

## Ashby City Council Meeting – February 12, 2015

The pledge of allegiance was recited.

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; Troy Johnson, Public Works; Jeremy Obright, Chief of Police; Judy Helle, Deputy Clerk; and Dennis Helle. Visitors were Larry VanHout from WSN, Peter Hoff, Chad Van Santen and Trent Froemming from TFC Poultry

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

### Visitors

Larry VanHout was at the meeting to discuss TFC Poultry and moving forward. He reported that testing for the last few months of 2014 revealed that TFC still needs to be considered a Significant Industrial User per MPCA requirements. Trent stated that they had not changed their process for the months that testing came in quite high. VanHout suggested they review their testing procedure to see if that employee is doing something different. We need to review the data gathered over the next few months to compare to other results that have come in. VanHout presented some possible changes to the Pretreatment Agreement. These changes were earlier reviewed with the public works commission. This will need to be a work in progress and will be worked out over the next few months. VanHout will review February data and make a recommendation on whether public works needs to meet with TFC again or wait a couple months. Jaenisch made a motion that TFC submit 2 tests each month for the months of February, March and April. Karl seconded. MCU

Larry VanHout reported that WSN is still working with Rural Development on the generator project and hope to hear back from them in 4 to 6 weeks.

Peter Hoff requested that the council reconsider their policy to bill out for properties that are disconnected in the case of tax forfeiture property. The council was in agreement that this should be changed. Martin will make this change to the policy specific to tax forfeiture properties.

### Consent Agenda

Jaenisch moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$63,138.38, Claims for Approval: \$39,661.02, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$102,799.40. Jordan went through the bills ahead of time and gave prior approval. Jordan seconded. MCU

### Mayor's Report

- Held staff meeting.
- Mayor, Obright & Martin met with Social Services to discuss how to better get the word out about available services. There will be a satellite office in Ashby once per month at Ashby City Hall. to assist people in the community. Grover also reported that auditors completed their work very quickly and thanked Martin for a good job. Also thanked Judy Helle for her assistance.

### Council Reports

None

### Administration

- Changes to BCA Background Check Form per BCA.
- Squad car – worked with Jeremy on ordering vehicle; continued to work with insurance company for payment.
- Auditors – prepared several items to e-mail prior to the auditors coming in. There were here for 2 ½ days. I continue to provide information to them via e-mail as they request.
- Grow Grant County – prepared for meeting, attended meeting; sent information out to group as needed; conference call with Center for Small Towns to discuss inventory project.
- Meeting with Chad and Jeremy – available funding for police department for training through West Central EMS.
- Prepare for MCFOA meeting and Data Practices training in Benson –worked with presenters, etc. Viewed webinar and attended training.
- FEMA financial report for fire truck.
- Report of Outstanding Indebtedness to County auditor.
- Lobbying expenditures form.
- Budget report to state.
- Budget report published.
- Continued to work with UBMax and Sensus on utility billing issues – I will have to work again with Sensus as it appears to be a communication issue. Accounts were estimated this month. UBMax lost the readings as they were trying to work through the process.
- Utility rates and budget to Rural Development.
- Economic Development meeting.
- New sewer rate increases in billing program.
- Updated invests year-end.
- Tax-exempt paperwork for Ness property to County Assessor.

- PERA Annual Exclusion Report.
- W-2's and W-3 submitted.
- 1099's
- Work Comp renewal
- Vacation – one week.
- Disclosure contract to Ehlers.
- Meeting with Grant County Social Services – information on services they provide and how we can get the information to the public.
- Reviewed TFC files/invoices.
- Public Works meeting with WSN regarding TFC Poultry.
- Staff meeting with Mayor.
- Letter to property owners with new base rate charges – sent to council first for their review.
- TFC Pretreatment Agreement – reviewed proposed changes by WSN, had a conference call with Larry and Troy regarding changes; researched other cities to see what they do.
- Data practices – reviewed info from training and what is available on the IPAD (Information Policy Analysis Division, MN Dept of Administration) web-site. Prepared policies needed for council approval along with background information for their review.
- Research job description for EDA Director – made changes to Clerk/Treasurer job description with those duties for council approval.
- I continue to get updates on the lawsuit regarding the City's Traffic Diversion program. I forward these e-mails to Walton and Obright to keep them updated. There have been a number of actions including request for class action (now in the hand of the MN Supreme Court). It seems that it will be a long time before we see anything resolved.

