

Ashby City Council Meeting – March 24, 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./Chief of Police; Jeremy Obright, Police Officer; and Judy Helle. Visitors: Jenny Tollefson, Rosie Nissen, Missy Karl, and Cliff Martin.

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

Visitors

No visitor issues

Consent Agenda

Koefod moved to approve the Consent Agenda as follows:

- Approval of minutes as amended from the previous month.
- Approval of bills: Prepaid Bills: \$38,390.29, Claims for Approval: \$34185.94 , Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$72,576.23. Jaenisch went through the bills and the bank statement ahead of time and gave prior approval. Jordan seconded. MCU

Mayor's Report

Regional Mayor's meeting

Council Reports

None

Administration

- Research sales tax exemption for water treatment plant
- GOGC – prepare items for meeting, attend meeting, start work on web-site, send information to group.
- LMC Insurance recommendations follow-up.
- No smoking notice to all employees.
- MCFOA – prepare presentation for conference, Regional report.
- Ness property – request to them from council.
- Time sheet policy.
- Water issues – published in paper and newsletter.
- Prepared newsletter, Judy mailed.
- Fire contracts.
- Business retention and expansion class in Fergus Falls.
- Public works meeting.
- Special Council meeting – TFC.
- Standard and Poor's information completed.
- Completed TIF Decertification.
- Police/Fire Report to state.
- PERA Annual Exclusion report.
- Central Lakes Trail invoices for 2014, updated financials.
- Preconstruction meeting.
- Funfest info sent to businesses, registered City and GOGC.
- Reviewed assessment list from county auditor.
- Info to paper, prepared posters and put on Facebook – possibility of frozen water lines.
- Post and publish Board of Appeals.

Public Safety

Police Report:

- Traffic Stop, Warning – 2
- Agency Assist – 2
- Animal – 2
- Traffic Stop Citation (Expired Tabs) -2
- Theft – 1
- Public Assist – 1
- Traffic Complaint – 1
- Burglary – 1
- Alarm – 3
- Suspicious Activity – 1
- Fight (2 Citations for Disorderly Conduct) – 1
- Traffic Stop, Warning-Lane Violation – 1
- DARE – 2

Officer Obright made a request to the Ashby Lions Club and Ashby American Legion to help pay for Twins tickets for the students and has received funds from both.

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

Fire Department Report:

- Ambulance Calls – 12, 2 in City
- Fire & Rescue Calls – 0, 0 in City

Arrow EMS Report:

Training was done at the fire hall for some of the employees with West Central MN Community Action. Arrow EMS taught a first aid course for Ripley's Inc. held during their safety meeting. The EMT and EMR refresher has been taking place and concluded on March 8th.

Public Works

Public Works Report:

- Wastewater ponds – continued weekly measuring and bio bug treatments.
- Water Plant – weekly checking chlorine and fluoride injector feeds. Organizing files.
- Snow removal – as needed.
- DMR – Was submitted on 3/7/14. Due on the 21st.
- Monthly fluoride report – submitted on 3/3/14. Due on the 10th.
- Quarterly fluoride test was done and due on 2/11/2014. Results – current fluoride treatment is satisfactory.
- Quarterly BAC-T test was done/due/submitted on 2/11/2014
- Annual fluoride test of wells #3 and #4 was done/due/submitted on 2/11/2014.
- Quarterly 4 hour composite was done on 2/24/2014. Results CBOD 564, TSS 254 and Phosphorus 11.7.
- 4 hour composite was done on 2/25/2014. Results: CBOD 747, TSS 308, Total Phosphorus 10.8
- TFC Poultry also tested on 2/24 and 2/25.
- Compared these test results with the last 4 hour composite which was done on 10/28/13 – TFC said they slaughtered on 10/28/2013. Results: CBOD 366, TSS 382, Total Phosphorus 6.86

The lift station is not working properly. Both VFD's in the control panel went out and public works is turning the pumps on manually until they can get repaired.

TFC payment for fines is due on March 31, 2014. If they do not comply, the council will deal with it at the April meeting.

Koefod moved to credit utility customers that have notified the City that they are running water to avoid a possible water line freeze. An average of January, February and March of 2013 will be used as a baseline and anything over that amount will be credited for both water and sewer. The deadline is April 15, 2014 and can be revisited at the April council meeting if needed. Karl seconded. MCU

The council reviewed the water system inspection report from the MN Department of Health. The report showed no issues.

There is a concern about a resident that currently does not have water service. The police department will contact public health.

Work on the water plant has started. Once the media has been replaced and the weather has warmed up, the hydrants can be flushed. After the hydrants are flushed, we should see an improvement in the water.

The work order report was reviewed.

Old Business

The Country View Estates committee will be meeting soon. Jordan will work on setting up a meeting in the next month.

Jaenisch moved to purchase a locked mailbox as presented contingent on the Post Office's approval. Koefod seconded. MCU

Future meetings to go over the Personnel Policy were tabled.

The council discussed the purchase of the commercial lot on Main Street as proposed. The owners will sell at a discounted price to the City and will finance through a Contract for Deed with no interest. The council discussed options and felt it would be a good opportunity to sell and promote the property at a discount with the hopes of adding some additional commercial property in the City. Jaenisch moved to approve the purchase at \$15,000 with a contract for deed over 4 years. Payments each year would be \$3750. Jordan seconded. MCU.

The funding for the water treatment plant work will be taken care of after all bills have been submitted.

MnDOT has submitted payment as requested for the repairs to the sanitary sewer structure on Highway 78.

There is a GrOw Grant County information meeting on March 31st, 7:00 p.m. at the Elbow Lake Community Center to reveal the results of the Retail Market Survey.

New Business

The Standard and Poor's Rating has been updated and remains the same.

Martin will attend BushCONNECT in Minneapolis on May 19th through WC Initiative. They will pay the expenses. This is a leadership networking experience and a way to connect with other leaders throughout Minnesota, North Dakota and South Dakota.

Loss Control Workshop will be held on March 26th in Fergus Falls.

Councilmembers received an unsigned complaint. The complaint was discussed and handled.

The council received a grievance letter from Tollefson regarding discipline received on December 3, 2013 and January 9, 2013. He believes that the disciplinary actions against him were harsh and unjust to the offenses committed. Tollefson was allowed the opportunity to discuss his issues during the open meeting.

The Ashby City Council met 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.

Mayor Grover reopened the meeting.

The council noted that because of continued issues since the January 9th council meeting, they would give Tollefson another 30 days probation to correct deficiencies. Jaenisch moved to approve. Karl seconded. MCU

The council decided that Tollefson may need more time to get his work done for public works and decided to remove Tollefson as Chief of Police and from the police department. He will continue working full-time for the city as public works superintendent and will receive no reduction in pay or benefits. Karl moved to approve. Koefod seconded. MCU

Tollefson stated that he understood the action and had no one to blame but himself.

Jaenisch moved to adjourn. Koefod seconded. MCU Adjourn 9:10 p.m.

Valerie Martin, Clerk/Treasurer