

June 13th, 2024

**5:30 pm Public Hearing for
Ashby Facility Plan**

**Council Meeting to follow
Check Bills – Wayne**

2024 COUNCIL CHECKING BILLS

Jan. - Ron
Feb. - Wayne
March - Amy
April - Carrie
May - Scott
June - Wayne
July - Ron
August - Amy
September - Jake
October - Scott
November - Ron
December - Wayne

FACILITY PLAN
FOR
MUNICIPAL WASTEWATER SYSTEM
CITY OF ASHBY
MARCH 2024

Prepared By:

Widseth Inc.
Alexandria, MN

Widseth Project No. 2023-10288

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FOR
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CITY OF ASHBY
MARCH 2024

Prepared By:

Widseth Inc.
610 Fillmore Street
Alexandria, Minnesota 56308

Widseth Project No. 2023-10288

Certification:

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Lawrence Van Hout, P.E.

March 28, 2024
Date

18342
License No.

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- Appendix F – Design Flow Determination Worksheet
- Appendix G – MPCA NPDES Permit Letter
- Appendix H – Alternatives Cost Estimate
- Appendix I – City of Ashby 2023 Sewer Budget

1.0 Project Planning Area

1.1 Location

The City of Ashby is a rural community located in Grant County in west central Minnesota (see Appendix A). The proposed project planning area is bound by the Ashby city limits.

1.2 Environmental Resources Present

The land use in and around the city is typical of a rural community in west central MN; a central business district surrounded by residences bound by farmland. The terrain to the north and west of the proposed project area has rolling hills and is mainly covered by agricultural fields with some streams, wetlands, and lakes scattered throughout the area. The terrain south and east of the proposed project also has rolling hills and agricultural fields, but contains more forestland, streams, wetlands, and lakes. Due to the city's proximity to agricultural farmland, the local economy is primarily agriculturally based. Neither the proposed project nor its alternatives are anticipated to alter the general land use in or surrounding the city.

1.3 Growth Areas and Population Trends

The planning period for the proposed improvements is 20 years. Future population, especially for rural communities, is difficult to predict. As is the case with many rural Minnesota communities, the city strives to attract new business to their area. Industrial and commercial growth create the potential for new jobs in the area that could significantly increase the population. The wastewater design flows for the proposed improvements are based on the 20-year projection of population growth and wastewater hydraulic and organic loading. The data included in Table 1-1 of this section represents the past and projected population trend information from the Minnesota State Demographic Center. The projected populations from the Minnesota State Demographic Center show the population remaining relatively steady in the next 20 to 30 years. Some growth will be anticipated for the purpose of this study. The City of Ashby constructed a subdivision anticipating housing development. If no population increase was used for design and a commercial or industrial user moved into town, the system could be undersized.

Table 1-1 – Ashby Population Data

Year	Grant County Population	City of Ashby Population
2000	6289	472
2005	6098	460
2010	6018	446

2015	5872	443
2020	6074	469
2025*	6095	
2030*	6135	
2035*	6144	
2040*	6122	
2045*	6076	
2050*	6014	

Data Source: Minnesota State Demographic Center

* Indicates estimated or projected Values

Additionally, TFC (a poultry processing industry) is in town, and they have a large impact on the wastewater volume and composition. Wastewater from the poultry processing facility also contains a high concentration of organic loading; however, the city and the poultry processing industry have a pretreatment agreement (Appendix B) that requires the industry to reduce the concentration of organic loadings to a level that is consistent with domestic wastewater. To consistently comply with the limits set in the agreement while planning for increased production, the industry is expanding and constructing new pretreatment facilities. Upon completion, the industry will attain increased processing capacity; as such, to retain business in the community, the growth of the industry must be accounted for.

2.0 Existing Facilities

2.1 Collection System

The city is currently served by a traditional central gravity wastewater collection system with two pump stations in the collection system. The City's wastewater system consists of 8", 10", and 12" collection lines with 4" and 6" service lines. Most of the collection system lines are PVC and RCP lines. A summary of the existing collection system is shown in Table 2-1.

Table 2-1 - Existing Wastewater Collection System Summary

Pipe Size (in)	VCP	PVC	RCP
8	190	27,127	0
10	0	408	0
12	0	625	3170
Totals =	190	28,160	3170

Most of the City's sanitary sewer manholes were constructed concurrently with the collection lines. A large portion of the wastewater collection system was replaced in 2012 with 8" PVC collection lines.

Table 2-2 - Existing Wastewater System User Summary

Description	Connections
Single Unit Residential	186
Commercial User	40
Industrial User	4
Total Wastewater System Connections =	230

2.2 WASTEWATER FLOW AND LOADINGS

Inflow and infiltration of clean water can push a wastewater collection and treatment system over design capacity. The city has ordinances 51.060B and 51.062 regulations in place to combat inflow and infiltration. To provide some indication of inflow and infiltration, a comparison of water usage to influent wastewater was looked at (See Table 2-4).

A summary of the City's average daily wastewater flow for each month for the past 6 years is included Table 2-3. See Table 2-4 below for a summary of the possible inflow and infiltration within the system.

Table 2-3 Wastewater Flow Summary

Month	Average Influent Flow (mgd)					
	2023	2022	2021	2020	2019	2018
January	0.076	0.070	0.067	0.054	0.045	0.054
February	0.069	0.066	0.074	0.054	0.048	0.051
March	0.076	0.082	0.076	0.069	0.070	0.056
April	0.105	0.124	0.093	0.078	0.107	0.064
May	0.106	0.134	0.070	0.066	0.102	0.065
June	0.084	0.104	0.069	0.052	0.080	0.067
July	0.081	0.080	0.064	0.076	0.062	0.060
August	0.099	0.068	0.071	0.072	0.053	0.052
October	0.080	0.090	0.078	0.062	0.062	0.047
September	0.073	0.065	0.079	0.059	0.097	0.048
November	0.066	0.067	0.076	0.057	0.071	0.044
December	0.118	0.072	0.071	0.059	0.059	0.046
Average =	0.086	0.085	0.074	0.063	0.071	0.055

The City's wastewater treatment facility (WWTF) is permitted by the Minnesota Pollution Control Agency (MPCA) to treat an average wet weather (AWW) design wastewater flow of 0.102 mgd. The City's WWTF has adequate capacity for the City's past wastewater flow.

A review of the data shows the flow has steadily increased in recent years. This coincides with increased production from TFC. The City's wastewater flows are also elevated in the summer months. Elevated wastewater flows during non-winter months is common in this area. Common sources of excess wastewater flows during the non-winter months in this area can include groundwater infiltration of the collection system, inflow of rainwater through manhole covers, sump pump discharge to the sanitary sewer system and roof drains connected to the sanitary sewer collection system. The City of Ashby has made significant efforts to reduce infiltration and inflow to the system. Much of the collection system was replaced with a project approximately 12 years ago.

As mentioned above, TFC has increased their wastewater flows in recent years. Appendix C has the City of Ashby wastewater monitoring data. This data also shows the monthly flows from TFC along with the average CBOD loadings to show the magnitude of TFCs contributions.

TFC flows were less than 5,000 gpd in 2014 through 2016. The flows then increased from 14,000 gpd in 2017 to 19,000 gpd in 2020. The flows have now increased to 28,000 gpd in 2023. The flows are expected to increase in the future to 50,000 gpd.

Wastewater flows to the system are nearing capacity with the increased production from TFC.

