

Ashby City Council Meeting and Board of Appeals – April 14, 2011

The Ashby City Council met on Wednesday, April 14, 2011 for the Board of Review and Appeals process at Ashby City Hall. Mayor Grover called the meeting to order at 5:30 p.m. with council members Ronnie Jaenisch, George Jordan, Jim Rylander and Jim Karl present. Also present was Val Martin, Clerk/Treasurer, Thor Tollefson, Police Chief and Public Works, Matt Cederberg, Police Officer and Dennis and Judy Helle. Visitors were Susan Lohse, County Assessor; Debbie Thormodson, assessor for the city, Bob Boren and Donna & Lynelle Lindemyer

Mr. Boren and the Lindemyer's were there just to view the proceeds of the meeting. Susie Lohse explained that the values on most property should not have changed a lot. There was a question on foreclosure properties that has been sold. This does not affect the values of other properties.

There was a request to lower the value of the nursing home building at 305 Melby Ave. with a property ID of 17-0128-000. Jordan moved to lower the assessed value from \$324,400 to \$106,300. Jaenisch seconded. MCU There was another request to lower the lot next to the nursing home with a property ID of 17-0129-000. Jordan moved to change the value of this property from \$11,100 to \$10,400. Jaenisch seconded. MCU

Mayor Grover called the regular meeting to order at 6:00 p.m. with council members Jim Rylander, Jim Karl, George Jordan and Ron Jaenisch present. Also present was Val Martin-Clerk/Treasurer, Richard Walton, City Attorney; Thor Tollefson, Police Chief and Public Works, Matt Cederberg, Police Officer and Dennis and Judy Helle. Visitors were Jeff Kuhn, WSN and Heather Johnson and associates from Carlson-Highland.

The pledge of Allegiance was recited.

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

Visitors

Heather Johnson presented the 2010 audit report to the council. The only finding again for 2010 was segregation of duties which happens in almost all Cities of our size. The city staff and council have put several safety measures into place and will continue to do what they can moving into the future. Karl moved to accept the audit report. Jaenisch seconded. MCU

Jeff Kuhn was in attendance to discuss the possible sewer project and possible timeline. Construction could start in the fall but more likely next spring. They will spend the next couple of months surveying and designing the project and Rural Development will do a review from there. Pay back options will continue to be a discussion with assessments still being considered.

Jeff Kuhn updated the council on the pretreatment agreement with TFC and how testing is going to date. Testing being done by TFC is an important part of the information needed to move forward with the final agreement and what the best options may be for pretreatment. Jordan moved to approve the invoice for TFC as presented. Jaenisch seconded. MCU

Jaenisch moved to approve the addendum to the TFC Pretreatment Agreement as presented. Karl seconded. MCU

Jaenisch moved to hire WSN to do work needed for the FEMA grant application. The cost should be somewhere between \$500 and \$1000. Rylander seconded. Jordan abstained. Motion Carried.

Consent Agenda

Rylander moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month with corrections.
- Approval of bills: Prepaid: \$24,739.56, Claims for Approval: \$41,852.34 and additional Claims for Approval: \$540 for a total of \$67,131.90. Karl went through the bills ahead of time and gave prior approval.

Jordan seconded. MCU

Mayor's Report

The mayor reported on the following:

- Attended Regional Mayor's Meeting
- Attended Grant County Mayors, Clerks and Public Works Dept. meeting

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:

- Notice, research and working with engineer on wastewater project public hearing.
- Public hearing –wastewater project.
- Lot switch – Country View Estates.
- MCFOA Conference and MCFOA board meeting.
- Checked list of assessments from County – made corrections as needed.
- Resolved issues with new meter reading.
- Went through 2010 audit report – discussed a couple items with auditor, prepared management, discussion and analysis and prepared disclosure checklist.
- Worked on TFC testing fines and pretreatment agreement.
- Arts Commission meeting (volunteer time).

- Summary financial report prepared and sent to paper for publication.
- Clerks/mayors/public works meeting in Elbow Lake.
- Researched interim financing for wastewater project.
- Arrow EMS invoicing – preparation of invoice totals spreadsheet.
- Preparation for USDA visit on April 15th.
- Central Lakes Trail financials and meeting.

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:

- Speed – 5
- Dog Running at Large – 1
- Suspicious Activity – 1
- Welfare Check – 2
- Property Checks – 2
- Traffic Direction/Escorts – 2
- DARE – 2
- Motorist Assist – 2
- Possession of Small Amount Marijuana – 1
- Gas Drive Off – 1

The siren was discussed and the possibility of an upgrade. There will be a company coming to do a study to see what is needed and come up with some costs. By 2012 we will need radio signal upgrade to work with the new system.

Tollefson received some pricing on replacement of the pedestrian signs. They are quite expensive and studies have shown that they do not work, in fact they can have the opposite effect. It may help more if the police department would make stops for those people not yielding to pedestrians in the crosswalk. A reminder will also be put in the next newsletter.

