

Ashby City Council Meeting – March 14, 2013

Mayor Grover called the meeting to order at 6:00 p.m. with council members Ron Jaenisch, Jim Karl, George Jordan and Marcia Koefod present. Also present was Val Martin-Clerk/Treasurer, Richard Walton, City Attorney, Dennis and Judy Helle and Thor Tollefson, Public Works & Police Chief. Visitors were Trent and Darrin Froemming from TFC, Todd Finkelson and Trever Schlosser.

The pledge of allegiance was recited.

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

Wastewater Project

No report.

TFC Poultry

Darrin and Trent Froemming were in attendance to give the council an update. WSN continues to work on the study for sanitary sewer. Martin will let WSN know that the Council would like a report next month. The council wondered about the status of the past due fines from TFC for December and January. Darrin will do some checking. TFC is not sure on the production projections for 2013 as they are still working on their schedule

Visitors

Todd Finkelson and Trever Schlosser were in attendance to get more information on a possible off-sale and/ or 3.2 liquor license. Both businessmen felt the absence of this type of business in Ashby could hurt other businesses. The liquor ordinance was discussed. A section of the ordinance states that new licenses cannot be issued to a business within 500 feet of a school or a church. Jordan moved to approve the removal of this section of **Ordinance 112 – An Ordinance Regulating Liquor**. Jaenisch seconded. MCU

Koefod moved to approve liquor licenses for Todd Finkelson . Off-Sale and Trever Schlosser . 3.2 Off-Sale contingent on paperwork and fee requirements have been met. Jaenisch seconded. MCU

Another business owner has withdrawn a request for an off-sale license at this point.

The council discussed the requirements to open a municipal off . sale liquor store. The state statute requires that the City provide published notice one year prior to the opening of a municipal liquor store. The council agreed that this type of business does help other businesses within the community and decided to move forward with the published intent. The council also agreed that they would withdraw the intent should a private business decide to open an off-sale liquor store. Jaenisch moved to publish the intent. Jordan seconded. MCU

Jaenisch moved to waive the required background fee of \$500 for Todd Finkelson and Trever Schlosser and bill for actual cost. Karl seconded. MCU

Consent Agenda

Jordan moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$10,731.70, Claims for Approval: \$27,092.88. , additional Prepaid Bills: \$0 and additional Claims for Approval \$2580.62 for a total of \$40,405.20. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jaenisch seconded. MCU

Mayor's Report

Town Hall Meeting with Area Legislators
Staff Meeting

Council Reports

None

Administration

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer for February 13th . March 12th:

- Sewer loan and interim bond payoff . prepared paperwork for upcoming closing on loan including several items for council meeting.
- School speed zone . met with County Engineer, discussed map with George and traffic report with Jeremy.
- Audit for 2012 . auditors were here . prepared several reports, pulled information and answered questions.
- Updated investments.
- Updated donation spreadsheet.
- Research liquor licensing.
- Review 2013 assessment list from auditor.
- Personnel committee . attended meeting, prepared employee evaluation as discussed.
- Set up EDA/Council work session . sent notice.
- Grant County FunFest . attended planning meeting.
- Research assessment of utilities and garbage.
- Reviewed sewer project budget and financials.
- Submitted additional project bills to RD.

- Arts Commission 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:

- Property Check Request . 2
- Property Checks . 6
- DARE . 4
- Motorists Assist . 4
- Welfare Check . 4
- Domestic . 1
- Burglary . 1
- Theft . 1
- Abandoned Vehicle . 1
- Assist Other Agency . 4

Fire Department Report:

January:

Ambulance Runs . 5, 0 within the City

Fire and Rescue Calls . 2, 0 within the City

Jaensich moved to approve the purchase of an AED by the Ashby Fire Department/Ambulance as presented. Karl seconded. MCU

Arrow EMS Report:

In the process of wrapping up the EMT and First Responder courses. March and April will focus on continuing education. Arrow EMS instructed a Heartsaver CPR/AED/First Aid to the Ashby High School anatomy class. John Kent received a grant for the course and hopes to do it again next year. Arrow EMS is looking at offering a community CPR and First Aid course in the near future.