Table 2-4 - Wastewater vs. Precipitation Summary

Month	Precipitation (in)	WW Peak Daily Flow (MGD)	Wastewater Flow (MGD)	Water Flow (MGD)	Possible Inflow/Infiltration Volume (MGD)
2023					
January	0.50	0.131	0.076		
February	0.65	0.125	0.069		
March	0.90	0.159	0.076		
April	0.48	0.203	0.105		
May	2.30	0.190	0.106		
June	2.90	0.138	0.084		
July	0.70	0.131	0.081		
August	1.40	0.163	0.099		
October	4.80	0.159	0.080		
September	1.11	0.136	0.073		
November	0.00	0.134	0.066		
December	1.85	0.820	0.118		
2023 Totals =	16.63		31.481		

2022

January	0.85	0.158	0.070	0.066	0.004
February	1.02	0.115	0.066	0.067	-0.001
March	0.06	0.133	0.082	0.072	0.010
April	1.71	0.231	0.124	0.069	0.055
May	4.80	0.287	0.134	0.080	0.054
June	2.90	0.153	0.104	0.083	0.021
July	3.10	0.143	0.080	0.072	0.008
August	1.00	0.102	0.068	0.083	-0.016
October	0.70	0.660	0.090	0.080	0.010
September	0.40	0.110	0.065	0.078	-0.013
November	0.10	0.110	0.067	0.082	-0.015
December	1.60	0.150	0.072	0.070	0.002
2022 Totals =	16.63		31.090	27.484	0.301

2021

January	0.46	0.122	0.067	0.074	-0.007
February	0.15	0.117	0.074	0.073	0.001
March	0.43	0.128	0.076	0.076	0.000
April	4.50	0.165	0.093	0.075	0.018
May	0.90	0.11	0.070	0.074	-0.004
June	2.90	0.16	0.069	0.088	-0.019
July	2.40	0.103	0.064	0.075	-0.011
August	3.50	0.127	0.071	0.067	0.004
October	2.70	0.131	0.078	0.069	0.009
September	4.10	0.119	0.079	0.068	0.011
November	0.85	0.117	0.076	0.070	0.006
December	2.38	0.119	0.071	0.070	0.002
2021 Totals =	25.263		26.990	26.684	0.306

2020

January	1.00	0.096	0.054	0.057	-0.003
February	0.05	0.085	0.054	0.057	-0.004
March	0.07	0.110	0.069	0.054	0.015
April	1.30	0.145	0.078	0.062	0.016
May	1.20	0.097	0.066	0.066	0.000
June	3.90	0.112	0.052	0.073	-0.021
July	7.40	0.159	0.076	0.067	0.009
August	5.10	0.165	0.072	0.064	0.008
October	0.55	0.092	0.062	0.064	-0.002
September	2.20	0.092	0.059	0.066	-0.007
November	2.10	0.092	0.057	0.059	-0.002
December	1.10	0.100	0.059	0.063	-0.004

2020 Totals =	25.97		23.120	22.963	0.157
2019					
January	1.20	0.070	0.045	0.049	-0.004
February	2.10	0.093	0.048	0.054	-0.006
March	2.40	0.164	0.070	0.050	0.020
April	0.79	0.166	0.107	0.062	0.045
May	3.60	0.166	0.102	0.064	0.038
June	2.30	0.150	0.080	0.058	0.022
July	3.30	0.115	0.062	0.065	-0.003
August	3.20	0.084	0.053	0.053	0.000
October	5.90	0.116	0.062	0.058	0.004
September	2.30	0.159	0.097	0.060	0.037
November	0.35	0.106	0.071	0.053	0.018
December	0.44	0.104	0.059	0.055	0.004
2019 Totals =	27.88		26.051	20.746	5.305
2018					
January	0.25	0.089	0.054	0.061	-0.007
February	1.50	0.084	0.051	0.057	-0.006
March	1.04	0.086	0.056	0.056	0.000
April	0.25	0.106	0.064	0.058	0.006
May	1.10	0.100	0.065	0.069	-0.004
June	5.80	0.135	0.067	0.069	-0.002
July	6.70	0.173	0.060	0.065	-0.005
August	2.95	0.072	0.052	0.055	-0.003
October	2.10	0.091	0.047	0.058	-0.011
September	2.50	0.081	0.048	0.059	-0.011
November	0.70	0.077	0.044	0.051	-0.007
December	2.00	0.085	0.046	0.095	-0.049
2018 Totals =	26.89		19.887	22.949	-3.062

2.3 Pumping Stations

The city currently has two lift stations in use. The city has one within the collection system on the east side of town and a main lift station that pumps from the collection system to the wastewater treatment facility southwest of the city. Both lift stations have alarms and onsite generators to provide backup power in accordance with TSS. City staff attends the main lift station daily to record pump run times. The main lift station pumps are calibrated two times per year. This is necessary as they are used to record influent flow rates to the pond. The lift stations are in good working condition. The main lift station was upgraded with the most recent collection system project.

2.4 Wastewater Treatment Facility

The existing Ashby wastewater treatment facility is a Class D facility, 3-cell stabilization pond that was originally constructed in the late 1980s. The facility has a controlled discharge to an Unnamed Creek (Melby Lake Outlet). It is designed to treat an average wet weather design flow of 101,000 gallons per day. The primary cells have a surface area of 4.6 acres each and the secondary cell has a surface area of 4.8 acres. The pond system provides a total detention time of 180 days at design flow. The rip rap currently lining the existing pond system is placed to one foot above the high-water level; the MPCA has recommended the riprap be extended to the top of the dikes of the stabilization ponds.

The MPCA design criteria allows a loading of 22 pounds of CBOD per acre per day for the primary cells. The Ashby system has a total of 9.2 acres of primary cells providing for a CBOD loading of up to 202 lbs/day. The CBOD was elevated numerous times in the past due to loading issues on the facility from TFC. The pretreatment improvements at TFC have reduced the CBOD loadings.

Except for TFC Poultry, the City of Ashby's wastewater is typically domestic strength wastewater with a CBOD concentration generally below 240 mg/l. The poultry facility does not operate every day (reduced flows on weekends and other days during slow periods). The facility often uses more than 25,000 gpd of water. Given the large proportion of Ashby's influent flow attributed to TFC Poultry, it is imperative TFC complies with loadings from the pretreatment agreement until a WWTF expansion can be performed.

The data in Appendix C shows the average monthly CBOD concentration of both the city overall wastewater and the TFC wastewater strength. Prior to 2019 the BOD from TFC was very high which elevated the BOD strength of the overall wastewater. With the construction of a pretreatment system, the BOD of the overall wastewater has been less since 2020 with an occasional high value.

TFC is in the process of a significant expansion. This expansion will ultimately result in wastewater flows of 50,000 gpd. With the increased capacity TFC is constructing a pretreatment system for the process wastewater. The pretreatment system will be designed for removal of BOD, TSS, fats, oils, grease, and phosphorus. TFC's consultant provided the following expected effluent concentrations.

BOD: 190 mg/l
TSS: 210 mg/l
Total Nitrogen: 310 mg/l
Phosphorus: 7 mg/l

The total nitrogen value is high. This value will need to be considered with any improvements to the city wastewater system. TFC presently has a biological based pretreatment system. With similar wastewater characteristics at flows of over 25,000 gpd from TFC, the nitrogen levels have not been a problem. A review of DMR discharge data from Ashby has shown low TKN and Ammonia levels in Ashby's discharge. This demonstrates the stabilization ponds have been removing nitrogen. A summary of the discharge monitoring nitrogen data from the last few years is shown in Table 2-5.

Table 2-5

Year	Total Kjeldahl Nitrogen (mg/l)	Ammonia Nitrogen (mg/l)
2022	11.45	8.85
2021	6.69	4.29
2020	4.19	1.565
2019	8.36	6.491

The City and TFC Poultry have a Wastewater Treatment Agreement (Appendix B) that limits the flow and loading that TFC can discharge to the city wastewater system. The agreement limits were selected to provide protection of the wastewater system from being overloaded. TFC has exceeded the pretreatment agreement limits in the past triggering penalties and surcharges. TFC has made pretreatment system improvements to address the excessive loadings. With an expansion, TFC is also providing a new pretreatment system.

TFC currently has a wastewater pretreatment system that consists of a drum screen, an equalization tank, chemical addition (metal salt and polymer), a dissolved air flotation (DAF) unit, and a moving bed biological reactor (MBBR).

On August 15, 2018, the MPCA sent a Notice of Violation to the City of Ashby. The Notice of Violation indicated that a green-colored plume was visible at the discharge point. The MPCA also stated that the wastewater treatment system was receiving loading rates from TFC that were significantly higher than the design load criteria of the treatment system. The full Notice of Violation is shown in Appendix D.

