

## Ashby City Council Meeting-January 2010 and Public Hearing to Discuss New Outdoor Dance Fee

The Ashby City Council met in regular session on Thursday, January 14, 2010 at Ashby City Hall. Mayor Grover called the meeting to order at 5:30 p.m. with council members Lynn Jensen, George Jordan, Carl Ulrich and Ronnie Jaenisch present. 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. Visitors were Jim Karl and Kathy Sletto.

The pledge of Allegiance was recited.

**The Public Hearing was opened.** The public hearing was being held to discuss an additional liquor license fee of \$100 for outdoor dances. Jim Karl was at the meeting representing the Ashby American Legion. He stated that the club felt the new fee was too high. To double the fee seemed unfair. Martin said that there was a typo in the letter that was sent to liquor establishments and that the fee they were charged in 2009 was actually \$25, not \$50. The council was given the correct information. Martin also stated that this is a new fee and should not be compared to the \$25 outdoor fee that was paid. Because an actual dance fee was not in place, the city could only charge them the \$25 outdoor fee. Karl also felt that they provided enough security to take care of any issues that may come up. He also had questions regarding the changes made to the liquor ordinance. The club is still not clear on when they need an outdoor permit. He said that City employees have told him that a permit is needed but councilmembers tell him something different. Martin read the portion of the ordinance that would clarify why they need to apply for the permit. Walton read the ordinance and agreed that a permit is needed outside of the building. Karl suggested that the ordinance was too vague and would like to see the council look at making it clearer. The council decided that the police commission should meet and discuss the issues with the ordinance and the actual fee. The liquor establishments will be notified when the meeting will be held. The fee will be tabled until a future meeting.

Public  
Hearing –  
Outdoor  
Dance  
Permit.

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

### Visitors

Kathy Sletto, grant writer was in attendance to discuss the possibility of the City applying for a commercial rehabilitation grant in conjunction with the application for the sewer project. She explained that the application on its own would probably not fare well but with another project, it would have a better chance. Commercial rehab is different than residential housing rehab grants because it is limited to code violations and exterior renovations. Typically the project cost are 1/3 grant, 1/3 loan and 1/3 owner payments. The council decided that a letter should be sent to businesses in town to find out the level of interest. Sletto will e-mail a sample letter to Martin. After information has been received back from the businesses, the city council will decide whether they should actually apply for the grant.

Commercial  
Rehab

### Consent Agenda

Jensen moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid: \$110,252.32 and Claims for Approval: \$106,758.77 for a total of \$217,011.09. Jaenisch went through the bills prior to council and gave pre-approval.

Consent  
Agenda

Ulrich seconded. MCU

Jensen moved to hold City Council meetings on the 2<sup>nd</sup> Thursday of the month at 6:00 p.m. and to no longer have the Open Forum as there hasn't been anyone in attendance for several months. Jaenisch seconded. MCU

Set Council  
meeting day  
and time

Jensen moved to appoint Richard Walton as City Attorney and Justin Anderson as Assistant City Attorney. Jordan seconded. MCU

City Attorney

Jordan moved to appoint the First State Bank, Ashby Federal Credit Union and 4M Funds as official depositories. Ulrich seconded. Jensen and Jaenisch abstained due to possible conflict of interest. All other members voted yes. Motion carried.

Depositories

Ulrich moved to appoint Ashby-Dalton Post as official newspaper. Jaenisch seconded. MCU

Newspaper

Jordan made a motion to name [www.ashbyminnesota.org](http://www.ashbyminnesota.org) as official City web-site. Jaenisch seconded. MCU

Web-site

Jaenisch moved to approve the Mayor's appointments. Ulrich seconded. MCU The appointments are as follows:

- **Public Works:** Lynn Jensen & George Jordan
- **Garbage:** Tom Grover & Ronnie Jaenisch
- **Street & Sidewalks:** Carl Ulrich & Tom Grover
- **Park Board:** Robert Grover, Tom Grover, Alan Cassavant, Donna Fay Grover, Dennis Helle, Judy Helle, Dave Williams, Joe Hoff & Dwight Walvatne, Chad Van Santen and Joe Hoff
- **Public Safety:** Carl Ulrich, Ronnie Jaenisch, Brad Barry & Richard Walton
- **Safety Officer:** Thor Tollefson
- **Emergency Management:** Thor Tollefson & Tom Grover
- **Planning Commission:** Val Martin, Lynn Jensen, Tom Grover, Richard Walton, Alan Cassavant, Scott Kamrath & Mark Koefod
- **Acting Mayor:** Lynn Jensen
- **Police Chief:** Thor Tollefson
- **Clerk/Treasurer:** Val Martin
- **Public Works Supt:** Alan Cassavant
- **Budget Committee:** Lynn Jensen, Val Martin & George Jordan
- **Personnel Committee:** Carl Ulrich & Richard Walton
- **Economic Development:** David Grover, Tom Grover, Trever Schlosser, Randy Catoe, Rudy Fitzsimmons, Richard Walton, Ken Johnson & Val Martin

2010  
Commissions  
and Appts.

There were no outstanding utility accounts to be disconnected tomorrow. Martin told the council that she is having issues with one account that had set up a payment plan and is not following through. The council directed her to send another letter to the resident that they make the payments that are past due and also must become current with the payment plan or the water will be shut off.

Outstanding  
Utility Bills

Open Forum

### Open Forum

There were no residents in attendance at the Open Forum.

**Mayor's Report**

The mayor reported on the following:

- Attended regional Mayors' meeting. There were also some representatives and senators at this meeting. The mayors discussed several issues with them. These regional mayors are also planning a trip to the capital to discuss our regional issues.

