

## **Ashby City Council Meeting – December 12, 2013**

Mayor Grover called the meeting to order at 6:00 p.m. with council members Ron Jaenisch, George Jordan, Jim Karl George Jordan and Marcia Koefod present. Also present was Val Martin-Clerk/Treasurer; Thor Tollefson, Public Works Supt./Police Chief, Jeremy Obright, Police Officer, and Judy Helle. Visitors: Jim Risbrudt, Trent Froemming, Darrin Froemming, Jenny Tollefson and Rosie Nissen.

The pledge of allegiance was recited. Jaenisch moved to approve the agenda as amended. Karl seconded. MCU

### **Visitors**

Jim Risbrudt was in attendance representing the Ashby Fire and Ambulance Department. Jim requested approval to replace one of the overhead doors in the fire hall at \$3512 installed, purchase a pressure washer for the ambulance department at \$2200 (does not include cost of electrical and plumbing) total cost could be right around \$3000, and to replace thermostats in the ambulance section at about \$670. Jaenisch moved to approve. Koefod seconded. MCU

### **TFC Poultry**

Trent and Darrin Froemming were both present. They do not have any news on the contract they are waiting for and should have additional information at the January council meeting. The council requested that they have a proposal for payback of fines in January.

### **Water Quality Issues**

Two quotes were received for the work at the water treatment plant. The council also discussed financing options. Martin suggested working with MN Rural Water and their micro loan so we do not completely drain the water fund and capital improvement fund for water. We have some other projects coming up that will cost some money in the next couple of years. The council reviewed the cash flow report for the micro loan and felt this was the best way and most affordable way to fund the improvements. Payback will come right out of the capital improvement fund each year. Karl moved to approve the lowest quote for the work at the water treatment plant and to lock in rates for the micro loan if MN Rural Water may recommend this in order to lock in this lower rate. Martin will check on this. Jaenisch seconded. MCU The council would like to see a checklist from Tonka consisting of a page or 2 that would provide the public works department with maintenance and repair instructions for the water plant.

### **Sanitary Sewer Project**

Final pay request has not been submitted.

### **Consent Agenda**

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$14,735.13, Claims for Approval: \$54,769.18, Additional Prepaid Claims - \$0 and additional Claims for Approval \$173.46 for a total of \$69,677.77. Jaenisch went through the bills and the bank statement ahead of time and gave prior approval. Jordan seconded. MCU

### **Mayor's Report**

None

### **Council Reports**

None

### **Administration**

The Clerk/Treasurer's Report was accepted. The report details work done by the Clerk/Treasurer November 13<sup>th</sup> to December 10<sup>th</sup>. These are in addition to regular monthly activities.

- Central Lakes Trails financials/meeting.
- TIF decertification process – working with Ehlers and county auditor to do the appropriate paperwork.
- MPCA response/paperwork prepared (with Thor's help) and mailed off.
- Letter to businesses – request for sign donation.
- MnDOT – sent request for payment of structure damage from their mower. Received phone call from director in D.L., forwarded her e-mail to council.
- MDH – received e-mail with new requirements for lead and DNR reporting on line, forwarded to Thor.
- Locator for sewer project approved by RD – gave this info to Thor to get 3 quotes and to provide to RD.
- Updated clerk desk reference.
- Job description for deputy clerk and public works.
- Water treatment plant work – forwarded quote document to council, meeting to open quotes, researched payment /loan options through MN Rural Water.
- Liquor renewals mailed off.
- Closeout report for LRAC grant.
- Vendor letters regarding sales tax exemption along with ST-3 for FY 2014.
- Wellhead protection – added sidebar to web-site along with plan and links to MDH, set up meeting, went through Plan of Action, sent in press release, added info to utility billing, discussed grant opportunities with MDH.
- Budgets - prepared all funds, went through 2013 financials for year-end outlook, prepared equipment replacement, final levy, fee ordinance, etc.
- Ashby area showcase wrap up meeting.
- Prepared cash flow for sewer project – requested from financial advisor to check for accuracy.
- MCFOA - board meeting in Paynesville, set up regional training for January in Cold Spring.
- Updated vacation and comp-time report.