The MPCA also conducted a Compliance Evaluation Inspection on May 15, 2018. The inspection report stated that the wastewater treatment facility was in good condition. The ponds were completely fenced and gated, the grounds were well mowed, rip rap was in good condition, and no sloughing or erosion was visibly

present. The full MPCA Compliance Evaluation Inspection report is shown in Appendix E.

2.5 Water System

The City's water system serves the municipal city limits. The system consists of 4", 6", 8", and 12" watermain lines. About three quarters of the system is 8" PVC. There is still a very small amount of asbestos cement pipe being used in the water system. The sanitary sewer mains are typically centered within the city right-of-way. The existing watermain is typically offset of the sanitary sewer main about 10 feet to one side or the other.

2.6 Stormsewer System

The City's stormsewer system serves the municipal city limits. The city has a sub-surface stormsewer system that drains to various locations. The system consists of 6" to 30" conveyance lines consisting of mainly reinforced concrete pipe.

3.0 Need for Project

3.1 Design Flows:

The City of Ashby relies on the WWTF to have the capacity to hold and treat the incoming wastewater. Section 1.3 details industrial growth currently underway in Ashby, as well as the 20-year growth projection used for the WWTF design flow summarized in Table 3-1. The current City of Ashby design detailed in Section 2.3 does not have the capacity to provide adequate treatment for the 20-year growth projection. A flow determination worksheet is included in Appendix F.

Table 3-1 – Ashby Design Flows Summary

	Dry Weather Design Flow	Wet Weather Design Flow
Existing Dry Weather w/o TFC	36,400 gpd	36,400 gpd
Existing TFC Flow	24,600 gpd	24,600 gpd
Existing I & I	–	34,770 gpd
Future Additional TFC Flow	25,400 gpd	25,400 gpd
Population Increase *	6,000 gpd	6,000 gpd
Other Increases	3,000 gpd	3,000 gpd
Total Average Design Flow	95,400 gpd	130,170 gpd

* Population Increase = 60 people x 100 gallons per capita per day

3.2 MPCA Notice of Violation:

A May 15, 2018, inspection conducted by the MPCA resulted in a Notice of Violation (NOV), found in Appendix D. The NOV indicated that a green-colored plume was visible at the discharge point in addition to the wastewater treatment system receiving loading rates from TFC that were significantly higher than the design load criteria of the treatment system.

3.3 MPCA Permit Effluent Limits/Letter:

The Minnesota Pollution Control Agency sent the City of Ashby a letter dated September 7, 2022, regarding the City of Ashby's permit renewal, found in Appendix G. The letter notified the City of Ashby of proposed changes in the City of Ashby's NPDES permit regarding total phosphorus and chloride.

The MPCA proposed a phosphorus yearly total limit of 290 kg/yr. Based on a design flow of 0.101 MGD, this is approximately 2 mg/l. The discharge monitoring reports, found in Appendix C, shows historically, the effluent phosphorus exceeded the proposed limit. The City of Ashby determined improvements to their wastewater treatment facility are necessary to consistently comply with the proposed phosphorus limits.

The MPCA proposed an average chloride monthly limit of 230 mg/L with a maximum daily limit of 298 mg/L; an interim maximum chloride daily limit of 547 mg/L was proposed. The City of Ashby determined it is not able to comply with the proposed chloride limits and the effluent is not within an attainable margin. An economically feasible solution was not apparent; the City of Ashby is pursuing a chloride variance.

4.0 Alternatives Considered

4.1 General

Any improvements to the Ashby wastewater system will need to consider the increase wastewater design flow and proposed phosphorous limits. The possible increase in design flow was discussed with the MPCA during the phosphorus and chloride discussion. With the issues with the receiving streams, any increase in discharge volume will trigger an anti-degradation analysis.

Any treatment alternatives will also need to consider the expected characteristics of the flow from TFCs pretreatment system. The nitrogen from TFC is high, however, past performance has shown nitrogen removal in the current stabilization ponds. If the wastewater characteristics change, additional irrigation area or additional pretreatment will be required.

4.2 Alum Treatment, Pond Expansion (Two Cell), and Center Pivot Irrigator Alternative 1 (1/4 Circle)

Description:

This alternative involves purchasing a pontoon boat utilized for alum distribution in the stabilization ponds for phosphorus removal. Construction of a building for the pontoon and dock will be provided.

Additional construction of a primary pond, secondary pond, a new center pivot irrigator, and trenching or directional drilling a new irrigation forcemain is involved. The existing pond system would be left in place and remain fully operational (see Appendix A). A spray irrigation application rate of 12 inches per year was used for sizing the irrigation area. The pond sizing is based on providing 210 days of storage for the irrigated water.

The existing pond capacity of 0.102 mgd will continue to be surface discharged with phosphorus removal, as needed, to meet the effluent limits. The remaining wastewater will be spray irrigated.

Design Criteria:

Center Pivot Irrigator		Pond Expansion	
Total Area	42.6 Acre	Site Footprint	8.26 Acre
Suitable Soils	37.6 Acre	Primary Cell	2.39 Acre
Unsuitable Soils	5.0 Acre	Secondary Cell	2.39 Acre
FM Pipe Length	2,700 Feet	Added Capacity	28,200 gpd

Land Requirements:

The proposed center pivot irrigator would be located on private property owned by a local farmer and used to irrigate and supply nutrients to crops. An irrigation agreement will need to be obtained and kept on record detailing loadings and flow rates agreed to by both the landowner/farmer and City of Ashby.

The existing pond system already utilizes the entire available site footprint; therefore, construction of the new ponds requires land acquisition. The site is bound by MN 78 to the east; however, the land to the south and west of the existing ponds is owned by the same landowner as the proposed site for the pivot irrigator. The new ponds could be constructed to the south or west of the existing ponds. Alternate pond layouts are shown in Appendix A.

The proposed forcemain will extend through private property; therefore, a permanent easement will need to be obtained.

Summary:

This alternative is deemed feasible; however, this alternative provides less than ninety degrees of rotational pivot for the irrigator. A center pivot irrigator with a larger degree of rotation will be more efficient and effective.

4.3 Alum Treatment, Pond Expansion (Two Cell), and Center Pivot Irrigator Alternative 2 (Full Circle)

Description:

This alternative involves purchasing a pontoon boat utilized for alum distribution in the stabilization ponds for phosphorus removal. Construction of a building for the pontoon and a dock are required.

Additional construction of a primary pond, secondary pond, a new center pivot irrigator, and trenching or directional drilling a new forcemain is involved. The existing pond system would be left in place and remain fully operational (see Appendix A). A spray irrigation application rate of 12 inches per year was used for sizing the irrigation area. The pond sizing is based on providing 210 days of storage for the irrigated water.

The existing pond capacity of 0.102 mgd will continue to be surface discharged with phosphorus removal, as needed, to meet the effluent limits. The remaining wastewater will be spray irrigated.

Design Criteria:

Center Point Irrigator		Pond Expansion	
Total Area	41.8 Acre	Site Footprint	8.26 Acre
Suitable Soils	38.0 Acre	Primary Cell	2.39 Acre
Unsuitable Soils	3.8 Acre	Secondary Cell	2.39 Acre

FM Pipe Length 5,000 Feet | Added Capacity 28,200 gpd

Land Requirements:

The proposed center pivot irrigator would be located on private property owned by a local farmer and used to irrigate and supply nutrients to crops. An irrigation agreement will need to be obtained and kept on record detailing loadings and flow rates agreed to by both the landowner/farmer and City of Ashby.

The existing pond system already utilizes the entire available site footprint; therefore, construction of the new ponds requires land acquisition. The site is bound by MN 78 to the east; however, the land to the south and west of the existing ponds is owned by the same landowner as the proposed site for the pivot irrigator. The new ponds could be constructed to the south or west of the existing ponds. Alternate pond layouts are shown in Appendix A.

The proposed forcemain will extend through private property; therefore, a permanent easement will need to be obtained.

Summary:

This alternative is deemed feasible, necessary, and effective.

