

## Ashby City Council Meeting – January 9, 2014

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

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

### Visitors

Adair and Winnie Thompson were present to discuss sidewalks and snow removal. Is the council going to enforce the ordinance and require snow removal on sidewalks as stated? The ordinance needs to be reviewed again along with a map of the sidewalks. It may not be feasible to require everyone to keep their sidewalks clean. Grover and Koefod will meet and discuss this and bring recommendations to the council. The Thompson's also discussed their issues with the current water problems. They feel it has discolored their clothes. Council assured them that the issue will be fixed as soon as the contractor can get it done with a deadline of April, 2014. The council thanked the Thompsons for presenting their issue. They don't always hear when people are having problems.

### TFC Poultry

Trent and Darrin Froemming were both present. They have not received any word on the contract they were waiting for. They presented some information on what their business did in 2013. It was about ½ of what they did in 2012 and closer to year 2010. The new contract they are waiting to hear about will bring them much more business than what they did in 2012 and will help them secure the financing they need. Council asked about the past due fines. They relayed that it has not been included in their projections but they will include it in their cash flow plan. If they don't get this contract, they are looking at additional options which could change what they do and their need for pretreatment. They also let the council know that there is also a possibility that they could close their business. If they continue moving forward with their business, they will look at hauling wastewater to help reduce the levels of BOD.

The council asked specifically how are they going to pay back the fines, how much each month? Karl made a motion that TFC present a plan for paying off fines and their future expansion/business plans by January 31<sup>st</sup> or the City will turn off their water service. Jordan seconded. MCU

### Consent Agenda

A question was raised on some credit card charges to Intelius for Tollefson. The receipts had not been turned in yet. Tollefson relayed the charges were for cell phone searches as they cannot get this information through the Sheriff's Department.

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$183,505.71, Claims for Approval: \$165,104.18, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$348,609.89. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jordan seconded. MCU

Karl made a motion to hold council meetings on the 2<sup>nd</sup> Thursday of each month. Jordan seconded. MCU

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

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

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

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

Jaenisch 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
- **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, Trever Schlosser, Randy Catoe, Rudy Fitzsimmons, Richard Walton, Ken Johnson, Trent Froemming & Val Martin
- **Arts Commission:** Val Martin, Helen Etnier, Camille Schultz, 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, Randy Catoe, and Tom Grover
- **Country View Estates Promotional Committee:** Val Martin, George Jordan, Jim Karl, Richard Walton and Peter Hoff

The council discussed putting together job descriptions for each committee/commission. This was tabled for a later date.

### **Mayor's Report**

None

### **Council Reports**

None

### **Administration**

- Assessment list to auditor for 2013.
- Invoiced out of town residents for sanitary sewer assessment.
- Vendor letters – Christmas donations.
- Tobacco renewal applications prepared and delivered.
- MCFOA – put together training in Cold Spring for January 30<sup>th</sup>, contacted Cold Spring, presenters, etc., sent out registration to Region.
- Closed meeting procedure researched, discussed with Walton & LMC.
- Personnel committee meeting.
- Final levy to County Auditor.
- Prepared liquor and tobacco licenses – Tom delivered.
- MN Dept of Revenue report of licenses.
- Safety meeting calendar distributed.
- Safe Routes to School planning grant – read though information, worked on setting up committee meeting.
- Pay Equity – compile 2013 information for council approval.
- Year-end transfers.
- Building and zoning report for census bureau.
- 2014 payroll calendar.
- Safety meeting.
- Misc. year-end activities.
- Review activities in funds for accuracy.