- Sewer project – went through financials, sent bills for reimbursement, and informed locator with grant funds.
- Nursing home – checked on grant/loan funding.
- Vacation/comp time forms to employees as requested by council.

### **Public Works**

#### **Public Works Report:**

- Parks – Doors for bathrooms were ordered. Skating rink is a work in progress – Denny tried flooding, will continue working on it.
- Waste water ponds – Continued 31 pounds of bio bugs per week. DMR's are due the 21<sup>st</sup> of the following month. November DMR was submitted on December 12<sup>th</sup>.
- Main lift station – wash and scrape the grease from the sides. It is running great.
- Water treatment plant – Fluoridation report is due on the 10<sup>th</sup> of the following month. November report was mailed on December 2<sup>nd</sup>. Continued backwashing of the filter, greased HSP's, checked pickings.
- Streets and Sidewalks – ordered signs for no snowmobiling on sidewalks and boulevards and parks, Snow removal will be done as needed. Some sidewalks are difficult. Blower is fixed – we still need to clean behind T & B's Short Stop.

Work order reports were reviewed.

MPCA contacted the City as some DMR reports were late and had not been submitted for several months. Tollefson said that all reports are now completed and submitted and ready for anyone to view. He will keep current on future reports and has been in contact with MPCA. The 3-ring binder with reporting and contact information for public works will be put in Clerk's office. The council said they need to continue receiving this information at each council meeting and would like this information as part of the council packet each month.

The council discussed MnDOT's proposal to pay ½ of the invoices for the mowing incident which resulted in some major repairs to one of our sanitary sewer structures. The structure was hit by MnDOT when they were mowing along Highway 78. Tollefson said it was marked with a pipe that was at least 4 feet high. MnDOT claims that in their video logs, they do not see that it was marked. The council will not accept MnDOT's proposal. Martin will contact them.

A copy of a letter from a property owner regarding their televising report for their personal sanitary sewer line was distributed to council. The property owner is claiming that the report they received was not for their service and they ended up spending money to have someone repair their service when they felt they really didn't need to. The letter was addressed to Johnson Jet Line and the property owner is asking them to pay the invoice. No action from the council was requested. The property owner would just like them to know what is going on.

### **Public Safety**

#### **Police Report:**

Agency Assist – 3  
 Traffic Stop – 2 citations-stop sign – Diversion offered  
 Harassing Phone Calls – 1  
 Traffic Stop – 4  
 Public Assist – 2  
 Agency/Ambulance – 2  
 Lift Assist – 1  
 Motorist Assist – 4  
 Traffic Stop Citation/Expired Registration – 1  
 Alarm - 1

#### **Fire Department Report:**

None

#### **Arrow EMS Report:**

Arrow EMS will be offering a CPR class for the staff of the Ashby Assisted living on December 18<sup>th</sup>. This class will also be offered to the general public. The Ashby School will again be sending a group of students to Arrow EMS for CPR and First Aid training. Two larger scale courses will be offered through Arrow EMS this winter – initial EMT course and an EMT refresher.

The Ashby area showcase committee held a recap meeting and made plans for the next event. It will be scheduled for May 31<sup>st</sup> at the school and they are working on bringing together some other organizations and events to be held at the same time.

Martin asked if the council would like to pursue any type of project and/or gathering information on the old nursing home building. The council felt this would be a good job for the EDA to work on.

Country View Estates was discussed and pursuing some changes to the covenants. The council discussed the difference between a modular home and a manufactured home. Some information was presented. The council requested that the committee work with the planning commission to come together with a solution and possibly present some changes. It was also decided that it may be helpful to have a vendor come to a meeting and discuss some of the specifics of a modular home. After doing some research, the council found that financing was no different for a modular home versus a stick built home, even for a second owner. The 3<sup>rd</sup> paragraph of the covenants seem to be quite vague and should also be clarified. Would it be a benefit to put a playground in the development?