4.4 Alum Treatment, Pond Expansion (One Cell), and Center Pivot Irrigator Alternative 1 (1/4 Circle)

Description:

This alternative involves purchasing a pontoon boat utilized for alum distribution in the stabilization ponds for phosphorus removal. Construction of a structure for the pontoon and a dock. For this alternative, the CBOD loadings from TFC will need to be reduced to avoid overloading the primary ponds with the increased loadings.

Additional construction of a secondary pond, a new center pivot irrigator, and trenching or directional drilling a new forcemain is involved. The existing pond system would be left in place and remain fully operational (see Appendix A). A spray irrigation application rate of 12 inches per year was used for sizing the irrigation area. The pond sizing is based on providing 210 days of storage for the irrigated water.

The existing pond capacity of 0.102 mgd will continue to be surface discharged with phosphorus removal, as needed, to meet the effluent limits. The remaining wastewater will be spray irrigated.

Design Criteria:

Center Pivot Irrigator		Pond Expansion	
Total Area	42.6 Acre	Site Footprint	7.03 Acre
Suitable Soils	37.6 Acre	Secondary Cell	4.13 Acre
Unsuitable Soils	5.0 Acre	Added Capacity	28,200 gpd
FM Pipe Length	2,700 Fcft		

Land Requirements:

The proposed center pivot irrigator would be located on private property owned by a local farmer and used to irrigate and supply nutrients to crops. An irrigation agreement will need to be obtained and kept on record detailing loadings and flow rates agreed to by both the landowner/farmer and City of Ashby.

The existing pond system already utilizes the entire available site footprint; therefore, construction of the new ponds requires land acquisition. The site is bound by MN 78 to the east; however, the land to the south and west of the existing ponds is owned by the same landowner as the proposed site for the pivot irrigator. The new pond could be constructed to the south or west of the existing ponds.

The proposed forcemain will extend through private property; therefore, a permanent easement will need to be obtained.

Summary:

This alternative is not feasible unless TFC agrees to reduce CBOD loading capacity. This alternative provides less than ninety degrees of rotational pivot for the irrigator. A center pivot irrigator with a larger degree of rotation will be more efficient and effective.

Data from TFC showed the expected CBOD levels from the pretreatment system at 190 mg/l. With this CBOD strength, the existing primary cells would be overloaded. This alternative was removed from further consideration.

4.5 Alum Treatment, Pond Expansion (One Cell), and Center Pivot Irrigator Alternative 2 (Full Circle)

Description:

This alternative involves purchasing a pontoon boat utilized for alum distribution in the stabilization ponds for phosphorus removal. Construction of a structure for the pontoon and a dock.

Additional construction of a secondary pond, a new center pivot irrigator, and trenching or directional drilling a new forcemain is involved. The existing pond system would be left in place and remain fully operational (see Appendix

A). A spray irrigation. A spray irrigation application rate of 12 inches per year was used for sizing of the irrigation area. The pond sizing is based on providing 210 days of storage for the irrigated water.

The existing pond capacity of 0.102 mgd will continue to be surface discharged with phosphorus removal, as needed, to meet the effluent limits. The remaining wastewater will be spray irrigated.

Design Criteria:

Center Point Irrigator		Pond Expansion	
Total Area	41.8 Acre	Site Footprint	7.03 Acre
Suitable Soils	38.0 Acre	Secondary Cell	4.13 Acre
Unsuitable Soils	3.8 Acre	Added Capacity	28,200 gpd
FM Pipe Length	5,000 Feet		

Land Requirements:

The proposed center pivot irrigator would be located on private property owned by a local farmer and used to irrigate and supply nutrients to crops. An irrigation agreement will need to be obtained and kept on record detailing loadings and flow rates agreed to by both the landowner/farmer and City of Ashby.

The existing pond system already utilizes the entire available site footprint; therefore, construction of the new ponds requires land acquisition. The site is bound by MN 78 to the east; however, the land to the south and west of the existing ponds is owned by the same landowner as the proposed site for the pivot irrigator. The new pond could be constructed to the south or west of the existing ponds.

The proposed forcemain will extend through private property; therefore, a permanent easement will need to be obtained.

Summary:

This alternative is not feasible unless TFC agrees to reduce CBOD loading capacity.

Data from TFC showed the expected CBOD levels from the pretreatment system at 190 mg/l. With this CBOD strength, the existing primary cells would be overloaded. This alternative was removed from further consideration.

4.6 Pond Expansion Surface Discharge

Description:

This alternative involves constructing an additional primary pond and secondary pond. The existing pond system would be left in place and remain fully operational. The ponds would continue to discharge to Unnamed Creek (Melby Lake Outlet). Due to receiving stream limitations, it is likely the MPCA would require more strict effluent limitations. An antidegradation analysis will be necessary if this alternative is pursued.

Land Requirements:

The existing pond system already utilizes the entire available site footprint; therefore, construction of the new ponds requires land acquisition. The site is bound by MN 78 to the east; however, the land to the south and west of the existing ponds is owned by the same landowner. The new ponds could be constructed to the south or west of the existing ponds.

Summary:

This alternative is only feasible if reduced effluent limits are not implemented.

4.7 No Action

Description:

This alternative involves the continued use of the City's sanitary sewer collection system, pumping stations, and wastewater treatment facility in their existing condition without improvements. The continued use of the City's wastewater treatment system without improvements would not address any of the issues previously discussed in this report and will result in further deterioration of the system. The system would not be able to handle the increased flow.

5.0 Selection of an Alternative

After considering both monetary and non-monetary factors, alternative 2 is the preferred alternative to address the wastewater system issues currently faced by the City of Ashby.

5.1 Analysis

A Present Worth (life cycle) cost was completed which is summarized in the table in Appendix H. The life cycles costs for the selected Alternative 2 is summarized in Table 5-1. Alternative 2 is the preferred solution for the following reasons:

- Increases capacity for growth
- Increase primary pond capacity for BOD loading
- Most efficient and effective irrigation option

Table 5-1 – Present Worth (Life Cycle) Cost

Description	Factor	Two Pond Expansion with Irrigation Alternative 2	
Estimated Present Total Project Cost			\$4,172,390.00
Annual O&M Costs		\$200,600.00	
Present Worth Of O&M Costs Over 20 Year Design Life	14.877		\$2,984,330.00
20 Year Salvage Value		\$1,673,925.28	
Present Value of 20 Year Salvage Value	0.5537		(\$926,852.43)
		Estimated Total Present Worth =	\$6,229,867.57

5.2 Conclusion

In conclusion, after considering both monetary and non-monetary factors, alternative 2 is the preferred alternative to address the wastewater treatment system issues currently faced by the City of Ashby.

6.0 Proposed Project

6.1 Project Design

This alternative involves constructing an additional primary pond, secondary pond, a new center pivot irrigator, and trenching or directional drilling a new forcemain. Phosphorus removal by alum addition is also included. The existing pond system will remain fully operational (see Appendix A).

The existing pond capacity of 0.102 mgd will continue to be surface discharged with phosphorus removal, as needed, to meet the effluent limits. The remaining wastewater will be spray irrigated.

6.2 Total Project Cost Estimate

The cost estimates for the proposed improvements are \$4,172,390 for the pond expansion with the center pivot irrigator alternative 2. An itemized breakdown of the estimated project costs, including construction and non-construction costs, are included in Appendix H.

6.3 Cost Effectiveness Analysis

Asset Management:

The sanitary sewer collection systems will remain under the ownership and operation of the City of Ashby. The City of Ashby does not have a dedicated utility asset management system in place for their sanitary sewer collection system. However, the city does perform the key functions of asset management including condition assessment, planning, and budgeting for repairs, factoring costs into sewer rates, and maintenance.

Energy Conservation Opportunities:

The following energy conservation opportunities have been identified for the project:

- Premium efficient motors.
- Pumps running on 460V/480V (3PH) for horsepower efficiency.
- Pumps running on Variable Frequency Drives.
- Sizing of facilities to reduce TDH (head) and reduce friction losses.
- Pumps sized at Best Efficiency Points

Each of the above items are likely to be included in the project. Specifics will be evaluated during final design.

