

Ashby City Council Meeting – June 19, 2014

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; Jeremy Obright, Police Chief; Troy Johnson, Public Works; Judy Helle, Dennis Helle and Richard Walton, City Attorney. Visitors: Peter Hoff, Tanya Maethner, Jim Risbrudt, Matt Jensen and Mark Zlotnick.

The pledge of allegiance was recited.

Jaenisch moved to approve the agenda. Koefod seconded. MCU

Visitors

Peter Hoff and Tanya Maenther were in attendance to inform the council of a new program they are working on called the Ashby Community Scholarship Program. The program design is not yet complete but their vision is to create a recognized community scholarship program that promotes to all students the importance of some type of further education after high school. The idea is to provide scholarships to all students in the Ashby School. Funding will come through community fund-raising events along with an annual match of up to \$50,000 from the Rob Nelson Foundation. They just wanted the city to be aware of this program and what it can do for the community.

Ashby Fire Department members Jim Risbrudt and Mark Zlotnick were present to discuss issues with the siren. It has had some communication problems and has gone off twice without it being set to go off. Because the Fire Department and Ambulance members have pagers and get call notifications on their cell phones, we really only need the civil defense siren. They will do some research and work with Brandon Communication to see how to disconnect that signal and leave the civil defense signal which can be set to go off through Grant County dispatch. They will also see about being able to set it off ourselves. They will come back with pricing options.

TFC Poultry was expected to attend the meeting and are not here at this point. The council will table their discussion until they arrive or until the end of the council meeting.

Consent Agenda

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$33,106.93, Claims for Approval: \$34,448.68, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$67,551.61. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jordan seconded. MCU

Mayor's Report

- Working with Troy as he gets started in the new position
- Attended Mayors' meeting

Council Reports

Jordan and Martin reported on GrOw Grant County. The group is applying for a Community Assistantship Program grant to do an asset inventory of all the communities in the county.

Administration

- Public Works positions – worked with committee on applications, sent resources to committee, set up interviews, participated in the interview process, called successful candidate, called other applicants. Provided information to the council, HR paperwork for Troy.
- Submitted Jerry Buse contract to MDH and MPCA.
- MCFOA Newsletter.
- Personnel-dealt with items related to employee leaving – i.e. cancellation of credit cards, insurances, etc.
- Attended BUSHConnect in Minneapolis – used comp-time to attend event. WCI paid for expenses.
- Ness property – worked with Walton to complete the purchase of the property.
- GOGC – prepared minutes, agenda and items for meeting – attended meeting in Herman and one in Ashby.
- Central Lakes Trail – prepared financials, attended meeting.
- Elections – submitted items to auditor, advertisement for election judges, prepare application packets.
- Worked with Jeremy on lawsuit information and sent off to attorneys.
- Pet clinic
- Attended IIMC Conference
- Paperwork to RD for wastewater project
- Clean up day for school – helped coordinate things to be completed, ordered dumpsters, etc.
- Staff meeting
- Public works meeting
- Personnel committee meeting
- Prepared schedule for Farmers Market/Community Festival
- TIF reporting information prepared for Ehlers
- Background check policy and amended ordinance
- Committee job descriptions

Public Safety

Chief of Police Report:

- Worked with Martin on lawsuit information
- Continued with organization and upkeep of office and PD garage, key box and list
- Coot's Banquet and All-City Rummage Sale
- Continued follow up on PD options with part-time
 - Spoke with County new-hires and both showed interest – one is just getting started with field training and one just completed the psychological testing.
 - Would like council to consider putting both on the roster as uniforms would be the only cost at this point. Obright is checking with county on willingness to share equipment. Both work other jobs and this would be a way to assure availability to cover shifts.
 - County would like to see us get a part-time officer hired very soon.
- Continued every day patrol details

Police Activity Report:

- Public Assist – 2
- Traffic Stop/ Equipment – 5
- Theft – 1
- Lost and Found – 2
- Agency Assist – 4
- Traffic Stop with Speed – 2
- Domestic – 1
- Vehicle/Motorist Assist – 2
- Void ICR – 1
- Alarm – 1
- Suspicious – 1

A letter was received from Pelican Lake Township requesting a contract for animal control. Grover moved to revisit the request after more information is received and after we have hired a part-time officer. Koefod seconded. MCU

Council asked about inventory of police equipment. Obright has started working on this.

Fire Department Report:

- Ambulance Calls – 31, 5 in City
- Fire & Rescue Calls – 0, 0 in City

Arrow EMS Report:

The Sunburg class is now complete. Arrow EMS instructed a CPR and first aid class for area day-care providers. Arrow EMS is providing some continuing education for the Brandon Fire and Rescue department.