Karl moved to approve the job description for the Deputy Clerk and Public Works Maintenance. seconded. MCU

The budget committee presented their report for each fund. Up for discussion was the change in the user rate for sewer. The consensus was to continue with the \$5 increase in the user rate as initially discussed when rates were established to allow for the payment of the sewer project. The water fund is in distress and there may be a need to increase a small amount but the council decided to not do this at this point and review the fund after the first quarter.

Jaenisch moved to approve the budgets for General Fund, Fire Department Fund, Ambulance, Arrow EMS, Water, Sewer, Garbage, and Storm Sewer as presented with the exception of the Water Fund which will not have an increase in rates at this time. Koefod seconded. MCU

Jordan left the meeting.

The committee suggested some changes to the Equipment Replacement plan and the council discussed some possible future changes such as pushing the one-ton truck, tractor out over a longer time period. This will be discussed again next year. Jaenisch moved to approve the Equipment Replacement plan and Fund Disbursement plan for Equipment Replacement as presented. Karl seconded. MCU

Jaenisch moved to approve **Resolution 2013-21 Resolution Adopting Final Tax Levy**. Karl seconded. Roll call vote: those voting for – Koefod, Grover, Karl and Jaenisch; those voting against – none. Jordan absent. MCU

Koefod moved to approve **Resolution 2013-19 Liquor and Tobacco Licenses for 2014**. Jaenisch seconded. Roll call vote: those voting for – Koefod, Grover, Karl and Jaenisch; those voting against – none. Jordan absent. MCU

Karl moved to approve **Resolution 2013-20 Funds Transfers for Year End**. Koefod seconded. Roll call vote: those voting for – Koefod, Grover, Karl and Jaenisch; those voting against – none. Jordan absent. MCU

Karl moved to approve **Ordinance 2 – Fee Ordinance for 2014** with changes to water fees. Koefod seconded. MCU

Jaenisch moved to approve the payment of assessments for the City as follows:

\$1445.78 from General Fund  
\$1445.78 from Fire Department Fund  
\$1445.78 from Ambulance Fund  
\$2891.56 from Water Fund  
\$1445.78 from Sewer Fund  
Karl seconded. MCU

The council received an update on the Wellhead Protection Committee meeting.

Council time sheets need to be turned in.

The staff and committee holiday get-together will be January 5<sup>th</sup> at the Legion with everyone bringing potluck. We'll cook ham and turkey and the costs will be split up among those attending. Money we raise from our auction will be split between the Grant County Food Shelf and Grant County Humane Society.

The vacation and comp-time report was reviewed. Karl moved to carry-over comp-time to the next year and not pay out as stated in the policy due to the financial condition of the funds. There is not a large amount of comp-time to carry over and staff is encouraged to use some of it prior to the end of the year.

Koefod moved to follow the Personnel Policy related to the carry-over of vacation. Vacation was paid out to Tollefson in 2012 due to the change in position but council continually reviewed vacation and comp-time on a quarterly basis and continually encouraged him to use his time. In accordance with the Personnel Policy, 25 days (200 hours) will be carried over to the next year and any excess will be lost. Jaenisch seconded. MCU

The Pay Equity report will be due January 31<sup>st</sup>. Martin will work on this with the help of the Personnel Committee.

Koefod moved to approve Carlson-Highland and auditors for 2013 report not to exceed \$9000. Karl seconded. MCU

Karl moved to approve **Resolution 2013-22 Accepting Donations as Follows**: \$300 from Ashby Community Club for the Ashby sign, \$50 from Mark's Barbershop for the Ashby sign, \$100 from the Ashby Lions for the Ashby sign, \$100 from Living Treasures Garden Club for the Ashby sign, \$200 from the Ashby Lions Club for the Central Lakes Trail membership and \$125 from Ashby Lions Club for the porta-potty at Memorial Park. Jaenisch seconded. Roll call vote: those voting for – Koefod, Grover, Karl and Jaenisch; those voting against – none. Jordan absent. MCU

League of MN Cities Insurance Trust recommendations were received and reviewed. Several items were related to the fire department. Martin will forward this information to them and request a response.

Karl moved to adjourn. Jaenisch seconded. MCU Adjourn 7:30 p.m.

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Valerie Martin, Clerk/Treasurer