14, 2009 at 5:30.

Jordan moved to approve the changes to **Ordinance #112-Liquor Regulations**. Jensen seconded. MCU

Fire Department Report:

- 15 Ambulance calls – 2 in the City of Ashby
- 1 Fire calls – 0 in the City of Ashby

Consent Agenda

Outstanding
Utility Bills

Open Forum

Mayor's Report

Clerk's Report

Police Report

Police
Commission

Approve
Change to
Liquor
Ordinance

Fire Dept.
Report

Public Works

Public Works Report

- Attended System, Planning and Management Training in Alexandria.
- Attended Wastewater Operator and Maintenance Training in Elbow Lake.
- Have been doing general maintenance in the treatment plant including changing oil, checking chlorine and fluoride injector feeds.
- Transferring water at the ponds to different ponds for winter storage.
- Repaired water meter touch pads that were not reading.
- Preparing information for the Preliminary Engineering Report ahead of time to save time.

**Public
Works
Report**

Cassavant also reported that we may need to do some updating to our water and sewer ordinances.

Jordan, Martin and Cassavant attended a meeting at the Rural Development office in Alexandria with Jeff Scholten, Rural Development and Jeff Kuhn, WSN. The purpose of the meeting was to discuss the proposed wastewater project. The following items were discussed:

**Sewer
Project
Information**

- Stage I of the application is complete. This was completed by Martin. Jordan reported that this saved the City approximately \$3500 which is what it normally costs to have the engineering firm prepare it.
- Stage II includes the Preliminary Engineering Report and the Environmental Report. Several other items are included on Rural Development's checklist. Most of these will be done as we work through the PER.
- Rural Development has a back-log of PERs and it is taking longer than normal to get through them. They are doing their best to speed up the process.
- The City is ranked 107 out of over 300 on the Project Priority List. This is good and will be helpful for other funding sources to partner with Rural Development.
- Funding is basically figured out by the 2000 census Median Household Income. Ashby's MHI is \$28,333. Rural Development multiplies this amount by 1.5% to come up with what the City's affordability is. That would mean their target would be approximately \$35.41 per month for sewer charges. This is the base number for grant/loan funding. Right now our rates are at \$15.00 plus \$3.00/1000 gallons so an average user may pay about \$30.00 per month right now. There are many variables when it comes right down to it but this gives a rough idea of what we may be looking at.
- Rural Development has a limit of 45% grant on projects. This is where other partners may come into the mix and provide more grant dollars to bring that percentage up.

Jeff Kuhn, WSN will be at the January council meeting.

Two proposals came in for architectural services to do a report for the public works/police storage facility. Jensen moved to approve the lowest proposal from WSN. Jaenisch seconded. Jordan abstained due to possible conflict of interest. Jensen, Jaenisch and Grover voted yes. Motion carried.

**Approve
WSN for
Architects**

The application for the building and the squad will be completed together with hopes of getting some grant money. Some electronic items will also need to be included in the squad application

Old Business

Housing Rehab Grant Update:

. We have received 19 applications from Ashby residents and 11 applications from Wendell residents.

The status of the applicant households:

Ashby Households:

- 1 job has been completed
- 4 construction jobs are in progress.
- 2 additional homes have been inspected and the jobs are 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.
- 6 applicants have been found to be over-income, ineligible, or have withdrawn their applications

Wendell Households:

- 3 jobs have been completed
- 1 construction job is in progress.
- 1 additional home will be inspected on December 9th.
- 5 additional households are on the waiting list
- 1 applicant withdrew her application

**Housing
Rehab
Update**

Jordan, Martin, and Jensen reported on the budget committee. The Budget Committee discussed the idea of putting back the \$4600 for capital improvement that was taken out of the General Fund. An excess of \$7829 of receipts over disbursements were in the original budget. The thought was to make sure we covered all expenses and leave a little gap in the budget.

The budget committee will recommend to the council to keep the levy amount the same, put the capital improvement back into the General Fund and to approve the Capital Improvement Plan and the Fund Disbursements for the Capital Improvement Plan.

Some items that will probably need to be added in the Capital Improvement Plan in the future would be water meter replacements. It was decided that it would be better to include a small amount in the budget for this rather than expect property owners to pay for the replacement. Life expectancy of a meter is 10-20 years and it has been 10 years since all the meters were put in. We may also need to include an amount for meter reading equipment and software. The committee and staff will look into this further for the 2011 budget and beyond.

**Budget
Committee**

Martin presented capital improvement items, previously approved by the budget committee, to the council as follows:

- Capital Improvement Fund Activity for 2009
- Equipment Replacement Balances including 2009 Contributions
- Capital Improvement Plan
- Fund Disbursement for Capital Improvement Plan

2010 Capital Improvement

Possible year-end fund balances

Martin also presented a snapshot of what the fund balances may be at the end of 2009 to the council.

Jordan moved to approve the Capital Improvement Plan/Fund Disbursements for 2010 as presented. Jaenisch seconded. MCU

Approve Capital Improvement Plan

Jaenisch moved to approve budgets for General Fund, Ambulance Fund, Fire Department Fund, Water Fund, Sewer Fund, Garbage Fund, and Storm Sewer Fund. Jensen seconded. MCU

Fee Ordinance

Jordan moved to approve **Ordinance 2 – Fee Ordinance for 2010**. Jaensich seconded. MCU

Jaensich moved to approve **Resolution 2009-25 Approval of Final Levy**. Jensen seconded. Roll call vote: those voting for – Jensen, Jordan, Grover and Jaenisch, those voting against – none. MCU

Final Levy

Jensen moved to approve **Resolution 2009-26 Fund Transfers for 2009**. Jordan seconded. Roll call vote: those voting for – Jensen, Jordan, Grover and Jaenisch, those voting against – none. MCU

Fund Transfers

The personnel committee was not able to meet and will report at the January council meeting.

Personnel Committee

Council time sheets will need to be submitted tonight. Checks will be prepared tomorrow.

A BIG thank you goes out the Richard Walton, city attorney. The City has not received a bill all year from him. Richard spends a lot of time answering questions presented to him by the staff and council and there is an abundance amount of paperwork that he does for various projects. He has save the City thousands of dollars.

Thank you to Richard Walton

The council discussed having a holiday get-together for staff, council and committees/commissions. Martin will check on dates available in January and will check with Ruby's City Restaurant to see if we can have it there.

Judith Helle – check signer

Jordan moved to allow Judith Helle as an additional check signer for the City's checking account at the First State Bank of Ashby. Jaensich seconded. MCU

Bond Coverage

The council discussed bond coverage for all employees that have credit cards and deal with money. State statute mandates that the clerk/treasurer is bonded but the League of MN Cities suggests that the City have bond coverage for other employees. Martin will renew the clerk's bond as it is due January 1st and will get more information on the other coverage from Rylander Insurance.

The council thanked all employees of the City for all the hard work and the great job they do throughout the year.

Adjourn 6:30 p.m.

Valerie Martin, Clerk/Treasurer