### **Public Safety**

#### **Police Report:**

- Agency Assist – 4
- Motorist Assist – 3
- Traffic Complaint – 1
- Accident – 1
- Traffic Stop with Equipment – 3
- Ambulance – 1
- Public Assist – 3
- Family Services – 1
- Traffic Stop/Stop Sign – Class Offered – 1
- Animal – 1

The police office computer is in need of replacement. Jaenisch moved to purchase the computer and software at a price of \$774. Jordan seconded. MCU

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

- Ambulance Calls – 18, 4 in City
- Fire & Rescue Calls – 1, 0 in City

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

The Initial EMT class in Sunburg started on Saturday, January 4<sup>th</sup>. They have agreed to pay for 10 students even though there are 6. They are willing to take the course now rather than wait for a later time when there are more students. The closest hospital is 20 miles away and the importance of the ambulance service is critical. John Kent's anatomy class will be taking a First Aid/CPR class on January 10<sup>th</sup>. Volunteers are needed from 2:00 to 3:00, if there are council members or staff available. Starting the first week in February, an EMT refresher will be offered in Ashby for those that did not refresh last year. There may be a few students from other agencies also taking this class.

### **Public Works**

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

- The skating rink has been moved to the pond. There were just too many issues with the new location.
- Wastewater ponds – measured and added bio-bugs.
- Water plant – doing general maintenance including greasing of motors, changing oil, checking chlorine and fluoride feeds.
- Snow removal – as needed.
- DMR was submitted on Thursday.
- Monthly fluoride report was submitted on Tuesday.

Tollefson will be doing a 4 hour composite for TFC as suggested by the engineers.

Koefod asked if the locator has been ordered per the sanitary sewer project. Tollefson said it has not but he will order ASAP.

Some changes to chemical feeds may help with the issues going on with the water plant. These changes could help eliminate some of the color being emitted by the higher levels of manganese.

The work order report was reviewed.

A meeting for Country View Estates will be held on January 15<sup>th</sup>. The committee will review some of the changes discussed to the covenants.

The council will wait on financing for the water treatment plant through the Micro Loan program at MN Rural Water. It does not seem to be beneficial to get the funds until they are needed.

Jordan moved to change the February council meeting to February 6<sup>th</sup> at 6:00 p.m. Koefod seconded. MCU

A price was presented for a sign along Highway 78 which would be installed by MnDOT in the road right of way. The sign would direct traffic down Melby and would say "Business District Next Left" No action was taken.

The council discussed whether to eliminate the post office box and get the City mail in a mailbox along the rural route. The fire and ambulance department currently have a mailbox across from City Hall. Martin will do some checking at the Post office.

Karl let the council know that someone may be interested in purchasing the walk behind snow blower. Public works still uses the equipment and there is no interest in selling.

Jordan moved to approve **Resolution 2014-01 Resolution to Approve Donations for the Ashby sign - \$300 from Ashby American Legion and \$50 from Glende-Nilson Funeral Home.** Koefod seconded. Roll call vote – those voting for: Jordan, Koefod, Grover, Karl and Jaenisch. Those voting against – none. MCU

A calendar for safety training was distributed to the council. Koefod requested that the council be informed when staff attends these trainings.

The Mayor closed the council meeting. Tollefson and others in the audience were asked to leave. The Ashby City Council is meeting in closed session as permitted by Minnesota Statute 13D.05 subd. 2(b) to consider allegations against an individual subject to the City Council's authority.

The Mayor reopened the meeting and recused himself due to his personal affiliation to Tollefson.

Jordan, Acting Mayor took over the meeting. Tollefson was asked to return to the meeting. Jordan went through a list of deficiencies discussed by the council. An oral reprimand along with a written reprimand will be placed in his file. Karl moved to approve the deficiency list which will serve as the written reprimand. Tollefson will have a 60 day probationary period to correct the deficiencies presented. Jaenisch seconded. MCU

Due to the deficiencies, Karl moved that Tollefson will receive no pay increase for 2014. Jaenisch seconded. MCU

Pay Equity information for the Pay Equity report for 2013 presented. Jaenisch moved to approve. Koefod seconded. MCU

Karl moved to adjourn. Jaenisch seconded. MCU Adjourn 8:10 p.m.

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Valerie Martin, Clerk/Treasurer