

Ashby City Council Meeting – January 12, 2012

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Jim Karl, Jim Rylander and Ronnie Jaenisch present. Also present was Val Martin-Clerk/Treasurer, Thor Tollefson, Public Works and Police Chief; Matt Cederberg, Police Officer; Richard Walton, City Attorney & Judy Helle. Visitors were Bob Boren, Curt Hokanson, Jim & Bonnie Borgrud, Gayle Langlie and Jeff Kuhn from WSN.

The pledge of Allegiance was recited.

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

Visitors

Two bids were received for soil boring as part of the wastewater project. Jordan moved to hire the low bidder, Braun Intertec. Jaenisch seconded. MCU

Soil Boring

Wastewater pay back options were discussed. This discussion was advertised in the paper and listed on the posted agendas around Ashby so all those interested parties had a chance to voice their opinion. All present were given a spreadsheet with three options available. Those options were:

1. Assessing 30% of \$800,000 (the cost of installing new service lines) to those property owners receiving a new connection which is approximately 165 connections. In addition to this assessment, there would be increased sewer rates to all utility customers. Approximate assessment could run about \$1454 for each property with new service. This assessment could be paid up front or applied to property taxes over a possible 20 year period with interest.
2. Assessing 30% of \$1,014,000 (the cost of the full project minus grant funds). This option would apply to the same connection listed above and would also include an increased utility rate to all customers. An approximate assessment for this option could be about \$1843 per property owner with a new connection. This option could also be paid up front or applied to property taxes.
3. No assessments – increased utility rates only.

Payback
Options –
Decision to
Assess a
Portion

The council continued to have a lengthy discussion on which option to go with. This project will benefit the community as a whole because the reduction of inflow and infiltration means storage at the ponds should not be an issue and will eliminate the need for an additional pond. Along with installation of new services lines and mains, there will also be new lift station pumps, new fencing for the ponds ,etc. which will benefit the whole community. Some council members felt that those residents in Country View Estates and Birch Grove Addition were assessed for their service and should not have to pay as much as those now receiving new service. As the discussion continued, the council came to an agreement on which option to go with. Jordan moved to assess 30% of \$800,000 along with the increased user rates as presented. Rylander seconded. MCU

Some of those visitors had general questions regarding the project. Private services will be the property owners' responsibility with a permitting process through the City. More information will be available down the road.

Private Service

The Street and Sidewalk Commission presented a report on their meeting. They discussed the idea of heavily-traveled streets and whether or not to assess these residents at a lower rate for street projects. The council agreed with their recommendation to keep with the assessment policy and charge assessments the same across the board.

Street/Sidewalk
Commission

Karl moved to approve **Resolution 2012-02 Feasibility Report for Birch Street Improvements**. Jaenisch seconded. Roll call vote: those voting yes were Rylander, Jordan, Karl, Jaenisch and Grover. Those voting against – none. MCU

Feasibility
Report – Birch

The council discussed the assessment policy and how it would apply to odd-shaped lots. As it is written, it does not work well due to the width of most residential lots and the Financial Advisor suggested making some changes to the language to better fit the needs of our City. More information and different options will be available at the next council meeting.

Assessment
Policy

Jordan moved to approve the changes to the Assessment Policy as presented along with the new Assessment Deferral Application. Jaenisch seconded. MCU

Over the last few months, the council has considered developing a Comprehension Plan. Martin discussed this idea with Greg Wagner from West Central Initiative Fund and asked for some guidance and whether they had financial help for this sort of project. They don't have assistance for a Comprehensive Plan but are conducting a pilot project for Capital Improvement Plans. This is a grant program that will pay up to \$7500 for the development of a Capital Improvement Plan. It is by invitation only and we have been invited to apply for the grant and become part of the pilot program if the grant application is accepted. A Comprehensive Plan is a long-term planning tool which encompasses infrastructure needs, park improvements, and future residential and commercial growth. A Capital Improvement Plan mainly focuses on future infrastructure needs and includes cost estimates and a plan for financing. Dependent on what the council may want in this plan, Jeff Kuhn felt it would not cost any more than \$15,000 total to do the plan. Karl moved to apply for this grant and work with WSN on this project. Rylander seconded. Jordan abstained due to conflict of interest. MCU

Comp
Plan/Capital
Improvement
Plan

Jeff Kuhn gave an update of the pretreatment agreement with TFC Poultry. It will be difficult to obtain that baseline needed for the agreement as TFC is processing every day. Tollefson will discuss timing with TFC or if needed, the baseline already listed in the agreement will be used for the final baseline numbers.

