

Ashby City Council Meeting – July 16, 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: Jenny Tollefson, Rosie Nissen, Jim Risbrudt, Jay McNamar, Matt Jensen, Mark Zlotnick, Trent Froemming, and Darrin Froemming.

The pledge of allegiance was recited.

Jaenisch moved to approve the agenda. Koefod seconded. MCU

Visitors

The Fire Department Chiefs were in attendance to discuss receiving a grant from FEMA for a new tanker fire truck. It is 95% grant funds. They plan to have the specs ready for the next meeting. There are some requirements involved with the grant. Martin will help with the administrative work on the grant.

Personal use of the fire hall by fire department members was discussed. There is insurance coverage and if there is an incident, they have to show the City/Fire Department was negligent. After additional discussion, the matter was considered closed. Martin will check liability limits on our insurance before next meeting.

Darrin and Trent were in attendance to discuss their current situation. The fines were again discussed. TFC is still struggling and proposed \$100/month payments as a good faith effort. The council felt that the City should at least be recovering monthly expenses, which is right at \$333/month for Biobugs. TFC states that their future business plan looks stable. Jaenisch made a motion that TFC must pay \$333 each month, due of the same day as council meetings, in July, August and September. Koefod seconded. MCU Jaenisch moved to follow WSN's recommendation and reduce TFC's testing to 1 time per month. Jordan 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: \$12,388.65, Claims for Approval: \$63,876.04, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$76,264.69. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jaenisch seconded. MCU

Mayor's Report

- Weekly staff meetings
- Attended Mayors' meeting

Council Reports

None

Administration

- Special Event form and insurance info requested and received from Ashby Community Club for Appreciation Days.
- CAP grant application completed and submitted for GrOW Grant County.
- Appreciation Days – Updates to web-site and Facebook, field questions
- Elections – Schedule sent to election judges; posted and published filing notification, attended election judge training.
- Ashby promotional committee – put together publication; reviewed with committee members; printed pages; met at school with committee to collate, fold and tape the mailing; delivered to post offices.
- Set up Safe Routes to School initial meeting.
- Completed CCR report with Troy.
- Met with Tom – review committee job descriptions and ordinance.
- MCFOA – set up training in Osakis and sent notification to region members.
- Finalized plans for Farmers Market in August.

Public Safety

Chief of Police Report:

- Working on inventory – close to done.
- Continued organization and upkeep of office.
- Prepare for Ashby Appreciation Days.
- Researching grants for equipment replacement and upgrades.
- Continued follow-up on PD options for part-time help – Public Safety meeting (meet new Grant County part-time deputies).
- Continued everyday patrol detail.

Police Activity Report:

- Agency – 1
- All Other – 1
- Ambulance – 1
- Animal – 2
- Public Assist – 3

- Domestic – 2
- Motorist Assist – 2
- Traffic Stop Equipment – 1

The Public Safety Commission met prior to the council meeting. Per their recommendation, Jaenisch moved to hire two officers that also work for the Sheriff's Dept., Josh Whiting and Michael Wing at Grade 9, Step A on the Step/Grade plan. The City will supply each of them with 2 pairs of pants, 1 tie, a winter jacket, 2 shirts and the City will also provide one flip phone, to be kept in the squad, for them to use when on duty. Jordan seconded. MCU The Sheriff's Department has paid for the background on each officer and will also pay for training. It made more sense to hire the 2 officers to have better options for coverage with the only additional expense are uniforms.

We are still waiting to hear back from Pelican Lake Township on their request for animal control.

Fire Department Report:

- Ambulance Calls – 19, 3 in City
- Fire & Rescue Calls – 1, 1 in City

Arrow EMS Report:

The June training session for the Ashby Ambulance consisted of intravenous therapy. The high school has contacted Arrow EMS about a possible CPR training for students. Arrow is also working with a local business about some possible CPR and First Aid training.

Public Works Report:

- Completed hydrant flushing
- CCR completed with Martin
- Pond discharge completed
- All discharge samples taken and sent in on time.
- DMR report completed.
- New tire are installed on the tractor – issues with weights from Alex Power. They are still working on this.
- Cassandra has painted the lift station storage building and lean-to; some playground equipment and all the picnic tables in the park; the tables and posts in Boe Park; the City Hall sign and parking stripes and the horseshoe pit backstops in Memorial Park.
- Photos of the lift stations provided to WSN
- Johnson's recommendation would be to hire WSN to help with the upgrade for computer and controls at the water plant.
- There is a new regulation for water meters as of January 1st. Any newly installed meters we install will need to be low lead or non-metallic

Coot Request – we have not heard back from them.

Karl moved to approve up to \$1200 to repair block on the steps at the water plant with sealant that can withstand salt in the winter. Koefod seconded. MCU

Johnson will contact Steenblock to see if the ag class can replace warming house roof.

Jaenisch moved to approve the pay estimate for the water plant work. Karl seconded. MCU

Council approved working with WSN on the upgrade to the computer and control system at the water plant.

Old Business

Jordan moved to approve the Committee/Commission Job Descriptions as presented. Koefod seconded. MCU

Jaenisch moved to approve the amendment to **Ordinance 30 – An Ordinance Pertaining to Administration, Boards and Commissions**. Karl seconded. MCU

Grover will contact Bitzan/Ohren to see if they will be replacing the sidewalks soon near the city park.

Jordan moved to approve removal of concrete and filling with black dirt by Ness Backhoe as presented for the property on the corner of Main and Larson. Jaenisch seconded. MCU

Jaenisch moved to set the price of the lot on Main/Larson at \$22,000 after improvements. Karl seconded. MCU

A public hearing for rezoning a portion of this property from residential to commercial will be set for August 14th.

Clothing allowance was tabled and the council will revisit during employee negotiations.

The council discussed expectations for cell phones and whether staff needs to carry city-issued cell phones on their time off. It is important that someone is available for public works in case of an emergency so if Johnson is not available during evening and weekend hours, he should make sure there is someone to contact as a back-up. There is usually a readily-available back-up for the police department and the clerk's office.

New Business

Koefod moved to approve **Resolution 2014-06 Accepting Donations** - \$200 from Anonymous Donor and \$200 from Johnson-Nelson Masonry for movies in the park. Jordan seconded. Roll call vote: those voting for – Jordan, Koefod, Karl, Jaenisch and Grover. Those voting against – none.

There are a few accounts that have been shut off for nonpayment and should be assessed to property taxes at this point. Martin will move ahead with this process.

It was noted that Jay McNamar was selected as a League of MN Cities Legislator of Distinction for 2014. McNamar thanked the council for noting this during the meeting. He made a few additional comments to the council.

Karl moved to adjourn. Jaenisch seconded. MCU Adjourn 7:35 p.m.

_____ Valerie Martin, Clerk/Treasurer