

Ashby City Council Meeting – January 8, 2015

The pledge of allegiance was recited.

Martin administered the oath of office to 2014 elected officials Grover, Karl and Koefod.

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

Koefod moved to approve the agenda as amended. Jaenisch seconded. MCU

Visitors

None

Consent Agenda

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$84,291.33, Claims for Approval: \$174,318.03, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$258,609.36. Jaenisch went through the bills and the bank statement ahead of time and gave prior approval. Koefod seconded. MCU

Karl made a motion to hold council meetings on the 2nd Thursday of each month. Jaenisch seconded. MCU

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

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

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

Jaenisch moved to approve www.ashbyminnesota.org as the official web-site. Koefod seconded. MCU

Koefod moved to approve the Mayor's appoint of commission and committees as follows, Karl seconded. MCU:

- **Public Works (Now Includes Streets and Sidewalks):** Jim Karl & Ronnie Jaenisch
- **Garbage:** Tom Grover & Ronnie Jaenisch
- **Buildings and Grounds:** Marcia Koefod & Tom Grover
- **Park Board:** Robert Grover, Tom Grover, Troy Johnson,, Donna Fay Grover, Dennis Helle, Judy Helle, & Dwight Walvatne
- **Public Safety:** George Jordan, Ronnie Jaenisch, Dan Johnson, Trever Schlosser & Richard Walton
- **Safety Officer:** Jeremy Obright
- **Emergency Management:** Jeremy Obright & Tom Grover
- **Planning Commission:** Val Martin, Peter Hoff, Tom Grover, Jim Karl, Richard Walton, Troy Johnson, Mike Rossum & Mark Koefod
- **Acting Mayor:** George Jordan
- **Police Chief:** Jeremy Obright
- **Clerk/Treasurer:** Val Martin
- **Public Works Supt/Trainee:** Troy Johnson
- **Budget Committee:** Val Martin, Jim Karl & George Jordan
- **Personnel Committee:** Marcia Koefod, George Jordan & Richard Walton
- **Economic Development:** David Grover, Tom Grover, Trever Schlosser, Randy Catoe, Heather Rossum, Richard Walton, Ken Johnson, Trent Froemming & Val Martin
- **Arts Commission:** Val Martin, Helen Etnier, Marcia Koefod
- **GrOw Grant County:** George Jordan, Trent Froemming, and Val Martin
- **Wellhead Protection Committee:** Troy Johnson, Val Martin, George Jordan, Randy Catoe, and Tom Grover
- **Country View Estates Promotional Committee:** Val Martin, George Jordan, Jim Karl, Heather Rossum, Richard Walton and Peter Hoff

Mayor's Report

The mayor has met with staff members individually rather than holding a staff meeting.

Council Reports

Jaenisch reported on the public safety meeting. The squad car was totaled in an accident. The police officer responded to mutual aid near the junction of County Road 82 and Highway 59 along with several other area law enforcement agencies. The incident was a high speed chase where the driver of the vehicle being chased by MN State Patrol hit the Ashby squad head-on while parked along Highway 59. Officer Wing was outside of the squad with the stop sticks and had to run from the scene. No injuries other than the driver of the vehicle being chased. The squad car had replacement coverage on it of \$23,000. The equipment is insured separately but those items that were not damaged and could not be re-used in the squad were not covered. The other issue is with the squad camera. It will only be covered at 2 times the actual value and it is approximately 8 to 9 years old so the total covered amount will be less than \$200. A new digital camera is between \$5000 and \$6000. There is a 2014 Dodge Charger police vehicle on the lot at Nelson Auto Center in Fergus Falls or there is a

2015 Ford Police Interceptor on order that will be available in a few weeks. The public safety commission recommends the purchase of the Charger over the Police Interceptor. Martin explained the spreadsheet with the breakdown of all expenses. Funds needed for 2014 squad and equipment plus a new camera is \$9176. Funds already set aside for a future squad car purchase are \$7674 with a balance of \$1502 to come out of the General Fund/Police budget. Koefod moved to purchase 2014 Charger and replacement of squad equipment per quote plus a maximum of \$5500 for the purchase of a new squad camera. Jaenisch seconded. MCU Martin will check other sources of funding and/or request donations to help pay for the camera.

Administration

- Financing for water plant work – completed paperwork and sent into David Drown; reviewed bond requirements.
- Council payroll
- Ambulance payroll
- Final levy to auditor
- MCFOA Board meeting in Dawson
- Set up and attended MCFOA training in Starbuck
- Made arrangements for data practices training in Benson for January
- Several items sent to auditors
- Discussed options for tax forfeiture property with Pat Soberg.
- Squad – worked with insurance and Jeremy on replacement of totaled vehicle.
- Printed tobacco and liquor licenses – delivered to businesses.
- Worked with tech support – continual issues of utility billing
- Review of ordinance and utility billing policy; reviewed with Walton, made changes for council approval.
- Reviewed fire contract and ordinance related to a recent fire call with fire chief.
- 2015 Central Lakes Trail invoices completed and emailed to chair of committee.

