

Ashby City Council Meeting – March 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 Richard Walton, City Attorney. Visitors were Dean Birkeland from Carlson-Highland and Robby Risbrudt.

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

Visitors

Dean Birkeland presented the audit report for 2014. Jaenisch moved to approve the report. Jordan seconded. MCU

Judy Helle presented a report for the Ashby Park Board. They have met with the garden club to discuss building some new planters around town. No money is requested at this time but they would like approval to work with Mr. Steenblock and the Ag class to get this done. Jaenisch made a motion to approve. Koefod seconded. MCU

Johnson will check with Robertson Well Drilling on the price to dig a water line to the flower bed in the main park.

Consent Agenda

Karl moved to approve the Consent Agenda as follows:

- Approval of minutes from the previous month.
- Approval of bills: Prepaid Bills: \$26,091.43, Claims for Approval: \$30,546.92, Additional Prepaid Claims - \$0 and additional Claims for Approval \$0 for a total of \$56,638.35. Grover went through the bills ahead of time and gave prior approval. Jaenisch seconded. MCU

Mayor's Report

- Has met with staff on an individual basis.

Council Reports

Koefod attended the League of MN new council orientation. She felt the training was well worth attending and she suggested the other council members consider going at some point. She also said that there is quite a bit of information on the League's web-site to read.

Administration

- Central Lakes Trail Meeting and Financials.
- Year-end financial report to council.
- Data request for subject – researched classifications, reviewed with attorney, met with data subject and attorney to view with no issues from them.
- TFC Poultry – researched SIU agreements/fee and fine schedules from other cities; discussed with some city administration; public works meeting with TFC and WSN.
- Ashby Connection – prepared for and attended meeting; sent reminder for next meeting; prepared 2015 publication for review at next meeting; prepared business mailing.
- Met with DNR and gentleman interested in ATV trails in the area.
- Worked with consultant on review of step/grade plan.
- Completed base web-site for Grow Grant County.
- Contacted contractor regarding Country View Estates – he still has interest and would like to meet – possibly next week.
- Sent letters requesting donations to help pay for squad camera.
- Prepared EDA brochure and information – emailed to EDA with reminder for meeting.
- Salary and benefit survey comparisons completed.
- Safe Routes to School meeting – follow through with a few items after the meeting.
- Worked through issued with utility billing program, it seems to be taken care of.
- Meeting with Center for Small Towns – Grow Grant County project.
- Clerk Position – updated job description, point data for applications, advertisement.
- Employee negotiations – put together information for meeting.
- Personnel committee meeting.

Public Safety

Police Report:

- Agency Assist – 1
- Traffic Stop/Warning-Stop Sign – 5
- Traffic Stop/Warning-Speed – 4
- Traffic Stop/Warning – Equipment – 4
- Motorist Assist – 3
- Traffic Stop Warning – Center Line Violation – 1
- Suspicious – 2
- Animal – 1
- Traffic Stop Warning – Expired Registration – 1
- Alcohol Offense – 1

- Traffic Stop Warning – Speed and Center Line – 1
- Lost and Found – 1
- Traffic Stop Warning – Failure to Signal

Both part-time officers continue to do a good job; scheduling for the next couple of months will be scattered due to the part-time officers need to work for the county as one of the deputies is currently injured and unable to work. The new squad is in with new graphics completed.

Fire Department Report:

- Ambulance Calls – 27, 13 in City
- Fire & Rescue Calls – 3, 0 in City

A letter of complaint, signed by a number of fire department members, directed to one of the council members was received from the Fire Department. An apology letter from the council member to the Fire Department was also presented. Council members were reminded their authority is within the confines of the council meeting as one body and to bring their concerns to the council meeting rather than handle the situation on their own. The council felt that it would be beneficial to ask the Fire Department to appoint a member to serve on the public safety commission. This would be another avenue of communication between the council and the fire department.

Council members are still working on NIMS compliance.

