

## **Ashby City Council Meeting – December 11, 2014**

Mayor Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Ronnie Jaenisch, Jim Karl and Marcia Koefod present. Also present was Val Martin-Clerk/Treasurer; Troy Johnson, Public Works; Jeremy Obright, Chief of Police; Judy Helle, Deputy Clerk; and Richard Walton, City Attorney.

The Pledge of Allegiance was recited.

Karl moved to approve the agenda. Jaenisch seconded. MCU

### **Visitors**

None

### **Consent Agenda**

Jordan moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$36,217.95, Claims for Approval: \$29,084.07, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$65,302.02. Karl went through the bills and the bank statement ahead of time and gave prior approval. Jaenisch seconded. MCU

### **Mayor's Report**

- Held staff meeting

### **Council Reports**

None

### **Administration**

- EDA Meeting
- Santa Day/Showcase – meeting with committee, layout for the event, prepared posters, prepared advertising and press release, updates on Facebook, prepared and printed materials for the City and Grow Grant County. Volunteered time setting up event and attending.
- Grow Grant County - Several conference calls with Center from Small Towns to establish ground work for inventory
- Central Lakes Trail financials
- Attended Business Retention and Expansion training in Fergus Falls
- Funding for water plant – prepared application and submitted, prepared items for council meeting
- MCFOA – set up training for Region 3 training in Starbuck, attended MCFOA board meeting in Dassel.
- Grant County Leads – sent e-mail to council requesting names of prospective attendees, sent a letter (Tom signed) to the prospective attendees, sent letter with information to organizations, put the information on Facebook and the website.
- Tobacco renewals delivered.
- Several issues with utility billing – continued to work with UBMax.
- Prepared and updated budgets – sent to committee members.
- Met with Troy on equipment replacement – made changes and included actual costs for past years.
- Prepared several year-end items for council meeting.

### **Public Safety**

#### **Chief of Police Report:**

- Josh and Mike are still doing well – receiving compliments.
- Call/ICR's are down a bit from last month but up overall.
- Assisted with snow removal, along with Dwight Walvatne.
- December training will consist of Use of Force/Taser Recert and DMT G Operator
- Continued Everyday patrol

#### **Police Activity Report:**

- Traffic Stop, Warning/Equipment – 6
- Motorist Assist – 3
- Tobacco Compliance – 4
- Traffic Stop-Speed/Warning – 3
- Disturbance – 1
- Agency Assist – 3
- Animal – 2
- Traffic Stop-Stop Sign/Warning – 2
- Traffic Stop-Speed/Warning – ATL from Washington County – 1
- 911 Hang Up – 1

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

- Ambulance Calls – 23, 6 in City
- Fire & Rescue Calls – 2

Koefod has completed NIMS training; other council members will continue to work it into their schedule.

**Arrow EMS Report:**

An initial EMT course will start on December 27, 2014. Approximately 10 students have committed to the training. A continuing education class for Brandon FD will take place on December 22, 2014. EMT refresher course for Ashby Ambulance will start in January, 2015. There appears to be approximately 26 students that will be attending.

**Public Works Report:**

- Doing maintenance in the water plant – weather stripping around the doors seems to be helping with the heat.
- Checking on replacement lights for emergency lighting in water plant.
- Worked on issues with snow plow with the assistance of Jaenisch, found the motor needs replacing and has ordered a new one.
- Ponds and lift station working fine; trapped muskrats in the secondary pond; water plant working fine-winter levels set; a couple water shut offs have been hit by the snow plow truck – they are being fixed as they come.

Council discussed the snow plow and asked Johnson to possible get pricing in the spring to have it sandblasted and painted. Jordan moved to spend up to \$800 on a new laptop for the public works department. Koefod seconded. MCU

Payment from TFC for fines has been received.

The work order report was reviewed.

Snow removal on sidewalks was discussed. Martin will put a reminder in the paper and we will deal with complaints on a case-by-case basis. The public works committee will review next year (streets and sidewalks committee was eliminated and it became part of public works).

Jordan stated that he was approached by a residents complaining of the number of signs in Boe Park stating “No Dogs Allowed.” The resident felt this was not very welcoming. It was noted that there have been several issues, some from residents in the area, with dogs in this park and leaving feces in the park.

