

## **Safe Routes to School Public Meeting**

Council members were present along with Erin Peterson, Alden Thompson and Adair Thompson. The grant application was reviewed along with the SRTS plan. Erin has agreed to be on the team and will write a letter of support for the application. Martin, wil Jordan's help will continue working on the details and submission of the grant application

## **Ashby City Council Meeting – January 10, 2013**

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Jim Karl, and Marcia Koefod present. Ron Jaenisch was absent. 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. Koefod seconded. MCU

### **Wastewater Project**

- Jordan moved to approve Pay Estimate #5. Koefod seconded. MCU
- The installation of the lift station pumps and control panel has been completed.

### **TFC Poultry**

Nothing to update at this point. WSN is just starting to work on the study.

### **Consent Agenda**

Karl moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$188,411.22, Claims for Approval: \$124,761.68. , additional Prepaid Bills: \$0 and additional Claims for Approval \$2,266.74 for a total of \$315,439.64 Grover went through the bills and the bank statement ahead of time and gave prior approval. Koefod seconded. MCU

Jordan moved to set the council meeting day and time as the 2<sup>nd</sup> Thursday at 6:00 p.m. which is the same as 2012. Karl seconded. MCU

Karl moved to approve Richard Walton as City Attorney and Justin Anderson and Assistant City Attorney. Koefod seconded. MCU

Jordan moved to approve First State Bank, 4M Funds and MidMinnesota Federal Credit Union as official depositories. Karl seconded. MCU

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

Karl moved to approve [www.ashbyminnesota.org](http://www.ashbyminnesota.org) as the official web-site. Jordan seconded. MCU

Koefod moved to approve the Mayor's appoint of commission and committees as follows, Jordan seconded. MCU:

- **Public Works:** Jim Karl & Marcia Koefod
- **Garbage:** Tom Grover & Ronnie Jaenisch
- **Street & Sidewalks:** Marcia Koefod & 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
- **Public Safety:** George Jordan, Ronnie Jaenisch, Dan Johnson & Richard Walton
- **Safety Officer:** Thor Tollefson
- **Emergency Management:** Thor Tollefson & Tom Grover
- **Planning Commission:** Val Martin, Peter Hoff, Tom Grover, Jim Karl, 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, George Jordan & Richard Walton
- **Economic Development:** David Grover, Tom Grover, Trevor 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, Sheryl Bjorklund, Ruth Umlauf, 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, and Tom Grover

- **Country View Estates Promotional Committee:** Val Martin, George Jordan, Jim Karl, Richard Walton and Peter Hoff

**Mayor's Report**

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

**Council Reports**

None

**Administration**

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer for December 12<sup>th</sup> – January 7<sup>th</sup>.

- Go through debt service and budgets/recheck.
- Calculate year end fund transfers.
- Changes to personnel policy.
- Tobacco and liquor licensing.
- Vendor letter – request for taxpayer ID.
- Arrow EMS and Fire Dept. Invoices.
- Final levy to auditor.
- Year-end account items.
- Sewer project – paperwork to RD.
- Safe Routes to School – met with Mr. Tappe – prepared school survey and tallies, went through application, requests for letters of support, set up community meeting.
- Prepared for audit – several forms.
- 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:**

- Motorist Assist – 2
- Unsafe Equipment – 3
- Driving Complaints – 1
- Speed (Warning) – 2
- Attempted Suicide – 1
- Suspicious Activity – 2
- Animal Complaint – 1
- Improper Signaling – 1
- Improper Lane Usage – 1
- City-County ordinance – 1
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**Fire Department Report:**

December:  
 Ambulance Runs – 29, 1 within the City  
 Fire and Rescue Calls – 4, 0 within the City

**Arrow EMS Report:**

Initial Emergency Medical Responder Course started on January 5, 2013. There are eleven students and will continue into mid March. There are several continuing education session planned during the upcoming months – EMT refresher, intravenous and CPAP training, and variance training.

**Public Works**

Pumps are working great at the lift station.  
 There have been some concerns from residents on discolored water. Tollefson is making some adjustments to alleviate the problem. Lower usage may be the issue.  
 The cab is on the mower for snow blowing and sweeping.

Jordan moved to approve the officers for the Fire Department. Koefod seconded. MCU

- Fire Chief – Jim Risbrudt
- 1<sup>st</sup> Assistant Chief – Mark Zlotnick
- 2<sup>nd</sup> Assistant Chief – Matt Jensen

**Old Business**

Karl, Jordan and Martin reported on the Country View Estates meeting. They are working on doing a better job of getting the word out about the incentives including contacting contractors out of the area (area contractors were sent a letter last year), and possibly cost-share advertising with the realtor.

The council discussed some NSF checks received for a closed utility account. It was decided to move forward with the assessment process rather than trying to prosecute the checks.

Koefod moved to approve the grant application for Safe Routes to School and Val Martin as project manager. Jordan seconded. MCU

Jordan, Martin and Grover attended a County Commissioner's meeting to request moving forward with a school speed zone study on County Road 4. The Commissioners agreed to look into the project further and work with the City and County engineer.

**New Business**

The council was in agreement that a plan for the future commercial development of Ashby is important and will include the Ashby Economic Develop Authority in the planning process. Martin will check with programs available through WC Initiative and/or MN Extension.

The council discussed general goals for the City. It would be beneficial for each committee/commission to come up with some goals when they meet.

Koefod moved to approve the application of Martin to the MN Clerks and Finance Officers Board. Jordan seconded. MCU

Martin informed the council of some issues that are being resolved within the City of Ashby and the garbage contract.

Attorney Justin Anderson has increased his hourly rate for 2013. It was noted that his fee has remained the same since 2008.

David Ford invited the council to a meeting to discuss future school safety on January 18<sup>th</sup> at the Ashby Legion.

Karl moved to adjourn. Jordan seconded. MCU

Adjourn 7:00 p.m.

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