

## January 23, 2014 Special Council Meeting

The Ashby City Council held a special meeting on January 23, 2014 at Ashby City Hall. The Ashby City Council is meeting in closed session as permitted by Minnesota Statute 13D.05 subd. 2(b) to consider allegations against an individual subject to the City Council's authority. Mayor Thomas Grover called the meeting to order at 6:00 p.m. with council members George Jordan, Marcia Koefod, Jim Karl and Ronnie Jaenisch present. Also present was Val Martin, Clerk/Treasurer.

Jordan moved to approve the agenda. Jaenisch seconded.

Meeting was closed.

Meeting reopened with no action taken concerning those specific allegations and requests for which the meeting was closed. The council will stay their original probationary period set for Tollefson at the January 9<sup>th</sup> council meeting.

Some items of concern needed to be clarified and Jaenisch moved to approve the following with Karl seconding the motion:

- Check mail and e-mail every day and respond daily.
- Sign in whenever you are working, anytime you are getting paid, you must sign in. Emergencies do not apply.
- The calendar in the office needs to be kept accurate and when you are taking time off, you need to have a replacement listed on the calendar.
- Return phone calls and texts in a timely manner.
- FYI – all City employees have been acting under the direction of the City Council when working through this process.
- The Acting Mayor will be serving as Thor's direct supervisor.
- On the vacation form include who will cover work when you are gone.
- Prior to taking vacation, all City employees need to list things that need to be done and make sure you have a specific person taking care of these items.
- The calendar in the water plant needs to be kept accurate with who is doing rounds.

The motion was carried, unanimous.

Council requested that Tollefson get things done in a timely manner and informed him that they will be checking.

Koefod moved to adjourn. Jaenisch seconded. MCU Adjourn 8:15 p.m.

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Valerie Martin, Clerk/Treasurer