



**MINUTES
REGULAR COUNCIL MEETING
June 2, 2015 6:00 pm**

- **CALL TO ORDER: Completed at 6:00pm**
- **PLEDGE OF ALIGENCE: Completed**
- **ROLL CALL: Vetsch, Lonkoski, Albrecht, Bissen, Walsh**
- **ACTION TO CHANGE AGENDA: None noted**

1. Consent Agenda: Motion by Vetsch second by Bissen to approve. Rollcall all approve.

All items listed under the consent agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- | | | |
|------------|-----------------------------|--------------|
| 1.1 | Minutes: | May 5, 2015 |
| 1.2 | Bills Payable Through: | May 29, 2015 |
| 1.3 | Consolidated Balance Sheet: | May 29, 2015 |

2. Water/Waste Water/City Engineer :

City Engineer Jim Kochie address the Council regarding the 2017 MN/DOT Main street surface reconstruction project. Kochie discusses speaking with Mn/DOT that regarding possible costs for the City will have for the project. Further that the City will probably have to be ready to go with the project by mid-summer 2016. Kochie reports that Mn/DOT won't be adding a lot to the existing storm sewer. Oliver/Kirchoff not in attendance.

3. Library/City Hall:

Bissen discussion of current status of estimates on exterior of building and application for grant. Further discussion that librarians Bissen and Carlson have traded positions and Carlson is now the Director. Carlson provided a brief report.

4. Police Dept.: Not in attendance.

5. Streets / Maintenance :

Scott Construction has issued a quote for chip sealing of various City streets and one parking lot that total \$18,780. Discussion as to whether or not the City should looking at the West parking lot as well. Following discussion motion by Lonkoski second by Vetsch to complete the original quote and locations as supplied by Scott Construction. Rollcall Bissen no, remainder yes. Motion passed.

6. Recreation Board:

Sam Mullen addresses the Council. She thanks everyone that has assisted at the swimming pool. She states that the pool area is looking very nice. She suggests that the City purchase their own tiller so it would be available for them to use. Mullen also states that they are looking at buying a floating jungle gym for utilization of the pool. The current cost of the item they're looking at would be \$2938.00. She states that they have approximately \$2200 in donations for the purchase of this item. See asked that the City cover the extra approximately \$700 until they are able to fund raise to cover the cost of the item. Mullen also discussed an aerator for the pool. She said she has located a unit that would work for the pool for \$695. Discussion by

Chris Peterson that she is planning on starting a Go Fund Me project for the pool for people to make donations. Peterson agrees that an aerator is necessary for the swimming pool in attempt to reduce the vegetative material that exists in the water. Next Mullen discusses the soffit and fascia at the pool. She states that for \$350 they could buy enough of the material to outfit the pool house. David Bissen also suggests that the City install a permanent water line to the pool. The current temporary line needs replacement every year. Motion by Bissen to provide the funds for the jungle gym, aeration and soffit and fascia amounting to \$1,750.00. Second by Albrecht. Rollcall all approve. Discussion to look for a tiller.

7. Planning Commission / Zoning : None noted.

8. Items for Consideration:

8.1 Acentek Phone System. Short discussion. Tabled.

8.2

9. Council Member's Comments:

Vetsch discusses cleaning of the Fire Department, and asks who is responsible? Lonkoski states the City Workers. Discussion by Council and others about maintenance of the facility. Vetsch states it needs to be cleaned more often. Suggestion that Department Heads contact Administrator Blank with cleaning and maintenance items that need attention. Further discussion regarding cleaning duties, hiring outside contractor, past cleaning with Emma Blank, etc. Donald Bissen suggests that the City Workers are sent a memo that's it part of their job, and they need to pick it up a little bit. Mullen suggests that the City hire a company to do a through deep cleaning once a month. Further discussion regarding cleaning, reservations, duties, deposits, etc. Blank suggests we allow our Employees to complete these duties. Mayor suggests to make the cleaning instruments visible to the renting public.