Renewable Energy Opportunities:

Pump stations and center pivots have limited options for renewable energy opportunities. The major power consumption at the lift station and center pivot are the pumps, and the rest of the facility consists of the irrigator that uses minimal energy. Geothermal and wind are unlikely to be useful.

Water Reuse Options:

Water reuse options are not applicable for the proposed pump station. Irrigation is reuse of wastewater.

Installation of Water Efficient Devices:

Water efficient devices are not applicable for the proposed pump station and irrigator.

Water Audit and or Conservation Plan:

Water audit and/or conservation plans are not applicable for the proposed lift station and irrigation system. To promote water conservation and bill for water usage, the City of Ashby has water meters installed.

Cost and Effectiveness Conclusion:

An integrated cost and effectiveness analysis was performed to consider the cost factors and other non-monetary factors for the alternatives. The summary of this analysis is presented below in Table 6-1.

Net Present Worth, which takes the operation and maintenance costs over twenty years into account to compare the cost of the alternatives, is abbreviated as 'NPW' below. Debt service is not included in the NPW calculation below.

Table 6-1 – Integrated Cost & Effectiveness Analysis

Item:	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Project Cost	\$3,986,270	\$4,172,390	\$3,434,640	\$3,620,860
O&M / Year	\$205,000	\$200,600	\$205,000	\$200,600
O&M NPWs	\$3,049,785	\$2,984,326	\$3,049,785	\$2,984,326
Total Net Present Worth	\$7,036,055	\$7,156,716	\$6,484,425	\$6,605,186
Comparison w/ Lowest Cost Alt	\$551,630	\$672,291	\$-	\$120,761
Non-Economic Factors	BOD loading	Efficiency & BOD loading	Efficiency	Efficiency
Score	2	1	4	3

6.4 Annual Operating Budget

The city currently operates under a yearly budget of \$170,000 a year. A copy of the City of Ashby's 2023 Budget Report can be seen in the attached Appendix II.

6.5 Debt Repayment

The City is pursuing and should be eligible for funding from the Public Facilities Authority (PFA) Wastewater Infrastructure Fund (WIF), Small Cities Development Grant or Rural Development loans or grants. The city currently charges a base fee of \$32.00 per month and \$5.75 per 1,000 gallons water usage per month for each sanitary sewer hookup out of city limits. Residents and commercial businesses within city limits are currently charged \$28.00 per month and \$5.75 per 1,000 gallons water usage after 150,000 gallons per month for each sanitary sewer hookup. Therefore, the average household is paying approximately \$50.79 per month for their sanitary sewer service.

The city plans to use a base rate plus a fee for each 1000 gallons of water used as their basis for their rate schedule. It is anticipated that the city will need to increase their rate schedule to obtain approximately \$61.00 per month from each average household. This estimate is based on a median household income of \$52,321 multiplied by a 1.4% loan and grant package.

7.0 Conclusions and Recommendations

7.1 Conclusions

The selected alternative to address the deficiencies of the City of Ashby wastewater system is alternative 2, the pond expansion and the center pivot irrigator.

7.2 Recommendations

Submit this report to the MPCA for review and approval.

Complete and submit applications for funding. Possible funding for this project includes Public Facilities Authority Loan, Wastewater Infrastructure Grant, Small Cities Development Program, and Rural Development.

Prepare plans and specifications for review and approval of this report.

**CITY OF ASHBY
COUNTY OF GRANT
STATE OF MINNESOTA**

RESOLUTION NO. 2024-08

**RESOLUTION ADOPTING FACILITY PLAN FOR WASTEWATER
SYSTEM**

WHEREAS, the City of Ashby intends to construct wastewater system improvements,
and

WHEREAS, the City of Ashby has prepared a facility plan for the construction of the
wastewater system improvements,

BE IT AND IT IS HEREBY RESOLVED, that the City of Ashby adopts the plan entitled
“Ashby WWTF Facility Plan”, dated June 13th, 2024.

ADOPTED THIS 13th day of June, 2024.

Amy Johnson, Mayor

ATTEST:

Mike Thormodson, City Clerk

I the above-signed Clerk of the City of Ashby, hereby Certify that the above
resolution is a true copy of the Resolution duly passed, adopted and approved by
the City of Ashby on the 13th day of June, 2024.



The City of Ashby is an equal opportunity provider & employer.

JUNE CITY COUNCIL MEETING AGENDA

Thursday, June 13th, 2024
Ashby City Hall – 5:30 P.M.

Call to Order Public Hearing
Pledge of Allegiance

Public Hearing for City of Ashby Facility Plan

- Visitor Larry Van Hout with Widseth Engineering

Public Comment for Public Hearing

Request Approval:

- Resolution 2024-08 2024 Adopting Facility Plan for Wastewater System

Public Hearing Adjourn

Call to Order Regular Meeting
Additions to Agenda/Approval of Agenda

Public Comment

Visitors:

- Greg Lillemon
 - Grant County Environmental Services Administrator (Water control/flow options for the city)
- Justin Anderson
 - Declaratory judgement action for CVE covenants, individual vs. council authority and Public Water Drainage definition

Consent Agenda

- Approval of Minutes and Bills

Committee Reports

- Park Board

Council Reports

Mayor's Report

Administration

- Clerk/Treasurer's Report

Public Safety

- Grant County Law Enforcement Report
- Fire/Ambulance Department Report

Public Works

- Public Works meeting with TFC
- MNDOT Meeting at brush site

Old Business

- Senator Meeting
- Municipal Solar Project Update
- Skate Park

New Business

- Old Nursing Home
- Ashby Summer Rec Program Donation Request
- Request Approval
 - Land Use Permit 300 Main St
 - Park Bench Donation
 - Outdoor Permit Licenses for Ashby Legion (Appreciation Days Street Dance and Yellow Ribbon Event)

Adjourn

MINUTES
May Regular Council Meeting
Thursday, May 9th, 2024

Regular Meeting

A regular council meeting of the City of Ashby, MN was held at Ashby City Hall with the following members present: Amy Johnson, Scott Ellingson, Wayne Stierlen, Jacob Dahle and Ron Jaenisch. Absent: None. Also present: Deputy Clerk Klinkner and Public Works Superintendent Johnson. Mayor Johnson called the meeting to order at 5:30 pm.

Agenda Approval

Jaenisch made a motion to add Hotchkiss property update to old business on the agenda. Upon motion from Jaenisch, seconded by Dahle, and unanimously carried, the amended agenda was approved.

Visitors:

Lori Risbrudt with Skate4Grant nonprofit spoke with council about their wishes to build a skate park within city limits.
Rebecca Lynn Petersen with West Central Initiative spoke about a variety of programs their organization offers.
Justin Anderson postponed his talk till the June meeting.

Public Comment:

None

**Consent Agenda
Minutes/Claims**

Upon motion from Jaenisch, seconded by Stierlen and unanimously carried, council approved the consent agenda which includes minutes of the Board of Appeals Meeting of April 1st, 2024, Regular Council Meeting of April 11th, 2024, Board of Appeals Reconvene Meeting of April 22nd, 2024 and the claims and prepaid disbursements of May 9th, 2024 as presented and reviewed by Ellingson.

Council Report

Dahle brought up the possibility of a new location for the fire and ambulance in the future.

Mayor's Report

None given

Clerk's Report

The Clerk's Report was reviewed. City Wide Clean-up Day is set for May 16th from 4:00pm - 6:00 pm at City Hall.

**Public Safety
-Law Enforcement**

The Grant County Law Enforcement was reviewed.

-Fire & Ambulance

The Fire and Ambulance report was reviewed.

Public Works

Superintendent Johnson reported that they fixed the netting at the basketball court and the sign in Memorial Park. Public works has been working on spring cleanup.

**Old Business
-Senior and
Community Center
Updates**

ServPro cleared out all the old insulation sitting on the suspended ceiling, removed the fallen panels and cleaned everything up.

