

## Ashby City Council Meeting – December 13, 2012

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Jim Karl, Marcia Koefod and Ronnie Jaenisch present. Also present was Val Martin-Clerk/Treasurer, Jeremy Obright, Police Officer; Thor Tollefson, Public Works & Police Chief; Richard Walton, City Attorney and Judy Helle.

The pledge of allegiance was recited.

Karl moved to approve the agenda as amended. Jaenisch seconded. MCU

Most council members and staff went to the Christmas Open House at the Ashby Living Center prior to the meeting. It was a great meal and was appreciated.

### Wastewater Project

- The council received correspondence from Jeff Kuhn on the issues discussed at the last council meeting. Jordan moved to approve the Certificate of Substantial Completion with a date of November 13<sup>th</sup>. Koefod seconded. MCU
- Riley Brothers has paid the bills related to a couple small issues from the last meeting.

Wastewater  
project

### TFC Poultry

Nothing to update at this point. WSN sent a letter requesting more information for the study. The contract for payment of past due fines has been signed and the first payment is due December 15<sup>th</sup>. Council asked that Martin contact them regarding their abatement payment from the City. It would be okay to sign over the abatement check and subtract that amount from the first payment.

TFC

### Consent Agenda

Jordan moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$302,918.89, Claims for Approval: \$35,342.37, additional Prepaid Bills: \$0 and additional Claims for Approval \$38,003.01 for a total of \$376,264.27. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jaenisch seconded. MCU

Consent  
Agenda

### Mayor's Report

Regional Mayor's Meeting

Mayor

### Council Reports

Jordan reported that he and Martin attended an Energy Resource/Solar Energy workshop yesterday which was related to regulations that should be established. Martin and Jordan will continue to work on this in the future. The council also discussed outdoor wood burning stoves and the regulations. An ordinance was drafted a couple of years ago but was tabled. The council would like to again discuss this with concerns for air quality.

Council

### Administration

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer for November 13<sup>th</sup> – December 11<sup>th</sup>:

Clerk

- Central Lakes Trail financials and meeting.
- Project – issues discussed at Council, research assessments/flexibility on final assessment, discuss property owner issues with Riley Bros.
- Research nuisance complaint – discussed with police department.
- GrOw Grant County – prepare items for meeting, met with WCI to discuss future grant opportunities, attended meeting (volunteer time).
- MCFOA Regional meeting in Spicer.
- Meeting in Alexandria regarding Safe Routes to School application
- Prepare budgets and 2012 forecast for year end for all funds – budget meeting with committee.
- Debt service schedule.
- 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:**

No police report was available. Obright told the council that it was a slow month with mostly traffic issues.

Police

Martin, Jordan and possibly Grover will attend the next school board meeting to discuss Safe Routes to School and speed zone by the school.

Obright updated the council on the nuisance issue from the last meeting. He met with the property owner and served him with a letter. Some details of what was needed to be done were discussed. Obright will report back to him with specifics.

Jaenisch moved to approve Obright's continued employment and his probationary period is considered complete. Jordan seconded. MCU Great job, Jeremy!

**Approval of  
Obright –  
probation over**

**Fire Department Report:**

November:  
Ambulance Runs – 16, 3 within the City  
Fire and Rescue Calls – 3, 0 within the City

**Fire**

Karl wondered about ice rescue suits for the fire department. He discussed it earlier with some members of the fire department and he found that they have discussed this but felt other equipment would be more of a priority right now. Some neighboring departments have them and can assist if needed.

**Arrow EMS Report:**

Arrow EMS held an information meeting regarding an upcoming 1<sup>st</sup> Responders course to be taught in Ashby. There are 8 to 12 interested students from Ashby and the surrounding area. A CPR/First Aid class for high school students will be taught in January. Mr. Kent received a grant for this training. EMT refresher starts in January. Volunteers are needed to assist – they need people to practice their skills such as blood pressure, respiration, and pulse checks. Most council and staff signed up to volunteer for the training.