Arrow EMS Report:

Arrow EMS is in the process of renewing clinical agreements with the hospitals that it sends students to. Honor students from the Ashby School helped Arrow EMS during a recent exam. Ben Johnson is currently taking EMS instructor courses.

Public Works

Public Works Report:

- MPCA wastewater permit and phosphorus management plan were completed.
- There were some issues with the transducer in the water tower and the tower overflowed. The transducer was replaced by the control company free of charge. They also still continue to work out the bugs on the control system at the water treatment plant.
- A flood light was installed on the fire hall for the flag out front.
- There was a lift station pump fail. The pumps were pulled and a piece of 2 inch PVC was removed.

The work order report was reviewed.

TFC Poultry has paid their fine for the month.

Karl moved to approve the pay estimate for Quality Control in the amount of \$40,831.00. Jaenisch seconded. MCU

TFC is considering the purchase of a garbage compactor. It will be used to compact mostly cardboard and plastic bags. Karl moved to charge them standard price – by the yard but continue to weigh and monitor the weight each time it is dumped to make sure the weight is consistent with other waste of the same volume. If the weight is not consistent with the volume, the council reserves the right to charge by weight. Jaenisch seconded. MCU

Old Business

The mayor reported that he has met with each department head for evaluations and they were all positive. The actual evaluation was reviewed by council members.

A council orientation and work session is scheduled for Wednesday, March 25th.

The League of MN Cities Loss Control Workshop will be held in Alexandria on March 26th.

Board of Appeals and Equalization is scheduled for April 9th at 5:30 p.m.

New Business

Jaenisch moved to approve **Resolution 2015-07 Resolution in Support of Street Funding**. Karl seconded. Roll call vote: those voting for – Jaenisch, Jordan, Karl, Grover and Koefod. Those voting against – none. MCU

Grant County Funfest is scheduled for April 18th in Barrett. Jordan will run the Ashby booth.

Ashby Connection is working on a calendar project which will be completed before the funfest and will be distributed throughout the area. The calendar will have 2015 events listed through the end of September. It will be hung up in businesses throughout the area and will also serve as a brochure to go in the Ashby folders. The group is also planning a winter event on January 30, 2016 which will be held during the Coots ice fishing contest.

Martin reported on AEDA meeting.

Social services will be using city hall for a satellite clinic. They may need to use the copy machine. Staff should track the number of copies and the council will decide later on if a charge is necessary.

Koefod moved to pay \$100 to Ashby A's Baseball Team for advertising. Jordan seconded. MCU

Jaenisch moved to approve the 2015-2017 full-time step/grade plan and hourly rates as presented. Jordan seconded. MCU

Koefod moved to approve the part-time wages for 2015-2017 as presented. Karl seconded. Grover abstained. Motion carried.

Koefod moved to approve changes to the Personnel Policy as presented. Karl seconded. MCU

Karl moved to accept Martin's resignation effective April 30th. Jordan seconded. MCU

Jaenisch moved to approve Martin as part-time employee at 2015 wage as needed after April 30, 2015. Koefod seconded. MCU

Jordan moved to approve changes to the Clerk/Treasurer/EDA Director job description as presented. Jaenisch seconded. MCU

Jaenisch moved to approve the help-wanted ad for the position as presented. Koefod seconded. MCU It will be run in the Ashby-Dalton Post and Grant County Herald. Martin will also post several places on-line.

The hiring committee will be comprised of Jordan, Koefod, Richard Walton, Martin and Teri Osterman from MN Rural Water. Koefod, Jordan, Martin and Osterman will conduct the interviews. Obright and Johnson may sit in, if they desire, but will not participate.

Jordan and Koefod will make a hiring recommendation to the council.

Applications will be due March 26th and the committee will meet to score them that evening. Interviews will be held the week of March 30th.

Jaenisch moved to approve the Experience and Rating point system for the position. Koefod seconded. MCU

Adjourn 7:45 p.m.

Valerie Martin, Clerk/Treasurer