

## Ashby City Council Meeting-February 11, 2010

The Ashby City Council met in regular session on Thursday, February 11, 2010 at Ashby City Hall. Mayor Grover called the meeting to order at 6:00 p.m. with council members Lynn Jensen, George Jordan, Carl Ulrich and Ronnie Jaenisch present. Also present were Val Martin, Clerk/Treasurer; Thor Tollefson, Chief of Police; and Dennis and Judy Helle.

The pledge of Allegiance was recited.

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

### Consent Agenda

Jensen moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$15,577.23 and Claims for Approval: \$32,557.00 for a total of \$48,134.23.. Jordan went through the bills prior to council and gave pre-approval.

Ulrich seconded. MCU

There were no outstanding utility bills this month. Martin discussed one account that has been in several times to make arrangements for payments and does not have any work at this time. The council suggested that he be contacted to see if he would like to work off some of his utility bill. Jensen moved to offer him \$10/hour to remove snow from the roof of the fire hall and park shelter. Ulrich seconded. MCU

### Mayor's Report

The mayor reported on the following:

- Attended regional Mayors' meeting.
- Attended Grant County Mayor/Clerk meeting in Elbow Lake.

### 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.
- Safety meeting in Fergus Falls.
- Attended meeting at Lake Region Arts Council.
- Researched background check procedure.
- Several items related to hiring public works supt. – job postings, items needed for mutual aid agreement, etc.
- Meeting with architect from WSN.
- Several yearly reports completed.
- Local Radio Users meeting.
- Economic Development meeting.
- Mayor/Clerk meeting in Elbow Lake.
- Auditors were here for four days.
- Letter to businesses regarding possible commercial rehab grant application.
- Police commission/personnel committee meetings.
- 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, compiling and delivering agenda packets to council members and more.

### Public Safety

#### Police Report:

The Police Report was as follows:

- Theft – 2
- Parking Complaints – 5
- Motorist Assist – 5
- Harassing communications – 1
- Snowmobile Accident – 1
- Civil Matter – 1
- Open Door – 2
- Poss. Drug Para. – 1
- Drive After Suspension – 1
- Traffic Direction – 1

Ulrich and Jaenisch reported on the police commission. The council discussed possible changes to the liquor ordinance as follows:

- **Description of Premises** – There has been question from licensed establishments clarifying what the "licensed premises" is. Martin had contacted MN Liquor Control to get a firm answer from them on whether alcohol consumption is allowed anywhere outside of the building and the response was: "It would have to be the building or attached deck or patio approved by the city." The change to the ordinance would clarify this better.
- **Dances** – The changes that the council discussed were the need for a person at the entrance to check ID's at either an outdoor dance or an indoor dance where 200 plus people are expected to attend. The person checking ID's would either place a stamp or wrist band on those of legal age. There was a lengthy discussion on whether to allow 16 and 17 year olds into a dance without being accompanied by a legal parent/guardian. The original amendment to the ordinance allowed 18-20 year olds in without a parent/guardian. The suggestion for the younger group was made by the Legion manager, Jim Karl, at the police commission meeting.

Consent  
Agenda

Outstanding  
Utility Bills

Mayor's  
Report

Clerk's  
Report

Police Report

Proposed  
Changes to  
Liquor  
Ordinance

- **Outdoor Dances** will be limited to the hours from 8:30 p.m. – 12:30 a.m.

The council decided to table the ordinance changes until the next meeting.

The outdoor dance fee was discussed. The original amount presented to the council at the January public hearing was \$100. At the police commission meeting, Jim Karl told the group that the Legion had a real issue with the amount of the fee and felt they provide adequate security at their dances. The commission is recommending a compromise and changing the fee to \$50. Ulrich moved to approve the outdoor dance fee at \$50. Jaenisch seconded. Those voting yes: Jaenisch, Grover and Ulrich. Jordan and Jensen voted no. Motion carried. Tollefson will track expenses this year related to this fee and it will be reviewed at the end of the year with all fees.

**Outdoor  
Dance Fee**

Jordan moved to approve changes to **Ordinance 96 – Licensing and Dealing with Peddlers, Solicitors and Transient Merchants** as presented. Jensen seconded. MCU

**Transient  
Merchant  
Ordinance**

**Fire Department Report:**

- 21 Ambulance calls – 5 in the City of Ashby
- 5 Fire calls - 1 Fire Call, 3 Accidents, 1 False Alarm

**Fire Dept.  
Report**

Jensen moved to allow the Ambulance Department to purchase a power cot as presented. Ulrich seconded. MCU

**Purchase  
Power Cot**

**Public Works**

The Public Works Superintendent position has been posted as discussed at the January meeting. The packets are due February 26<sup>th</sup>.