Jaensich moved to approve the following addition to **Ordinance # 112 Liquor Regulations:**

112.27 APPLICATIONS FOR RENEWAL.

At least 60 days before a license issued under this Ordinance is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed. **Those renewals not received by due date shall be assessed a 25% penalty. Those renewals received 30 days late shall be assessed a 50% penalty. The penalty will be calculated on the total of all licenses for that establishment. Renewals must include all requested documentation and fees in order to be considered complete.**

Jordan seconded. MCU

Jordan moved to approve Outdoor Permits for the Ashby American Legion for the Coots Banquet on May 14th and for an outdoor dance on July 16th for Appreciation Days. Jaenisch seconded. MCU

Jaenisch moved to approve the contract with Grant County Humane Society. Karl seconded. MCU

Fire Department Report:

22 Ambulance Calls – 2 in the City
5 Fire and Rescue Calls – 0 in the City

Jaensich moved to approve the payment of conference registration for the Fire Department as presented. Karl seconded. MCU

Martin gave the council an update of the Fire Department invoicing for fire calls.

Arrow EMS Report:

Since January, Arrow EMS has conducted the following courses: Ashby Fire Dept. EMT Refresher, Herman Initial First Responder Course, West Central Community Action CPR/First Aid class. Future classes for April include both an initial and refresher variance medication training for the Ashby Fire Dept. There have been several businesses in the area that have inquired about the classes offered by Arrow EMS Education. Currently Chad Smith is working with three new Arrow EMS instructors to get them familiar with the education program so they are ready to instruct classes when the need arises. Lorri Gales, Lynn Siegel and Todd Nelson will be an important part of Arrow EMS Education as the program continues to grow.

Public Works

Public Works Report

- Tollefson presented a spreadsheet of flows out to the pond this spring showing the large amount of inflow and infiltration with the rain and melting snow.
- The department is starting to clean up the parks.
- Potholes on Birch have temporarily been filled.

- Transfer has started out at the wastewater ponds. They will know more in the next several weeks if they can discharge or if some treatment will be needed before discharge.
- The water plant may need some updates in the water filtration process.

Jordan moved to approve Resolution 2011-02 USDA Loan Resolution. Karl seconded. Roll call vote – those voting for: Karl, Jaenisch, Jordan, Rylander and Grover. Those voting against – none. MCU

Jordan moved to approve the wastewater budget for the USDA Rural Development funding as presented. Rylander seconded. MCU

Jaenisch moved to approve the Authorization to Proceed with Design for WSN. Karl seconded. MCU

The minimum requirements for water connection was tabled.

Jordan moved to advertise for summer help for painting curbs and fire hydrants, sign inventory and misc. public works department jobs with the total to not exceed \$1000. Karl seconded. MCU

Sign inventory was discussed and the need for a plan to be in place by January of 2012. Council said that the signs along Norge close to the Legion could probably be removed. The no parking signs along Iverson from the south school parking lot down to the end of the street will soon be put up.

Old Business

Jaenisch moved to approve the Special Events Application as presented. Jordan seconded. MCU

Martin gave an update on the Arts Commission and grant.

Jordan moved to approve **Resolution 2011-03 MnDOT Resolution for Roadside Project.** Karl seconded. Roll call vote – those voting for: Karl, Jaenisch, Jordan, Rylander and Grover. Those voting against – none. MCU

Martin reported on Park Region Telephone bill. Council had asked if there was something that could be done to lower the bill such as bundling some services. She found that everything had been done to reduce costs with the possible exception of some leases on older phones. Ten lines are on this bill including lines for dialers at the water plant and lift stations. Also the new Firebar system for the fire department in a large portion of the bill but needed to contact fire and ambulance members for emergencies.

Martin informed the council that the past due account that was addressed last month has been paid in full.

The property owners that requested a lot switch at Country View Estates have accepted the offer from the council and the paperwork is being processed.

Martin gave an update on Central Lake Trail organization.

New Business

The resolution for water main coverage was tabled for more information.

Rylander moved to approve **Resolution 2011-05 Accept \$100 Donation for the Horseshoe Pits in Memory of Norma Hoff.** Karl seconded. Roll call vote – those voting for: Karl, Jaenisch, Jordan, Rylander and Grover. Those voting against – none. MCU

First quarter financials were distributed.

Jaenisch moved to order a porta-potty for Memorial Park and the horseshoe pits. Karl seconded. MCU Martin will request help for payment from Ashby Community Club and Lions Club.

Karl moved to adjourn. Jaenisch seconded. MCU Adjourn 8:40 p.m.

The council moved to the fire and ambulance department where Chad Smith, Jim Rylander, Risbrudt and Mark Zlotnick gave a brief presentation and update on the Arrow EMS program.

Valerie Martin, Clerk/Treasurer