**Arrow EMS**

Walton would like Obright to set up a class on taking checks – what is needed, what can be prosecuted, etc.

**Public Works**

The sidewalk contracts were discussed. Only a few businesses contracted this year. The council discussed the issue of moving up and off the curb to work on the sidewalks. It is hard on the equipment. We will continue through this season but may consider not contracting next year.

**Public Works**

Replacement of the daily use truck and repairs to the one-one truck were tabled. The repairs to the truck box should wait until spring as it is used for moving snow.

**Old Business**

The personnel committee reported on accrual of comp and vacation time. Several items were discussed that will help alleviate overtime:

- Weekly employee meeting with the mayor.
- Measures will be put in place to help with time management.
- Employees will meet with the personnel committee to discuss expectations.

**Comp/Vacation**

Jordan moved to approve changes to the Personnel Policy. Koefod seconded. MCU

**Changes to  
Personnel  
policy**

Karl moved to pay excess comp-time to Tollefson as stated in Personnel Policy. Jaenisch seconded. MCU Karl moved to amend the motion to allow full-time employees to carry over up to 95 hours of comp-time to 2013 with the balance being paid out. Jaenisch seconded. MCU

**Comp pay-out  
and carryover**

**New Business**

The budget committee presented their report. Some details were changed in the general fund budget which would allow a reduction in the levy. Most budgets remained close to the same with the exception of the sewer fund. There will be an increase in sewer rates starting in January. The increase is about ½ of what the increase will need to be to pay back the debt for the project. Another increase will probably happen in 2014. All other utility rates will remain the same.

**Budget  
committee**

Jaenisch moved to approve budges as presented: General Fund (Final), Ambulance, Fire Department, Arrow EMS, Water, Sewer, Storm Sewer and Garbage. Koefod seconded. MCU

**Approve  
Budgets**

Jaenisch moved to approve **Resolution 2012-20 Resolution Approving Final Levy**. Karl seconded. Roll call vote: those voting for: Karl, Jaenisch, Grover, Koefod and Jordan; those voting against: none. MCU

**Final Levy**

Jaenisch moved to approve **Resolution 2012-21 for Year-End Fund Transfers**. Jordan seconded. MCU Roll call vote: those voting for: Karl, Jaenisch, Grover, Koefod and Jordan; those voting against: none. MCU

**Fund Transfers**

Karl moved to approve the Equipment Replacement Plan as presented. Jaenisch seconded. MCU

**Equipment  
Replacement**

Jaenisch moved to approve the Fee Ordinance for 2013. Karl seconded. MCU

**Fee Ordinance**

Jaenisch moved to approve **Resolution 2012-22 A Resolution Accepting Donations from Ashby Community Club - \$200 for Central Lakes Trail Membership and \$100 towards Porta-potty at Memorial Park and \$150 from Ashby Lions Club toward Porta-Potty in Memorial Park**. Karl seconded. Roll call vote: those voting for: Karl, Jaenisch, Grover, Koefod and Jordan; those voting against: none. MCU

**Donations**

A past due account was discussed. Arrangements have been made.

The breakers at the light poles for Christmas lights were discussed. Driggins Elected suggested they be replaced and they will donate their time. It was decided to repair as needed. It may also be something that should be done by Community Club.

**Light pole  
breakers**

The conference for new-elected and experience officials is coming up if any council member would like to go.

The Holiday get-together will be January 5<sup>th</sup> at the Legion and catered by Ruby's City Restaurant. Everyone will pay their own way as in the past.

Council time sheets should be turned in.

Martin will attend Rural Development training in January.

Jordan moved to adjourn. Koefod seconded. MCU

Adjourn 7:55 p.m.

\_\_\_\_\_ Valerie Martin, Clerk/Treasurer

**Time sheets**

**Rural  
Development  
Training**