Hotchkiss Update

Jaenisch and Ellingson had a conversation with Donald Hotchkiss on Saturday May 4th, 2024 to gage his interest in selling property to the city for senior housing. Tim Evavold, Perry Evavold and Jim Standish (Grant County HRA) were also in attendance. The Evavold's who currently farm the land were concerned about water runoff from a possible development. Jaenisch has reached out to the Grant County Office of Land Management and Senator Jordan Rasmussen's office for clarification on the proper way to handle the water runoff and find out if there is available funding. Upon motion from Dahle, seconded by Johnson and unanimously carried, council approved to have a Zoom meeting with Senator Rasmussen on May 22nd, 2024 and request a follow up in person meeting with the full council on a future date.

New Business

**Request Approvals:
*Resolution 2024-04**

Resolution 2024-04: Certifying Delinquent Utilities to Property Taxes. Motion from Jaenisch, seconded by Dahle to approve. Roll Call Vote: Dahle, Jaenisch, Mayor Johnson, Stierlen and Ellingson in favor. Resolution 2024-04 passed.

***Resolution 2024-05**

Resolution 2024-05: Certifying Delinquent Utilities to Property Taxes. Motion from Jaenisch, seconded by Dahle to approve. Roll Call Vote: Dahle, Jaenisch, Mayor Johnson, Stierlen and Ellingson in favor. Resolution 2024-05 passed.

**Junior Garden Club
Donation Request**

Upon motion from Stierlen, seconded by Ellingson, and unanimously carried, council agreed to donate the use of 2 planters for 2024 to the Junior Garden Club.

Adjourn

Upon motion by Ellingson, seconded by Jaenisch and unanimously carried, the meeting was adjourned at 6:56 pm.

May Council Meeting

The next regular City Council Meeting will be held on June 13th, 2024 at City Hall starting at 5:30 pm.

ATTEST: _____
Mike Thormodson, City Clerk

Amy Johnson, Mayor



May - June 2024 Council Bills

Date	Claim #	Check #	Paid to:	Amount
Total Prepays (Attached Disbursement Register)				\$44,921.14
Total Claims for Approval (Attached)				\$97,293.27

\$142,214.41

*Disbursement Register lists all bills paid since last council meeting.
Claims List for Approval are bills to be paid after council approval.*

2024 Clerk/Treasurer's Report

May 10th - June 13th, 2024

The following is a list of work items in addition to regular monthly activities which includes all financial aspects of the City, utility billing, preparing and delivering council packets, updating web-site, posting and publishing notices, economic development tasks, maintaining work order system, publish and make changes to ordinances, keep policy book and resolution book updated and handle several items for the fire and ambulance department.

- Annual Workers Comp report
- Reviewed Grant County Mitigation Action Chart
- Applied for/received ARPA grant for Senior Center maintenance
- Skate Park Location Meetings
- MNDOT Meeting at brush site
- Consumer Confidence Report
- Senator Rasmussen Zoom meeting
- Public Works Meeting with TFC
- City Wide Rummage Sale
- City Wide Clean-up Day on Thursday, May 16th.
- Welcoming Week Teams meeting
- Working with Widseth on Intended Use Plan, Phosphorus Compliance & Facility Plan Public Hearing Info
- LMCIT Property/Casualty Renewal with Rylander Insurance

Park Board Minutes
Thursday, May 2nd, 2024
Ashby City Hall – 5:30 P.M.

Memorial Park

Cleaning up around the pond/ice rink

- The Board asked who owns the property around the pond...they want to make sure to get permission before any work is done.
- Discussed removing some trees that hinder light from hitting the ice rink and removing some brush around the pond to make it cleaner.
- Make the pathway to the pond wider for easier access.
 - The board recommends that D. Walvatne put up stakes to mark how wide it needs to be.

Fire Hydrant Access

- Too much brush around fire hydrant making it difficult to access

Thorson/Larson

- Students will be working with the Garden Club during the Day of Caring to redo the large perennial bed in Thorson/Larson.
- Board wants to make sure any dead tree limbs are taken off any trees in the park before they fall off.
- Board recommends putting up security cameras in the park to help deter people from damaging the trees and littering.

Meeting Adjourned at 6:15 pm.

**Ashby City Activity Report
May 2024**

Title		Reported Date
Public Assist		5/1/2024
911 Hang Up		5/4/2024
Animal		5/8/2024
Permit		5/9/2024
Agency Assist		5/14/2024
Public Disturbance		5/16/2024
Burglar Alarm		5/23/2024
Suspicious		5/24/2024
Agency Assist		5/26/2024
Public Assist		5/27/2024
Police Information		5/29/2024

Ashby Officer Activity Report - May 2024



Employee	Date	Activity	Start	End	Time	Comment	Veh #	Miles	Weather
Froemming, Ken	5/16/2024	CT	17:11	17:39	00:28		408	0	
	5/27/2024	CT	11:00	11:51	00:51		408	0	
Total					1:19:00			0	
Johnson, Elliot	5/1/2024	CT	10:15	11:15	01:00			0	
	5/8/2024	CT	10:15	12:15	02:00			0	
	5/19/2024	CT	16:40	17:40	01:00			0	
	5/22/2024	CT	12:35	13:35	01:00			0	
	Total				5:00:00			0	
Mickelsen, Kyle	5/6/2024	CT	16:25	18:10	01:45	ashby patrol	405	0	
	5/7/2024	CT	11:35	12:15	00:40	ashby patrol	405	0	
	5/14/2024	CT	11:05	12:30	01:25	ashby patrol	405	0	
	5/20/2024	CT	23:15	00:15	01:00	ashby patrol	405	0	
	5/21/2024	CT	22:01	00:01	02:00	ashby patrol	405	0	
	5/24/2024	CT	22:23	00:23	02:00	ashby patrol	405	0	
	5/26/2024	CT	01:28	02:11	00:43	ashby patrol	405	0	
		CT	22:10	00:10	02:00	ashby patrol	405	0	
	5/27/2024	CT	22:00	00:00	02:00	ashby patrol	405	0	
	Total				13:33:00			0	
Obright, Jeremy	5/1/2024	CT	15:50	16:50	01:00	1 HOUR PATROL AND TRAFFIC DETAIL	403	0	
	5/2/2024	CT	00:15	02:15	02:00	2 HOURS PATROL	403	0	
		CT	17:32	18:02	00:30	30 MINUTES PATROL	403	0	
	5/3/2024	CT	00:20	02:20	02:00	2 HOURS PATROL	403	0	
		CT	20:38	21:08	00:30	30 MINUTES PATROL	403	0	
	5/4/2024	CT	13:45	14:30	00:45	45 MINUTES PATROL	403	0	
	5/5/2024	CT	00:30	02:15	01:45	1 HOUR 45 MINUTES PATROL	403	0	
		CT	19:51	21:01	01:10	1 HOUR 10 MINUTES PATROL	403	0	
	5/6/2024	CT	00:44	01:59	01:15	1 HR 15 MINUTES PATROL	403	0	
	5/8/2024	CT	17:10	17:40	00:30	30 minutes patrol	403	0	
5/9/2024	CT	01:00	02:15	01:15	1 HOUR 15 MINUTES PATROL	403	0		
5/10/2024	CT	00:15	02:15	02:00	2 hours patrol	403	0		