The compost site hours were discussed. It usually remains locked in the winter time. At other times of the year, the council discussed keeping it open during the day and having the police department close at night. The council may consider spring and fall hours such as keeping it open during daylight and on weekends when people are working on their lawns and gardens.

**Old Business**

Martin presented information on policies from other cities on charges for base rates when water has been turned off. The majority of cities charge a base rate when a resident has requested water shut off to their place. The base rate is in place to pay for the city’s infrastructure costs for each system. Martin and Walton will review ordinances to see if there is a need to change something reflecting this change, along with the Utility Billing Policy.

The financing for the water plant work is in place and a couple items need to be addressed at this meeting. Closing on the funds will be January 8, 2015.

Koefod moved to approve the **Pre and Post Issuance Policy and Procedure** as presented. Karl seconded. MCU

Jaenisch moved to approved **Resolution 2014-16 Resolution Authorizing the Issuance, Sale and Delivery of \$126,000 General Obligation Water Revenue Bonds**. Koefod seconded. Roll call vote – those voting for: Koefod, Jordan, Grover, Karl and Jaenisch; those voting against: none. MCU

A letter sent to Ashby area residents regarding the Grant County Leads program and the list of recipients were distributed to the council.

Council decided to keep the “no-fault” sewer backup coverage. Some other items will need to be completed at the next meeting. The program is very inexpensive and can be helpful to the residents that are in that situation.

The Ashby Area Showcase/Santa Day was well attended. It was decided that greeters (possibly council members) at the doors would be helpful. Heidi Hoff was at the front door but there was no one at the door by the cafeteria.

Karl moved to give Ruth Benson an \$80 credit on her water bill related to an incident when she left her outside hose on. It was noted that she does have a hose meter but it was late in the year and this was already put away otherwise it would have run through that. Jaenisch seconded. MCU Council decided credits requested by property owners will be dealt with on a case-by-case basis.

**New Business**

Jaenisch moved to approve 2015 budgets as presented for General Fund, Ambulance Fund, Fire Department Fund, Arrow EMS, Water Fund, Sewer Fund, Garbage Fund, and Storm Sewer Fund. Jordan seconded. MCU

Karl moved to approve the Equipment Replacement plan and fund disbursement as presented. Koefod seconded. MCU

Jaenisch moved to approve **Resolution 2014-18 Resolution Adopting Final Property Tax Levy**. Karl seconded. Roll call vote – those voting for: Koefod, Jordan, Grover, Karl and Jaenisch; those voting against: none. MCU

Jaenisch moved to approve **Resolution 2014-17 A Resolution Allowing Transfer of Funds for Year-End**. Koefod seconded. Roll call vote – those voting for: Koefod, Jordan, Grover, Karl and Jaenisch; those voting against: none. MCU

Jaenisch moved to approve **Ordinance 2 – Fee Ordinance for 2015 along with publication summary**. Jordan seconded. MCU

Jaenisch moved to approve **Resolution 2014-19 Accept Donations from Jody Wessel, Grey Eagle in the amount of \$75 for the Ashby Fire Department**. Karl seconded. Roll call vote – those voting for: Koefod, Jordan, Grover, Karl and Jaenisch; those voting against: none. MCU

The council was given a copy of Committees and Commissions for 2014. If they have any suggestions for changes, they should let the mayor know.

A quarterly comp time and vacation time was reviewed.

The League of MN Cities is holding a newly elected officials leadership conference in Alexandria this year. Council members will let Martin know if they are interested.

Council time sheets need to be submitted for payment.

The City's holiday get-together will be held January 4<sup>th</sup> at the Ashby Legion with everyone paying their own way.

A council orientation and work session will be scheduled for some time in February.

Employee evaluations need to be completed prior to discussion of wages for 2015. It will be the goal to get this done and negotiations done prior to the February council meeting.

Jordan will not be at the January 8<sup>th</sup> council meeting. All others will be available and the meeting will be kept the same.

Jordan moved to adjourn. Karl seconded. MCU Adjourn 7:00 p.m.

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Valerie Martin, Clerk/Treasurer