

Ashby Council Meeting – November 12, 2015

The pledge of allegiance was recited.

Mayor Grover called the meeting to order at 6:00 pm with council members Jim Karl, George Jordan and Marcia Koefod present. Absent: Ron Jaenisch. Also present were Jackie Schmitz – Clerk/Treasurer, Troy Johnson – Public Works Superintendent, Jeremy Obright – Police Chief, Richard Walton – City Attorney, and Judy Helle – Deputy Clerk.

Jordan moved to approve the agenda as amended. Second by Koefod. MCU

Consent Agenda

Jordan moved to approve the consent agenda. Second by Koefod. MCU

Mayor's Report

Mayor Grover reported that he and Clerk Schmitz attended the League of Minnesota Cities Regional Meeting in Battle Lake. One of the big issues discussed was in regards to the safety of City Hall & the Clerk's office. Mayor Grover requested that the safety committee meet and discuss what types of options would be the best to enhance the safety within the building.

Council Reports

Jordan reported that he and Clerk Schmitz had attended a Trail Corridor Study meeting in Fergus Falls. The purpose was to discuss with the Ottertail County Engineer the possibility of the County's involvement with the trail connection project. After much discussion it was determined that Rick West, Ottertail County Engineer would bring a request to the county about the possibility of adding the potential trail connection study under the umbrella of the Ottertail county-wide trail plan. Mr. West will present the request to the Ottertail County Commissioners at their next meeting.

Administration

- Prepared Letter of Intent and Submitted for SRTS Grant Application
- Utility Assessment Submitted to County
- LMC Regional Meeting – Battle Lake
- 2016 Water Fund Budget Prep w/ Val
- 2016 Sewer Fund Budget Prep w/ Val
- 2016 Budget Review – Fire Department/Ambulance/Arrow EMS
- 2015 Farmer's Market SHIP Grant Reimbursement Requests
- 2016 Tobacco License Renewals
- Safety Training – Fergus Falls (11/4/15)
- Trail Corridor Study Meeting – Fergus Falls (11/9/15)
- Quarter 3 Report Preparation
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Public Safety

Police Report:

- Public Assist – 5
- Alarm – 3
- Suspicious – 2
- Theft – 1
- Motorist Assist – 1
- Traffic Stop Warning – Equipment – 3

- Lost and Found - 1
- Agency Assist – 5
- Traffic Stop Warning – Speed – 1
- Traffic Stop Warning – Seat Belt – 2
- Mental Health – 1
- Drugs (Cite Small Amount of Marijuana) – 1
- Fire – 1

Chief Obright reported that the new part-time deputy in Grant County is still interested in part-time employment with the city after the 1st of the year. The County will be able to assist Chief Obright through the rest of this year.

Fire Department Report

- Ambulance Calls – 22, 6 in City
- Fire & Rescue Calls – 3, 0 in City

Koefod moved to approve the contribution request to the Fire Department Relief Association for a PERA contribution similar to what was done in the past, which is \$1,000 from the Ambulance budget, \$1,500 from the Fire Department budget and \$1,000 from the City's General Fund. Second by Jordan. MCU

Arrow EMS

Chad Smith reported that the Ashby Ambulance Service was recently awarded a grant from the Leanna Helmsley Foundation for money to be used to purchase a mechanical compression device called Lucas II. The cost to purchase a Lucas II is over \$14,000. The use of this device will drastically reduce EMT fatigue which occurs during CPR. Staff training has begun and will continue through November and December. Winter Arrow EMS Education instruction courses will begin soon.

Public Works

- Fluoride Report – Complete
- Fall Discharge – Complete. The numbers from the test look good. Phosphorus is a little high but still within the state guidelines
- Hydrant Flushing – Complete.
- The city had a tree removed at the corner of Hawkins and Larson due to a split in three places. This tree was a safety concern and Arbor Jakes came and removed the tree.
- City streets were recently swept.
- The large mower is stored inside. The small mower has been removed and the cab and broom put on the yard mower. Dennis closed and winterized the bathrooms.
- Council reviewed the Sanitary Survey Report for Ashby Public Water System.
- The new generator is not installed. Troy has contacted the company to determine the status but has not received any responses.
- The work order report was reviewed.

Old Business

Karl moved to go with the recommendation by Schmitz to work with Digital Guru out of Wahpeton, ND regarding the back-up of electronic data at City Hall. The cost will be \$199.99/year and had unlimited storage. Ron Wach of Dalton will assist Schmitz with getting everything set up. Second by Jordan. MCU

The TFC Pretreatment Agreement is still not completed. There will be a Public Works meeting held on Tuesday, November 17th, with Larry VanHout to discuss the requested adjustments to the agreement by TFC.

Motion by Koefod to hire Ryan Gullickson as the new Meter Reader for the City at a rate of \$10.50/hr. Second by Jordan. MCU

Heather Rossum was present at the October council meeting to discuss the possibility of changing the zoning status at 200 Norge Street. Since the October meeting it was determined that this property is already zoned commercial.

New Business

- Jordan moved to approve **Resolution 2015-23, A Resolution Approving Liquor and Tobacco Licenses for 2016.** Second by Koefod. Roll Call Vote: Those voting for: Karl, Jordan, Koefod, Grover. Those voting against: None. MCU
- The council reviewed the Grant County Highway Equipment Rental Rates. The rates have increased slightly; however, there have been no rate increases for several years.
- The 3rd Quarter Financial Statements were reviewed by the council. There were no questions or concerns.
- The Pelican Lake Township Board requested cleaning services for their room at City Hall. Donna Setrum agreed that she could clean it; however, the council suggested that The Pelican Lake Township Board pay Ms. Setrum separately from the city payroll system.
- Motion by Karl to add Mayor Grover as a second approving authority on the Land Use Permit approval form. Second by Koefod. MCU
- Motion by Karl to change the Personnel Policy Holiday Schedule effective January 1st, 2016. The request is to remove Columbus Day as a paid holiday and add the Friday after Thanksgiving as a paid holiday. The appropriate notices still need to be posted. Second by Koefod. MCU
- All council members received a ballot from Lakes Country Service Coop to vote for Board Members. All ballots were completed and returned to Clerk Schmitz, who will send them back to the Coop.
- Jordan informed the council that Jeff Kuhn of WSN will be present at the December council meeting to discuss the cities funding options regarding the Safe Routes to School project.

Karl moved to adjourn. Second by Koefod. MCU Adjourn at 6:56 pm.

Jackie Schmitz, Clerk/Treasurer