Ashby Officer Activity Report - May 2024

5/16/2024	CT	00:30	02:15	01:45	1 hour 45 minutes patrol	403	0
	CT	18:48	19:21	00:33	33 MINUTES PATROL	403	0
	CT	20:55	21:40	00:45	45 MINUTES RE ICR 24-1782	403	0
5/17/2024	CT	00:45	01:30	00:45	45 MINUTES PATROL	403	0
	CT	01:40	02:10	00:30	30 MINUTES PATROL	403	0
	CT	13:45	14:15	00:30	30 MINUTES PATROL	403	0
	CT	18:30	20:00	01:30	90 MINUTES PATROL	403	0
	CT	20:24	20:54	00:30	30 MINUTES PATROL	403	0
5/18/2024	CT	01:00	02:15	01:15	1 HOUR 15 MINUTES PATROL	403	0
	CT	13:50	14:20	00:30	30 MINUTES PATROL	403	0
	CT	19:30	20:00	00:30	30 MINUTES PATROL	403	0
5/19/2024	CT	00:30	02:15	01:45	1 HR 45 MINUTES PATROL	403	0
5/20/2024	CT	01:00	02:00	01:00	1 HOUR PATROL	403	0
5/21/2024	CT	03:07	03:37	00:30	30 MINUTES PATROL	403	0
5/23/2024	CT	12:35	13:05	00:30	30 MINUTES PATROL	403	0
5/25/2024	CT	05:30	06:00	00:30	30 MINUTES PATROL	403	0
	CT	17:40	18:10	00:30	30 MINUTES PATROL	403	0
5/26/2024	CT	05:15	06:00	00:45	45 MINUTES PATROL	403	0
5/27/2024	CT	05:15	06:00	00:45	45 MINUTES PATROL	403	0
Total				29:58:00			0
Rude, Andy	CT	18:15	19:15	01:00	ICR #24-1660/PATROL	410	0
	CT	00:35	01:35	01:00	PATROL	410	0
Total				2:00:00			0
Rustand, Nolan	CT	18:40	19:40	01:00		407	0
5/14/2024	CT	00:55	01:55	01:00		407	0
5/20/2024	CT	10:45	11:45	01:00		407	0
5/26/2024	CT	07:30	08:45	01:15		407	0
5/27/2024	CT	10:00	11:50	01:50		407	0
Total				6:05:00			0
Skadsem, Jordan	CT	22:12	23:27	01:15		406	0
5/12/2024	CT	15:10	17:10	02:00		406	0

Ashby Officer Activity Report - May 2024



Date	Category	Start Time	End Time	Duration	Count	Notes
5/13/2024	CT	21:47	22:47	01:00	406	
5/13/2024	CT	15:40	16:30	00:50	406	
5/14/2024	CT	17:00	19:00	02:00	406	
Total				7:05:00	0	0
Total				65:00:00	0	0



Fire Department & Ambulance Activity

Activity- May - 2024			
Ambulance Calls:		29	7 in City
Fire & Rescue Calls:		1	1 in City



Public Works Meeting with TFC Notes

May 31st, 2024

Agenda:

- **Painting of curbs on Nelson**

Darrin requested that the city paint the curb yellow on the south side of Nelson to prohibit parking by residents and incoming semis. The Public Works committee recommends putting up No Parking Signs M-F on the south side of Nelson.

- **Handling of usage charges and fines**

Darrin requested abatement on fines and usage charges because of the recent investments they have made. He also said that the city can handle more wastewater flow than TFC is allowed per the pretreatment agreement. Darrin also mentioned adding another production line but if the city restricts their output that they may choose to invest in their other location. Jaenisch requested info from Larry with Widseth about TFC's output into the ponds. Ellingson stated that they signed an agreement so they should honor it.

Meeting with MNDOT at brush site Notes

May 29th, 2024

John and Shane with MNDOT mentioned that MNDOT will be surveying along the bike trail in the next couple of weeks. This surveying will show the city how far back we have to put up a temporary fence to ensure material isn't put too close to the trail. John mentioned that he will be in contact with Mike to start a process where Ashby could purchase back a portion the temporarily sectioned off property from MNDOT.

City of Ashby

From: Amy Johnson <mayoramyjohnson@gmail.com>
Sent: Wednesday, June 05, 2024 7:39 PM
To: City of Ashby
Subject: Fwd: Energy Usage Release Form
Attachments: Customer energy usage data consent form (1).pdf

Thoughts?

Amy R. Johnson

Mayor, City of Ashby - Pop. 469

203 West Main

Ashby, MN 56309

Phone: 218-282-1686 Fax: 218-747-2886

e-mail: mayoramyjohnson@gmail.com

www.AshbyMinnesota.org

----- Forwarded message -----

From: Ben Schierer <ben.schierer@ottertailpower.com>
Date: Tue, Jun 4, 2024 at 1:31 PM
Subject: Energy Usage Release Form
To: Amy Johnson <mayoramyjohnson@gmail.com>

Hello Amy,

I've attached an energy usage release form that Otter Tail Power uses that will allow us to gather energy data for potential buildings for small-scale solar projects. We are bringing on a new employee who specializes in analyzing data and mapping out potential projects next week. The goal would be to have site-specific data validated by a third-party developer with experience in similar projects for city councils to evaluate before moving forward. Our goal is to provide numbers and paybacks specific to each community's unique circumstances.

There is no cost or obligation to communities. We want to make sure you have all of the information necessary.

We continue to work with private and philanthropic partners to identify funding opportunities not covered by federal tax credits and utility rebates,

Let me know if you have any questions,

Ben

Consent to disclose utility customer data



All requested information must be provided for the consent to be valid.

TO BE COMPLETED BY THE DATA RECIPIENT

Utility Name and Contact: Otter Tail Power Company
Physical and Mailing Address: 216 S Cascade St Fergus Falls, MN 56537
PO Box 496 Fergus Falls, MN 56538-0496
Phone: 800-257-4044

For additional information, including Otter Tail Power Company's privacy policy, visit www.otpco.com

By signing this form, you allow Otter Tail Power Company to give the following information to:

Organization/Trade Name: West Central Initiative

Contact Name (if available): Ben Schierer

Physical and Mailing Address: 1000 Western Avenue, Fergus Falls, MN 56537

Phone: 218-502-1337

This organization will receive the following customer data:

- Information from your electric service meter collected by Otter Tail Power Company
- Information regarding your participation in renewable energy, demand-side management, load management, energy efficiency or other programs offered by Otter Tail Power Company
- Other (specify) _____

DATA COLLECTION PERIOD

The relevant timeframe associated with the requested data is from ___ / ___ / ___ and will:

- End on ___ / ___ / ___
- Be effective until terminated by you.

You may terminate this consent at any time by sending a written request with your name and service address to Otter Tail Power Company.

CUSTOMER DISCLOSURES

*** Customer data can provide insight into activities within the premises receiving utility service. Otter Tail Power Company may not disclose your customer data except (1) if you authorize the disclosure, (2) to contracted agents that perform services on behalf of Otter Tail Power Company, or (3) as otherwise permitted or required by laws or regulations.***

You are not required to authorize the disclosure of your customer data. Not authorizing disclosure will not affect your utility services.

You may access your standard customer data from Otter Tail Power Company without any additional charge.

Otter Tail Power Company will have no control over the data disclosed pursuant to this consent, and will not be responsible for monitoring or taking any steps to ensure that the data recipient maintains the confidentiality of the data or uses the data as authorized by you. Please be advised that you may not be able to control the use or misuse of your data once it has been released.

In addition to the Customer Data described above, the data recipient may also receive the following from Otter Tail Power Company: your name; account number; meter number; utility type; service address; premise number; premise description; meter read date(s); number of days in the billing period; utility invoice date; base rate bill amount; other charges including base rate and non-base rate adjustments; taxes; and invoice total amount. Otter Tail Power Company will not provide any other information, including Personally Identifiable Information such as your Social Security Number or any financial account number to the data recipient through this consent form.

TO BE COMPLETED BY THE CUSTOMER

PLEASE READ THE ABOVE CUSTOMER DISCLOSURES BEFORE SIGNING THIS FORM

By signing this form, you acknowledge and agree that you are the customer of record for this account and that you authorize Otter Tail Power Company to disclose your customer data as specified in this form.

CUSTOMER ACCOUNT NUMBER

SERVICE ADDRESS

PRINTED NAME

SIGNATURE OF CUSTOMER OF RECORD

DATE SIGNED

City of Ashby

From: Brit Finkelson ·
Sent: Thursday, May 30, 2024 4:19 PM
To: City of Ashby
Subject: Skate park

Hi Mike,

After looking at our options, we feel good about Memorial Park. It looks like the space is good. I have a question about the large planters. Is that something that we could move? If we move the grouping of them just a bit over, we could have a good space. Would that be something that is workable? We looked at Melby Park but again concerned about how far it is from town. The road out there is pretty narrow also. If a path was built out there, it could be a great spot.