TFC

Jim and Bonnie Borgrud were present to discuss their property on Highway 78 with the pending assessments that have been deferred over the last few years with upcoming 2012 payment due. A letter from the Borguds' attorney was distributed to the council members. The council meeting was closed to deal with pending litigation on this specific situation and the request made by the Borgruds through their attorney. MN Statute 13D.05 subd. 3b authorizes the closing of a meeting under the attorney-client privilege. As stated in MN Statute 13D.05, subd. 1d; closed meetings under the attorney-client privilege exception may not be recorded. The recorder was shut off and visitors were asked to leave during this discussion.

**Borgrud
Property**

The meeting was reopened and the Borgrud's were asked to return. The recorder was turned back on. The council informed them that the City will be working with Attorney Walton from this point on and a letter will be sent to their attorney from Walton with the council's suggestions for a remedy to the situation.

Consent Agenda

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
 - Approval of bills: Prepaid Bills: \$158,101.24, Claims for Approval: \$77,034.88 and Additional Claims for Approval: \$44,063.30 for a total of \$279,199.42. Jordan went through the bills and the bank statement ahead of time and gave prior approval.
- Karl seconded. MCU

**Consent
Agenda**

Karl moved to set council meetings for 2012 as the 2nd Thursday of the month at 6:00 p.m. Jaenisch seconded. MCU

Set Meeting

Jordan made a motion to approve the City's Official Depositories as follows: First State Bank of Ashby, 4m Funds, Ashby Credit Union and Community Investment Partners. Jaenisch seconded. MCU

Depositories

Jaenisch moved to approve Ashby-Dalton Post as the official newspaper. Karl seconded. MCU

Post

Jordan moved to approve www.ashbyminnesota.org as the official web-site. Karl seconded. MCU

Rylander asked that the council discuss police protection and what Ashby is paying in comparison to the other cities in Grant County that contract. Martin will put together a spreadsheet with costs and receipts associated with the police department. The public safety commission will meet and go through this information prior to the next council meeting and present their findings.

Police Budget

Rylander moved to approve the Mayor's Commission and Committee Appointments as follows:

- **Public Works:** Jim Karl & George Jordan
- **Garbage:** Tom Grover & Ronnie Jaenisch
- **Street & Sidewalks:** Jim Rylander & Tom Grover
- **Park Board:** Robert Grover, Tom Grover, Thor Tollefson, Donna Fay Grover, Dennis Helle, Judy Helle, Dave Williams, Joe Hoff & Dwight Walvatne, Chad Van Santen, and Joe Hoff
- **Public Safety:** Jim Rylander, Ronnie Jaenisch, Brad Barry & Richard Walton
- **Safety Officer:** Thor Tollefson
- **Emergency Management:** Thor Tollefson & Tom Grover
- **Planning Commission:** Val Martin, Peter Hoff, Tom Grover, Jim Rylander, Richard Walton, Thor Tollefson, Scott Kamrath & Mark Koefod
- **Acting Mayor:** George Jordan
- **Police Chief:** Thor Tollefson
- **Clerk/Treasurer:** Val Martin
- **Public Works Supt/Trainee:** Thor Tollefson
- **Budget Committee:** Val Martin, Jim Karl & George Jordan
- **Personnel Committee:** Ronnie Jaenisch & Richard Walton
- **Economic Development:** David Grover, Tom Grover, Trever Schlosser, Randy Catoe, Rudy Fitzsimmons, Richard Walton, Ken Johnson, Trent Froemming & Val Martin
- **Arts Commission:** Val Martin, Helen Etnier, Camille Schultz, Meghan Roley, Marcia Koefod, Karisa Heinrich, Carrie Fisher, Miles Wing and Shania Gullickson
- **GrOw Grant County:** George Jordan, Trent Froemming, and Val Martin
- **Wellhead Protection Committee:** Thor Tollefson, Val Martin, George Jordan, Richard Walton, Randy Catoe, Jerry Buse, and Tom Grover

**Commissions/
Committees**

Mayor's Report

Regional Mayor's Meeting
Grant County Commissioner's Meeting
Staff Meeting

Mayor

Council Reports

Jordan and Martin reported on the progress of GrOw Grant County. They are still developing a list and have started setting priorities and goals for the economic development of the county as a whole. The whole experience has been very positive and the group works well together.

