

October 7, 2013 Special Council/Staff Work Session

The Ashby City Council held a special council/staff work session and meeting on October 7, 2013 at Ashby City Hall. Mayor Thomas Grover called the meeting to order at 5:00 p.m. with council members George Jordan, Marcia Koefod, Jim Karl and Ronnie Jaenisch present. Also present was Val Martin, Clerk/Treasurer; Thor Tollefson, Public Works Supt. and Police Chief, Jeremy Obright, Police Officer; Judy Helle, Deputy Clerk, and Dennis Helle, Maintenance.

Staff expectations were discussed:

- Communication is key. Communication within each department is imperative to get the job done.
- Chain of Command – Everyone (other staff, council and citizens) need to relay their concern to the appropriate department head. This would be the Public Works Supt., Chief of Police or Clerk/Treasurer. If you do not receive satisfaction, your next step would be to approach a council member.
- Public Works –
 - Part-time personnel will work under the direction of the Public Works Superintendent. He will give direction on what needs to get done, either verbally or by listing the tasks on a white board. If they do not receive this direction from the Public Works Supt. than they should not be working.
 - Public Works will meet weekly with a member of the council. At this meeting, planning will be done for the following week and part-time staff is encouraged to bring forth their list of items that need to get done. If they see something that needs to be done and can't wait for the weekly meeting, they need to discuss with the Public Works Superintendent prior to doing the work.
- All Departments:
 - Part-time staff will not work more than 20 hours per week unless directed by the department head to do so.
 - Department heads will provide the following to the council at the November meeting: contact list of associates they work with, month and yearly checklist of items/reports that need to get completed with timelines.

Public Works committee and personnel committee will discuss further recommendations to bring to the full council.

Jaenisch moved to adjourn. Karl seconded. MCU Adjourn 5:30 p.m.

Valerie Martin, Clerk/Treasurer