10. Mayor's Comments:

Repair 5th. street. Trim trees, Blank explains that Smokey Johnson will assist with a chipper for \$100.00 an hour. Mayor Walsh: Is there any reason City Employees can't punch a time clock? If they are punching a time clock, and write down what they did for the day, then the Council can see what's going on, otherwise were just saying they need to do more, and we don't know what they are doing, or how long it takes to do it. Mayor Walsh states it's inexpensive to buy a time clock for each facility, and write down what they did for the day. It will tell us if they need more help in the Library, or in the Office. Blank explains there is a time clock at the plant, or used to be, but it was out of service. Barb Bissen argues this, sites MN Stature 134 that dictates the Library Board is responsible, and it's up to the Library Board to decide as to weather they want the Director to punch a time clock. Mayor Walsh states the City can also close the Library. He states he is looking to give the Council something to go by. Carlson states she doesn't have an issue with this. Blank suggests that to be fair, it should be a requirement for all. He goes on to explain how he receives calls when not at work that don't get recorded as paid time. Also the Police Chief answers calls from home, or does work from home, that aren't able to punch a time clock. Mayor Walsh states he thinks that's what they are looking for, and he didn't arrive at this all by himself. Donald Bissen states he doesn't think it's a time clock so much, as a word report as what did they do today. Blank states he is trying to determine where this is going, who we are talking about, and what the Council wants to see happen. Mayor Walsh states it's mainly because of a couple Employees, but he doesn't want to single out anyone. Blank explains that the maintenance department was the only ones that formerly completed a time clock card. Blank states if he has to punch a time clock he could careless, but he wants' to know how you want to handle this, and especially for the Police Department because he gets calls at home, and he turns in time for that, that can't be on the clock so to speak. Blank also states if he is responding to a call, and the time clock is in the office, does he stop to punch the clock first, and then go to the call. Mayor Walsh again states he doesn't want to single anyone out, this should apply to all. More discussion about reporting activity preformed. Mayor Walsh also asks how come there's a City truck

going to La Crosse with two guys in it? Blank says they take samples over, but doesn't have an answer for that. Also Walsh states if they are working ten hours a day, and he can go by the plant at 6:30 in the morning, and no cars out there, and come back thru at 4:00 pm and there's no cars there. Blank states that's his duty as the Mayor. Blank explains we all complete a time card. Sam Mullen states she has to complete a log everyday on what she did. Donald Bissen states he would like to see these time cards. Mayor Walsh states he isn't saying he thinks anyone is screwing off, it's just that they need to know what people are doing. Barb Bissen again argues this, and states she isn't going to do it. Donald Bissen states lets consider having everyone fill out what they do, and lets move on. Barb Bissen again states she isn't going to do it. She again states statue 134, and that is up to the Library Board. And Blank asks if they want him to write down everything down that he does? Mayor Walsh states to generalize it. Vetsch states Bob can write down hours at home, and add to the time card. Blank asks and he's punching a time clock too? Vetsch states ya. Blank states okay, he will order a time clock tomorrow, and informs Barb Bissen she is included. Again she states she won't , and repeats Statue 134. Blank explains the particular Statue 134.11 that Bissen is citing. Blank also states that Carlson has stated she doesn't have a problem with this. Mayor Walsh states he would install a time clock at the Library, Admin. Bldg, and WWTF. He states they don't cost \$35.00. Bissen again states she once again won't do it. Albrecht asks if the goal is to check in the amount of time, or is the goal to check what your job duties were thought the day? Mayor Walsh states some of them is what time are you there? And some of them, what did you do? Shari Carlson offers she has spent a lot of time doing human resources, and she feels there is a whole separate issue of what does the maintenance department do. What's their job description, and questions of they are supposed to do a particular job, but no one knows if they are. What is the level of supervision, regardless of what their hours are, if they aren't doing what they are supposed to be doing, is two separate issues. Their time card, and what they are doing during their time. They saying on their time card they are here excess of 40 hours in many cases, but yet there's all these things that aren't getting done. But clearly, there's a lot of things that are getting done. Vetsch states to start with a sheet that write down what you did today, and we'll look at it in a month to see how it's going. Lonkoski states she thinks that would work. Albrecht asks who's going to review these documents? Vetsch states there is a Council Rep. for each Department. Discussion about Employee Reviews. Donald Bissen states for now we need everyone to write down what they did for the day. We don't need any time clocks for that. Blank asks everyone? Bissen states he thinks it has to be everyone, but he doesn't know the rules. Again Barb Bissen mentions the Library Statue, and Donald Bissen states we don't have any jurisdiction over the Library workers, so the Library People won't have to do it.

11. Staff Correspondence:

12. Correspondence Received:

13. Announcements Next Council Meeting: July 7th. 2015 @ 6:00pm

14. Items for next Agenda:

15. Adjournment:

Motion to adjourn by Bissen, second by Lonkoski at 7:30.