Public Safety

Police Report:

- Agency Assist – 2
- Traffic Stop/Warning-Stop Sign – 3
- Traffic Stop/Warning-Speed – 4
- Criminal Damage to Property – 1
- Harassment – 1
- Traffic Stop/Warning – Equipment – 5
- Motorist Assist – 5

Fire Department Report:

- Ambulance Calls – 26, 5 in City
- Fire & Rescue Calls – 1, 0 in City

Council members are still working on NIMS compliance.

Arrow EMS Report:

There is currently an initial EMT class with 10 students taking place in Ashby. The current EMT's in Ashby are taking a refresher course with about 28 students. CPR and First Aid will again be instructed to Ashby High School students.

Public Works

Public Works Report:

- Driggins Electric is installing new emergency lighting in the water plant. The cost was the same as replacing the batteries.
- Snow plow seems to be working.
- Issues with the chlorine ejectors – worked with Buse and Hawkins to resolve the issue. The ejectors will all be replaced over the next few months.
- Issues at the lift station – floats needed cleaning every 3 or 4 days and Robertson Well Drilling pulled one of the pumps because a wash cloth was stuck in the impeller. After discussion with a local business, the issue seems to be resolved.
- Working on the wastewater permit and phosphorus management plan.

Old Business

In order to continue with the No-fault sewer back up coverage, this resolution needs to be passed. Karl moved to approve – **Resolution 2015-01 Resolution Establishing Limited Clean Up and Property Damage Protection for Sewer Back-Ups and Water Main Breaks for Water and Sewer Customers.** Jaenisch seconded. Roll call vote: those voting yes: Karl, Jaenisch, Koefod and Grover; those voting against – none. MCU

TFC Poultry was discussed. The fine money was not received today. Martin will contact them and request that they have it here by 9:30 a.m. tomorrow.

Tax forfeiture property was discussed. A notice was received from the county. There are 3 properties that will be auctioned off by the county – the old nursing home, a lot at County View Estates and a home on Larson Ave. The city does have the option of either buying them, requesting a delay of the auction and/or requesting the property be turned over to the City. The last option can only be used for very specific purposes. The council did not see a benefit to any of the options. There are assessments on the properties and the sale of the property may not cover the full assessment amount.

It was noted that the council was in agreement that their intent will be to reassess the properties that have an assessment balance after the auction, if they are sold.

Jaenisch moved to approve **Resolution 2015-04 Approval of Sale of Tax Forfeiture Property**. Koefod seconded. Roll call vote: those voting yes: Karl, Jaenisch, Koefod and Grover; those voting against – none. MCU

Jaenisch moved to approve **Resolution 2015-05 Approval of Classification of Forfeiture Property**. Karl seconded. Roll call vote: those voting yes: Karl, Jaenisch, Koefod and Grover; those voting against – none. MCU

The council discussed the base rate for water and sewer for those properties that have a structure and are currently turned off. If the building is empty, there is no charge for the service. Martin researched what other cities do and presented a spreadsheet to the council. The large majority of those cities responding continued to charge after service is disconnected. The idea behind the base charge is to pay the infrastructure costs for both water and sewer. The usage charge pays the on-going cost associated with the services. The council felt it was fair to the rest of the residents to start charging this base rate even if water has been disconnected.

Karl moved to approve the amendment to **Ordinance 52 – Water Regulations**. Koefod seconded. MCU

Jaenisch moved to approve amendment to **Ordinance 54 – Utility Rates and Charges**. Karl seconded. MCU

Karl moved to approve changes to the **Utility Billing Policy** as presented. Jaenisch seconded. MCU

Jaenisch moved to approve charging a base rate to properties that have a structure and available service to the structure even if their service is turned off. This will be effective March 1, 2015. Karl seconded. MCU There will be no charge for garbage if the water is shut off.

The funding has been received for the work at the water treatment plant.

Koefod moved to approve **Resolution 2015-02 Transfer of Funds from Water Plant Construction Fund to the Water Fund**. Karl seconded. Roll call vote: those voting yes: Karl, Jaenisch, Koefod and Grover; those voting against – none. MCU

Koefod will be attending the League of MN Cities training for newly elected officials in February in Alexandria. Other council members should let Martin know if they are interested in going.

A council work/orientation session will be tentatively scheduled for February 25th.

New Business

Karl moved to approve **Resolution 2015-03 Accepting Donations from Bethel Church of \$150 for the Fire Department**. Jaenisch seconded. Roll call vote: those voting yes: Karl, Jaenisch, Koefod and Grover; those voting against – none. MCU

The West Central Safety group 2015 training calendar was distributed to council.

The Ashby American Legion has an advertising sign on the property owned by the City at the corner of Main and Larson. They are plugging the sign into the street light pole. A fair cost for the use of the electricity was discussed. Walton suggested a flat fee of \$10/month be paid to the City. If the lot sells, they will have to move it and they will be responsible for taking care of weeds around the sign in the summer. Jaenisch moved to approve. Koefod seconded. Karl abstained. Motion Carried.

Jaenisch moved to approve the Frozen Water Line Prevention Policy with suggested changes. Koefod seconded. MCU

Karl moved to approve and support Martin's request to run for Region 3 MCFOA Vice President. Jaenisch seconded. MCU

Adjourn 7:00 p.m.

Valerie Martin, Clerk/Treasurer