**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:

- Central Lakes Trail meeting and preparation of financials.
- Rural Water training in Alexandria.
- Prepare capital improvement plan for budget meeting. Attended budget meeting.
- Meeting with Fire Dept. to discuss their budget.
- Made adjustments to budget in preparation of council meeting as suggested by budget committee.
- Meeting with Mick Siems, Mill Street and Tom Grover regarding assisted living.
- Year-end fund transfers.
- Census bureau address list completed.
- Meeting with Census Bureau Rep.
- Met with Cassavant and architect from WSN.
- Final levy to Grant Co. Auditor.
- Country View Estates promotional committee meeting.
- Prepared and delivered business licenses for 2010
- Letters to businesses and residences regarding snow removal on sidewalk.
- FEMA paperwork completed.
- Update items is accounting program for 2009.
- Newsletter.
- 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.

**Clerk's Report**

**Police Report**

**Public Safety**

**Police Report:**

The Police Report was as follows:

- Assist Other Agency – 1
- Speed – 1
- Motorist Assist – 1
- Unsafe Equipment – 1
- Motor Vehicle Accident – 1
- Property Damage – 1
- Suspicious Activity – 1
- Traffic Direction – 1
- Welfare Check – 1

**Tollefson named President of Assoc.**

Tollefson also read the yearly report to the council. Tollefson informed the council that he has been elected to serve as president of Region IV Chief of Police Association. It consists of 4 meetings a year along with their regional meetings that he already attends.

**Fire Department Report:**

- 22 Ambulance calls – 4 in the City of Ashby
- 5 Fire calls (4 Fire Calls and 1 accident) – 0 in the City of Ashby

**Fire Dept. Report**

Jordan moved to approve Fire Department officers for 2010. Ulrich seconded. MCU The council was presented a report on fire department and ambulance activities for 2009.

**Change to Sewer Ordinance**

**Public Works**

Ulrich moved to approve the changes to Ordinance 51- Sewer Regulations. Jaenisch seconded. MCU The change clarifies ownership of the sewer lines.

**Cassavant letter of resignation**

Grover handed the council a letter of resignation from Alan Cassavant, Public Works Superintendent. He has been offered his former job back in Red Lake Falls. Jensen moved to approve his resignation with regrets. Jordan seconded. MCU

**Hiring Committee**

Ulrich moved to approve the hiring committee of Grover, Jordan, Walton and Martin. Jaenisch seconded. MCU The committee will meet to look at possible options and a special council meeting will be scheduled to discuss the options before the position is advertised.

**Sign Replacement**

Jordan discussed a mandated sign replacement program that the City will soon have to start working on. A program will need to be in place by 2012 and replacement will probably have to start in 2015. It has to do with retro reflectivity of the signs and how long that actually lasts. The council will need to start budgeting for this program and do a sign inventory. The sign inventory would be a good project for our summer help.

**Old Business**

**Housing Rehab Grant Update:**

**Housing  
Rehab Update**

. We have received 20 applications from Ashby residents and 11 applications from Wendell residents.  
The status of the applicant households:

**Ashby Households:**

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

The Council discussed bond coverage for the clerk and all staff dealing with money and credit cards for the City. Martin found, through Rylander Insurance, that the League of MN Cities Insurance Trust has the coverage and includes the statutory coverage for the Clerk. We are now paying \$315/year for \$90,000 coverage for the Clerk. We are able to get \$120,000 blanket coverage for all employees (\$250 deductible) for \$425/year. Jensen moved to purchase bond coverage through the League of MN Cities Insurance Trust. Jaenisch seconded. MCU

**Bond  
Insurance  
Coverage**

Ulrich moved to approve **Resolution 2010-01 "Accepting Donation from Ashby American Legion in the amount of \$1500 for Fire Department Equipment."** Jordan seconded. Roll call vote: those voting for-Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against – none. MCU

**Donation  
Resolution**

Jaenisch moved to approve a gambling permit for Lake Christina DU Banquet on February 26, 2010. Jensen seconded. MCU

**Lake  
Christina DU  
Gambling**

The Country View Estates committee has met and a report was presented to the council. Ulrich moved to approve the 2010 incentives for prospective buyers as follows: waive utility bills for 6 months and refund the water and sewer hookup back to the owner after their house is built. Jaenisch seconded. MCU The council discussed a possible event to be held out there this summer. They would like the committee to meet again and bring back some more specifics.

**CVE  
Committee**

Board of Appeals is scheduled for April 8<sup>th</sup> from 5:30 – 6:00 p.m.

**Board of  
Appeals**

The council received information from Martin on the Art Legacy Program. Grant money is available for some sort of art program through the new sale tax. Martin made a request to move forward with this program which would include developing a committee that would come up with an idea for the grant. Lake Region Arts Council is willing to assist with the application process. Council would like more information on the program. Martin will talk with people in the community that may be interested in being part of an arts committee. She will ask a representative from the Lake Region Arts Council to come to the next council meeting to explain how the program works. Prospective committee members will also be asked to come to the meeting.

**Art Legacy  
Program**

Martin reported on the Central Lakes Trail committee. The group has been discussing signs and information centers for each community. There may be a DNR grant that could help purchase the info centers. The MS TRAM will again come through Ashby the end of July.

**CLT  
committee**

Jensen moved to approve **Resolution 2010-02 "Resolution Authorizing Mutual Aid.** " Jaenisch seconded. Roll call vote: those voting for-Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against – none. MCU

**Mutual Aid  
Resolution**

Jaenisch moved to approve **"Resolution 2010-03 "Grant County Hazard Mutual Aid Agreement."** Ulrich seconded. Roll call vote: those voting for-Jensen, Jordan, Grover, Jaenisch and Ulrich. Those voting against – none. MCU

**Hazard  
Mutual Aid  
Agreement**

Adjourn 7:00 p.m.

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Valerie Martin, Clerk/Treasurer