Public Works

Public Works Report:

- Tollefson distributed photos of reclaim basin at the water plant before and after cleaning with chemicals. This same process will be done to the detention tanks and clear wells.
- The vent on the water tower still needs to be replaced. Tollefson will work with company that has cleaned the tank.
- Tollefson discussed a new type of system that would run the plant off-site for a monthly fee. He will do some comparisons to that program with what we currently have.
- Tonka can provide Tollefson with training in the water plant to make sure he completely understands the system.

The Ford one-ton still needs to have the box sand-blasted and painted. After the snow is done, Tollefson will work on getting this taken care of.

A Letter of Warning was received from MN Pollution Control because the monthly sewer reports have not been done on-line as required. Tollefson has not understood the system completely. He now knows the system and has started submitted the reports on-line.

The snow removal contracts for sidewalks were discussed. As not all business participated, it is necessary for public works to jump on and off the curb to take care of the businesses that do contract. This is hard on the equipment and takes longer. The council discussed a smaller rate or just proving the service free of charge. Jordan moved to provide this service free of charge to those downtown area businesses, the churches, Koefod Complex and Murphy's Pub. Karl seconded. MCU

The council voiced concern on the speed the County plow moves throughout the community. A letter will be sent to the County Engineer with these concerns.

The City hired Ness Backhoe to move a large pile of snow at the north junction of Melby and County 82. It was noted that 3 businesses also pile their snow in the area. The council requested a letter be sent to these business owners requesting a donation to help off-set this cost.

Old Business

A meeting of the street and sidewalk committee will be needed to complete the project for sidewalk replacement and the Capital Improvement Plan.

Information on an off-site utility billing program was distributed. Martin will get more information regarding security.

GrOw Grant County is moving forward with their goals and plans on submitting another grant application to WC Initiative very shortly.

The Personnel committee met to discuss several items.

- A review of the Personnel Policy . a change will be presented to the council which would help alleviate day-to-day pressure on the mayor.
- Job descriptions were reviewed. The committee felt there was no need for change.
- Employee evaluations should be implemented which should include some goal setting. The department heads would be evaluated by their respective committees:
 - Tollefson . Public Works
 - Tollefson . Public Safety
 - Martin . Personnel Committee
 - Obright, D. Helle and Grover will be reviewed by Tollefson
 - J. Helle will be reviewed by Martin.

Karl moved to approve the changes to the Personnel Policy as presented. Jaenisch seconded. MCU

Sample employee evaluation forms were discussed . tabled.

A letter of disconnect will be sent regarding delinquent charges on past-due utilities. The delinquent charges will now be assessed to the property taxes. Martin will start the notification process.

Karl moved to approve the amendment to **Ordinance 54 – Utility Rates and Charges**. Koefod seconded. MCU
This change will allow the City to also assess past-due garbage fees to property taxes.

Grant County Funfest will be at the Ashby School on April 27th. Council help is needed both in planning and the day of the event.

Koefod moved to approve the purchase of a computer for the Clerk/Treasurer from Ron Wach as presented. The water plant computer needs to also be updated. Quotes have been received but more information is needed before ordering the computer. Koefod included a purchase of a laptop for the water plant not to exceed \$800 in this motion. Jordan seconded. MCU

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

Jordan moved to approve the Post-Issuance Debt Compliance Policy. Jaenisch seconded. MCU

Jaenisch moved to approve **Resolution 2013-01 Resolution Accepting the offer of the United States of America to Purchase a \$1,014,000 General Obligation Sewer Revenue Bond of 2013 and proving for its Issuance**. Koefod seconded. Roll call vote: Those voting for . Karl, Jaenisch, Koefod, Jordan and Grover. Those voting no . none. MCU

Jaenisch moved to approve the City of Ashby Liquor License Application as presented. Koefod seconded. MCU.
We have only used the state application to this point. This form will give us more of the information we need to fulfill the state and city requirements.

Jordan moved to approve **Resolution 2013-02 Resolution Accepting a \$600 Donation from Destiny Church for the Fire Department**. Koefod seconded. Roll call vote: Those voting for . Karl, Jaenisch, Koefod, Jordan and Grover. Those voting no . none. MCU

The council discussed a property that has been demolished but the rubble has not all been cleaned out. There are concerns about public safety. The police department will serve the owner with a letter requesting that they remove the debris within 30 days.

Jordan moved that the City no longer charge for business listing and web-site links on the City's website. Jaenisch seconded. MCU

Karl moved to adjourn. Jaenisch seconded. MCU

Adjourn 8:00 p.m.

Valerie Martin, Clerk/Treasurer