We like the secure feeling of it being in the center of town. Easy for kids of all ages to get to and the structures in place.

Thank you for your time

Brit
Sent from my iPhone

City of Ashby

From: Samantha Conner
Sent: Friday, May 17, 2024 2:46 PM
To: ashbycit@prtcl.com
Subject: Re:

Hi Mike,

We spoke a few days ago regarding my friends and I wanting to donate a bench to the city in memory of our friend. If the city would prefer something other than a bench like a picnic table or similar, please let me know and I will see what I can get together.

You can find my original email below. I will work to get you a proof of what we were looking to get and a little more info about our friend for you to present to City Council.

Thanks,

Samantha

On Fri, May 10, 2024, 6:48 PM Samantha Conner
Hello,

I was hoping to find some information on if the City of Ashby has a program for me and my friends to donate a memorial bench for the community in honor of our friend who recently passed away.

Her dad and step-mom are local to the area and we'd really like them to have something locally to remind them of her. I saw that there was a strategic plan to improve the city and thought even if there wasn't an official program for memorial benches, the city may still be open to us donating a bench or something similar.

Please let me know if I should reach out to a different email. I look forward to hearing back from you.

Thanks,

Samantha Conner



The City of Ashby is an equal opportunity provider & employer.

Ashby City Hall

203 West Main

Ashby, MN 56309

Phone 218-747-2876 Fax 218-747-2886

OUTDOOR PERMIT-LICENSES LIQUOR ESTABLISHMENTS

_____ Outdoor Permit Needed (\$25) OR X Outdoor Dance Permit Needed (\$50)

Per City Ordinance:

122.24 COUNCIL DISCRETION TO GRANT OR DENY A LICENSE OR PERMIT

The Council in its sound discretion may either grant or deny the application for any license, for the transfer or renewal of any license or the request for any permit. No applicant has a right to a license under this Ordinance and anyone selling alcohol within the boundaries of the City must have a license or permit to do so and must have prior council approval.

112.31 RESTRICTIONS ON ISSUANCE

(G) Application for outdoor permits shall be presented to the Clerk **60 days** prior to the event on a form provided by the City. The decision whether or not to approve a specialty permit rests within the sound discretion of the Council with prior approval of the Grant County Sheriff's Department. The Council may establish from time to time in the Ordinance Establishing Fees and Charges the fee for any of the specialty permits it is authorized to issue. The fee may not exceed the cost of issuing the permit and other costs directly related to the enforcement of the liquor laws and this ordinance.

Name of Business Requesting Permit: American Legion Ashby Post #357

Name of Responsible Party: Ashby Legion

Address: 100 Larson Ave.

Phone: 218-747-2858

Date and Description of your Event: 7-20-24 Outdoor Street Dance

I (we) certify that we will follow applicable City Ordinances and MN State Statutes as they apply to this permit.

Janifer Bovee
Signature of Responsible Party

6/3/24
Date

****You must also attach proof of liquor liability insurance for this event. If this event is being held on City property – you must also attach proof of liability insurance (\$1,000,000 minimum) with the City listed as an additional insured.**

Please return application to the City Clerk/Treasurer along with fee and insurance information.

For City Use:

Approval of Grant County Sheriff's Department _____ Yes _____ No

Sheriff's Department Signature

Date

City Council Approval _____ Yes _____ No

Date of Approval

I the above-signed Clerk of the City of Ashby, hereby Certify that the City Council approved this application.

****If this permit application is denied, reason for denial:



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Ashby City Hall
203 West Main
Ashby, MN 56309
Phone 218-747-2876 Fax 218-747-2886

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Name of Business Requesting Permit: American Ashby Legion Post #357

Name of Responsible Party: Ashby Legion

Address: 100 Larson Ave

Phone: 218-747-2858

Date and Description of your Event: Yellow Ribbon Sat. 14th and 21st

I (we) certify that we will follow applicable City Ordinances and MN State Statutes as they apply to this permit.

Jennifer Boone
Signature of Responsible Party

6/3/24
Date

****You must also attach proof of liquor liability insurance for this event. If this event is being held on City property – you must also attach proof of liability insurance (\$1,000,000 minimum) with the City listed as an additional insured.**

Please return application to the City Clerk/Treasurer along with fee and insurance information.

For City Use:

Approval of Grant County Sheriff's Department Yes No

Sheriff's Department Signature _____

Date _____

City Council Approval Yes No

Date of Approval _____

I the above-signed Clerk of the City of Ashby, hereby Certify that the City Council approved this application.

****If this permit application is denied, reason for denial:

Ashby Summer Rec Program

300 Birch Avenue
Ashby MN 56309
218-747-2257 ext 118
hstevens@ashbyps.org

May 30, 2024

Dear *City of Ashby*

The Ashby Summer Rec Program is made possible because of donations from local businesses and organizations. Without their support, the Ashby Summer Rec Program would not be successful.

Last summer, 153 local youth from Ashby in preschool through 8th grade participated in Summer Rec. This year we are expecting great numbers! Many of our coaches have experience playing through our summer programming and continue playing through school! We look forward to seeing them work with the youth who have looked up to them over the last season and now want to learn these fundamentals from these athletes they have admired! We are looking forward to a great season of ball.

This year there have been adjustments to some of the programming through all the communities involved but we will still be working four days a week through June with these students! We are asking for your support for this season. If you can donate any amount, it would be greatly appreciated. Donations help to pay for new equipment, and coaches and keep the cost lower for families as well as scholarships. We want every child to have an opportunity to take part in this program. The summer rec program is a valuable part of the community for keeping youth sports in reach for our children. As well as offering a first job for many of the youth of our area through the years.

Thank you for your support!

Sincerely,



Hayley Stevens
Summer Rec Director



Application for Land Use Permit-Residential – New Construction

The City of Ashby is an equal opportunity provider & employer.

Ashby City Hall

203 West Main
PO Box 320
Ashby, MN 56309
Phone 218-747-2876 Fax 218-747-2886

Date: _____ Estimated Cost of Project: \$ 40,000
Fee Paid: _____
(\$5.00 for each \$10,000 of the project)

Street Location of Property 300 main st. OR
Legal Description of Property:

Owner: Name: Matt Jobe Phone: 320-815-5242

Address: 300 main st.
City: Ashby State: MN Zip: 56309

Applicant (If other than owner):

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

Residential requirements are as follows-you must follow these requirements in order to receive a land use permit:

- (1) Setbacks
• Front yards. Not less than 30 feet; except in the case of existing structures, the front set-back will be determined to be in-line with those existing structures on that same street.
• Side yards. Minimum of 6 feet on one side and 8 feet on the other from outer edge of eaves to lot line.
• Rear yards. 15 feet
• Detached accessory building setback requirements. At least 18 inches from edge of eaves to lot line. Accessory building in the front yard must follow the 30 foot set-back requirement.
• Access. All lots shall front on and have ingress and egress by means of a public right-of-way.

Description of Request:
Garage 30ft wide x 40 ft Longe 20ft From house
30ft From West to East 40 ft from North to south
Has an application for the request been previously sought? _____ When? _____

By signing this application, I assert that these state are true and correct to the best of my knowledge. I also agree to follow the above-mentioned set-back requirements.

Signature of Applicant: Matthew Jobe Date: 5-14-24

Please attach a drawing that shows lot lines, street names, distance from side and rear lot lines, setback from front lot line to structure. For garage, show distance from garage to house, garage to side or rear lot lines. Show North direction.

- For Country View Estates – We need a separate check-list (attached) that pertains to the Covenants.

Office use only _____ Approved _____ Denied _____ Need Planning Commission Approval _____ Date _____

Reason _____

Grant County

Zoom In Zoom Out Pan Zoom Prev Zoom Next Zoom Select Zoom Extent Clear Search Identify Legend Results Buffer X/Y Map Tips Draw Measure

Navigation View Tools

Measure

Distance Feet

Area Square Feet

Segment (ft.)

30.6

Total (ft.)

141.0

Show labels while drawing

Toggle measurement labels

Stream Mode

Snapping Mode

Clear Last Clear

Click to start drawing

Jobe