**Public Works  
Position**

An update on the proposed sewer project was presented to the council. The engineer will be at the March council meeting with more information.

**Sewer Project**

The council received copies of a Letter of Warning from MN Pollution Control. The Public Work Supt. failed to get the Wastewater Infrastructure Needs survey in by the August 22<sup>nd</sup> due date. MPCA received it on November 4<sup>th</sup>. He also failed to submit the Phosphorus Management Plan by the Sept. 1<sup>st</sup> deadline. MPCA received this on November 30<sup>th</sup>. The council also received a letter from Cassavant letting them know that he had contacted MPCA at the time these items were due and that they would be late due to an extreme family tragedy.

**Letter of  
Warning –  
MPCA**

**Old Business**

**House Rehab Update: (Note more Ashby applications are needed)**

The status of the applicant households:

**Ashby Households:**

- 2 jobs have been completed
- 3 construction jobs are in progress.
- 3 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
- 2 construction jobs are in progress.
- 5 additional households are on the waiting list
- 1 applicant withdrew her application

**Housing  
Rehab Update**

The council discussed the commercial rehab grant application. A letter was sent to all Ashby business seeking interest. 12 forms were returned and 11 businesses showed interest in the program. Jaenisch moved to proceed with the application which includes the contract for grant writer, Kathy Sletto. Ulrich seconded. MCU

**Commercial  
Rehab**

Jensen moved to approve the following personnel for the Local Radio Users Group:

- City of Ashby – Val Martin, Tom Grover as alternate.
- City of Ashby Public Works – Public Works Superintendent, Tom Grover as alternate.
- City of Ashby Police Dept. – Thor Tollefson , Walt Linder as alternate.
- City of Ashby Fire Dept./Ambulance Service – Mark Zlotnick, Matt Jensen as alternate.

Jaenisch seconded. MCU

**Local Radio  
Users Group**

The council received copies of a letter from the Grant County Attorney. The letter also contained a deed approved by the County Commissioners to clear up the encroachment on the east end of the fire hall. The fire hall sits on a portion of county property. There are still encroachment issues on lot 45 which is not owned by the county. The council recommended that the City attorney pursue the encroachment issue with that property owner.

**Firehall  
Encroachment**

Ulrich moved to approve **Resolution 2010-04 Fund Transfer for Donation Fund**. Jensen seconded. Roll call vote – those voting in favor: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

**Fund  
Transfer-  
Donation  
Fund**

Jordan moved to approve changes to the purchasing policy as presented and recommended by the auditing firm. Jensen seconded. MCU

**Purchasing  
Policy**

The application for the squad car and storage building is in process – we are waiting for the architectural report.

**Storage Bldg.  
& Squad App**

Jensen moved to approve a gambling permit for the Coots Banquet on May 15<sup>th</sup>. Jaenisch seconded. MCU

**Coots Banquet  
Permit**

Jordan moved to approve a gambling permit for the Firemen's Relief Assoc. for a gun raffle on March 27<sup>th</sup>. Ulrich seconded. MCU

**Firemen's Relief  
Permit**

Jaenisch moved to approve **Resolution 2010-05 The resolution clarifies the property lines at 105 Main St.** Jensen seconded.  
Roll call vote – those voting in favor: Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against: none. MCU

**Resolution re:  
105 Main St.**

The council received a copy of the minutes from the Ashby Economic Development Authority.

**AEDA**

Jordan moved to make changes to the Personnel policy as presented by the personnel committee (also approved by City full-time personnel). Jaenisch seconded. MCU

**Personnel Policy  
Changes**

Mayor Grover received word that Morgan Turner was named one of the top two youth volunteers in Minnesota. She will be asked to attend and will be honored at the next City council meeting.

**Morgan Turner**

Martin presented 2009 unaudited financial reports to the council for their review.

**2009 Financial  
Report**

The League of MN Cities Loss Control Workshop is March 31<sup>st</sup> in Fergus Falls for those council members wishing to attend.

**Loss Control  
Workshop**

Adjourn 7:10 p.m.

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Valerie Martin, Clerk/Treasurer