### **Public Safety**

#### **Police Report:**

- Agency Assist – 4
- Traffic Stop/Warning-Stop Sign – 1
- Traffic Stop/Warning-Speed – 6
- Traffic Stop/Warning – Equipment – 5
- Motorist Assist – 3
- Public Assist – 3
- Missing Person – 1
- Accident – 3
- Traffic Complaint – 1
- Traffic Stop Warning – Obstructed Plate – 1
- Traffic Stop Warning – Center Line Violation – 2
- Traffic Stop Citation – Speed/Under 21 Drinking & Driving – 1
- Sex Crime – 1
- Suspicious – 1

Jeremy and Mike are doing First Responder Refresher with Arrow EMS; met with Chad Smith and Val Martin regarding reimbursement for First Responder training; squad car equipment installation delayed one week; Mike and Josh both doing well; evaluations of part-timers both completed.

Jordan moved to forgive an invoice related to tobacco compliance for the Grant County Sheriff's office in lieu of use of their county squad car. Jordan seconded. MCU Obright and Grover will develop a thank you to be sent to the Sheriff's office.

The council thanks both Obright and Johnson on the efficient snow removal.

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

- Ambulance Calls – 23, 7 in City
- Fire & Rescue Calls – 2, 0 in City

Jaenisch moved to approve the Fire Department officer as follows: First Chief – Mark Zlotnick; 1<sup>st</sup> Assistant Chief – Matt Jensen; and 2<sup>nd</sup> Assistant Chief – Jim Risbrudt. Jordan seconded. MCU

Karl moved to approve the garage door replacement in the fire hall as presented. Koefod seconded. MCU

Council members are still working on NIMS compliance.

#### **Arrow EMS Report:**

Initial EMT and refresher courses still going on. Arrow EMS utilized students and community members during skill evaluation and would appreciate volunteers for future programs. Jeff and Jill Schultz, paramedics from Rochester, will be at the February 16<sup>th</sup> call to speak to students in the initial EMT class and for members of the Ashby Ambulance department. They will be demonstrating the importance of securing a patient airway. Future moulages are being planned.

### **Public Works**

#### **Public Works Report:**

- MPCA Significant Industrial User report submitted.
- MPCA Wastewater permit completed.
- Phosphorus Management Plan completed.
- Working on getting a quote to add a light to the building to shine on the flag.

- Two new ejectors have been installed in the water plant.
- The control replacement at the water plant should get done prior to the next council meeting.

Martin continues to work with the utility billing issues and hopes to get this resolved with the next billing.

Karl moved to approve the permit fee to MPCA for \$1240. Jordan seconded. MCU

A phone call was received from a property owner that received a letter with the new policy for utility billing. It was determined that there is not service to this property and they will not receive a billing.

### **Old Business**

Jaenisch moved to approve the changes to the utility billing policy. Karl seconded. MCU

Council work session/orientation rescheduled for March 25<sup>th</sup>.

Department head evaluations and the role of the Mayor in the process were discussed. Because he serves as the day to day supervisor, his input is important. Koefod moved to also have the Mayor complete an evaluation with each department head, along with the committees assigned to do this. He will meet with them separately and provide his evaluation to the committee. Jordan seconded. MCU

### **New Business**

Jaenisch moved to approve the updated Clerk/Treasurer/EDA Director Job Description as presented. Karl seconded. MCU

Jordan moved to approve **Resolution 2015-06 Appointment of Responsible Authority**. Jaenisch seconded. Roll call vote: those voting for – Jordan, Koefod, Grover, Karl and Jaenisch; those voting against – none. MCU

Koefod moved to approve Martin as **data compliance officer and Obright as police department responsible authority designee**. Karl seconded. MCU

Jaenisch moved to approve **Data on Individuals Inventory**. Karl seconded. MCU

Jaenisch moved to approve **Data Practices Policy & Request Form for Member of the Public**. Koefod seconded. MCU

Jaenisch moved to approve **Data Practices Policy and Request Form for Data Subjects**. Jordan seconded. MCU

Fire Department contract signing is scheduled for February 25<sup>th</sup> at 7:00 p.m.

Jordan moved to approve the realtor contract for Country View Estates with Donna Jean Grover. Koefod seconded. MCU

Martin reported on EDA meeting.

League of MN Loss Control Workshop is scheduled for March 26<sup>th</sup> in Alexandria.

Information was received from Kyle Rylander on a new promotional program for the community and business during the Ashby A's games. The council was interested in the information, is willing to help and like the idea but would like to see more information.

Adjourn 7:32 p.m.

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Valerie Martin, Clerk/Treasurer