Council

Administration

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer for the previous month such as:

Clerk

- Items sent to MN Dept of Health for Wellhead Protection Plan update.
- Prepared 2012 Fee Ordinance.
- Prepared budgets for Ambulance, Fire Dept., Arrow EMS.
- Street Reconstruction – prepared notices, called property owners, attended meeting.
- Assessment-researched possible changes and discussed with Walton.
- Information to WC Sanitation for takeover.
- Prepared and delivered business licenses.
- Prepared information for Regional MCFOA meeting.
- Changes to TFC Pretreatment Agreement.
- GASB 54 Fund Balance Policy – researched, discussed with auditors & Walton, made changes to fit our needs.
- Special Council meeting
- Audit – several forms and reports sent to auditors in preparation of audit.
- Year-end accounting items – fund transfers, deposits, etc.
- Assessment deferral application – researched and prepared application, discussed with Walton.
- GrOw Grant County – arrangements for next facilitation.
- Comp Plan – research.
- 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 was presented by Tollefson and Cederberg:

The Police Report was as follows:

- Burglary 2nd degree (tool) – 1
- Burglar Alarms – 1
- Dogs Running at Large – 3
- Disturbing Peace Harassing Communications – 1
- Door Open Lights On – 1
- Sick Cared For – 1
- No Stop for Sign – 1 (citation)
- Suspicious Activity – 3
- Traffic Direction/Escorts – 1
- Speed – 2 (warnings)
- Vehicle Checks – 1
- Public Motorist Assists - 4

Police

Fire Department Report:

Ambulance Calls: 20 – 7 in City

Fire Calls: 1 – 0 in City

Fire Dept.

Jordan moved to approve Fire Department officers as follows: First Chief – Jim Risbrudt, 1st Assistant Chief – Mark Zlotnick and 2nd Assistant Chief – Matt Jensen. Jaenisch seconded. MCU

**Fire Dept.
Officers**

Arrow EMS Report:

Arrow EMD Education has fourteen students enrolled in the Initial Emergency Medical Technician Course. The members of the Ashby Fire department did a fantastic job promoting Arrow EMS Education and recruiting students. Local business professionals will be invited to attend as guest speakers to share their advice and experiences in order to help the students learn the many skills required to be a competent EMT.

Arrow EMS

The West Central Community Ed Director has made a request for scheduling of First Aid and CPR classes. Classes will be taught in Elbow Lake, Barrett, Hoffman and Kensington.

Tom Grover and Chad Smith will be attending the Ashby School Board meeting to inform them of Arrow EMS. The goal is to not only inform the board about the educational opportunities but to encourage them to do some ongoing training with Arrow EMS.

A reminder was given that the council and staff will have AED training prior to the next council meeting at 4:00 p.m.

Public Works

Wellhead Protection Committee continues to work on the update and will have the majority of the work completed by over the next few months.

Wellhead

There was a lengthy discussion on changes to the Water Ordinance as follows:

Water service may be shut off at any connection as provided for in Ordinance 54. **The City of Ashby has the right to remove any person from a home after water has been disconnected. State Plumbing Code requires that a working and safe supply of potable water be maintained in an occupied residence.**

**Water
Ordinance**

The changes came about after a discussion on those properties where water has been shut off and people are still occupying the residence. This change would give the Police Department some quicker leverage to get someone out of an unsafe condition rather than going through the Health Department. Rylander was concerned about getting a little harsh in this economy. Jordan moved to approve the changes to **Ordinance 54 – Water Regulations** as presented. Jaenisch seconded. Rylander voted no, all others voted yes. Motion Carried.

Old Business

Karl moved to purchase a scanner for the Clerk's Office as presented. Jaenisch seconded. MCU

Scanner

New Business

The Council gave their consent for the Clerk of Pelican Lake Township to use the wireless internet service. The code will only be authorized for her to use for Township business.

**Wireless/Pelican
Lake Township**

Karl moved to approve **Resolution 2012-01 Accept Anonymous Donation to the Fire Department Equipment Fund in the Amount of \$5000**. Jaenisch seconded. Roll call vote: those voting yes were Rylander, Jordan, Karl, Jaenisch and Grover. Those voting against – none. MCU

Donation

Adjourn 8:15 p.m.

_____ Valerie Martin, Clerk/Treasurer