Public Works

The Public Works committee met with Troy Johnson to go over expectations in his new job as Public Works Trainee:

- According to the City's Personnel Policy, the Mayor is your supervisor on a day to day basis and the council as a whole body makes concrete decisions on policies, ordinances, etc. at their monthly meetings. Unless directed by the whole council, individual council members do not have authority to manage department heads and are asked to field concerns to the Mayor.
- Stop in the office at least one time per day to see if there are work orders or other situations that may arise.
- Check mail and e-mail every day and respond daily. Answer and respond to phone calls and texts in a timely manner.
- The calendar in the office needs to be kept accurate and when you are taking time off; you need to have a replacement listed on the calendar. Make sure weekend shifts are covered by public works and a monthly calendar in kept in the office and the water plant.
- The whiteboard in the shop should be used to list those items that need to get completed by public works
- Prior to taking time off, all City employees need to list things that need to be done and make sure you have a specific person taking care of these items.
- When taking time off, please fill out the appropriate paperwork for approval and make sure shifts are covered.
- Communication is a priority.
- Attend monthly council meetings, weekly staff meetings, scheduled committee meetings, scheduled safety meetings, etc.
- Monthly report to the council to be included in council packets.
- Keep a daily work log.
- Attend training as needed.
- Work with current licenses operator as needed for water and wastewater requirements.

- Direct and work with part-time staff to make sure public works items get done. Watch part-time hours – most of the time the City wants to keep each part-time person under 20 hours/week but most of the time, in the summer this is more due to mowing, trimming, etc.
- Ashby Appreciation Days is always the 3rd weekend in July. There are a number of items that need to be done the week of the event.
- Work with Val on getting familiar with your budgets
- Keep a list of items that may need to be purchased to discuss with council.
- Don't be afraid to ask for help.

Public Works Report:

- The computer and operating system at the water plant was discussed. It may be a good idea to work with Tonka on the best system.
- Flushing hydrants will start soon. The hydrants will be numbered using a paint marker so it is easier to run the system put together by WSN.
- Work orders are up-to-date.
- Things are going well with new employee.
- Submitted reports for sanitary sewer and water were presented to the council. Council requested that the Clerk keep a file in her office for copies of public works reports that have been completed.

Koefod moved to purchase a radio and charger for the public works department as presented. Jordan seconded. MCU

Tires for the tractor will be purchased through C & I.

Karl moved to approve the sign retroreflectivity policy as presented. Jaenisch seconded. MCU

There has been some concern from property owners over the amount of groundwater going into basements. This would be due to the large amount of rainfall over that last several weeks.

Coots Unlimited has made a request to redo a portion of the property where the ponds are located to create a better environment for pheasant nesting. Karl will request a plan from them for the next council meeting.

The council tabled the discussion related to the steps at the water plant.

Old Business

Jaenisch moved to approve the Background Check Policy as presented. Koefod seconded. MCU

Jaenisch moved to approve the amendment to **Ordinance 20 – An Ordinance Relating to Criminal History Background Checks for City Employees**. Karl seconded. MCU

Koefod moved that the “Respectful Workplace Environment” remain as part of the Personnel Policy rather than “Sexual Harassment Prevention” as it covers more situations. Karl seconded. MCU

Jordan moved to approve the Personnel Policy with changes. Koefod seconded. MCU

The City has been notified of Pay Equity compliance.

Martin reported on the Farmers Market and Community Festival. All things have pretty well been scheduled.

The council tabled the committee/commission job descriptions and the ordinance. Martin and Grover will meet and come back with a recommendation.

The Ness property was discussed. Walton may have someone interested in the property. Council tabled pricing the property until Walton can report back. Council requested that Martin contact Ness Backhoe to get a price on removal of the concrete and level off the property.

New Business

Jaenisch moved to approved **Resolution 2014-04 Appointment of Election Judges**. Koefod seconded. Roll call vote: those voting for – Jaenisch, Karl, Jordan, Koefod and Grover. Those voting against – none. MCU

Jordan moved to approve **Resolution 2014-05 Donations from: Destiny Church for the Fire Department and Donations for Movies in the Park by the Following: \$50 from Spirits, \$300 from Lakeside Lumber, \$20 from Beaver Johnson Sand and Gravel, \$50 from Ashby Hardware Hank, \$25 from Heidi Johnson, and \$200 from Ashby Lions Club. West Central Sanitation Donated the Cost of One Dumpster and the Cost of Another ½ Dumpster for the School Clean-Up Day**. Karl seconded. Roll call vote: those voting for – Jaenisch, Karl, Jordan, Koefod and Grover. Those voting against – none. MCU

Jaenisch moved to approve **Resolution 2014-06 Fund Transfer for Fire Protection**. Karl seconded. Roll call vote: those voting for – Jaenisch, Karl, Jordan, Koefod and Grover. Those voting against – none. MCU

A concern by one of the council members was brought up over a fire department volunteer using the fire hall for personal activities. Is there a liability concern? It was tabled until the Fire Department chiefs could discuss with the council. Martin will ask if they can attend the next council meeting.

The July council meeting was changed to Wednesday, July 16th.

Jaenisch moved to approve a donation of \$500 to Ashby Summer Rec. Jordan seconded. MCU

Jordan moved to approve Deb Thormodson as City Assessor. Koefod seconded. MCU

Jordan stated that the softball field is in need of some work. There may be a future request from the City to help financially with the project.

An inoperable vehicle behind a commercial building was discussed. Martin will ask Obright to check on whether it has current tabs.

Representation from TFC Poultry did not show up. A phone call was made to both owners with no answer. Motion was made by Jordan to turn off the water at TFC Poultry tomorrow if they do not come in with a payment for fines in the amount of \$1000 by 10:00 a.m. tomorrow. In order to be reconnected, they will have to pay the \$1000 plus a \$50 reconnect fee. Karl seconded. MCU

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

Valerie Martin, Clerk/Treasurer