

SPECIAL MEETING
AUGUST 16, 2010

Meeting called to order by Mayor Tammy Konz at 6:03pm

Pledge of Allegiance recited

Council members present: Tammy Konz, Eric Loewen, Chris Jansky, and Joe Krippner; DuWayne Orbeck arrived at 6:14pm and left at 7:00pm

Others present: Chad Johnson, James Frilstad, Chris Langness and Leslie Arnold

Motion made by Chris Jansky and seconded by Eric Loewen to approve the claims; motion carried
Council member DuWayne Orbeck absent

Motion made by Joe Krippner and seconded by Chris Jansky to approve the following consent agenda items:

1. Order Late Utilities shut off August 18, 2010

motion carried

Council member DuWayne Orbeck absent

Council member DuWayne Orbeck arrived.

Each Department went through their goals and list of items needed in their Department

Chief Frilstad and Officer Langness discussed having a 3rd full-time officer if funds are received from the COPS Grant, purchasing a new squad and using the 2005 Crown Victoria as a back-up vehicle, the need for a base radio, 3rd cell phone and Taser and a new camera for the squad. They will be looking into the availability of grants for equipment (guns, radio, etc.)

Chad Johnson from the Public Works Department talked about the control panel at the Waste Water Treatment Plant, the Water tower and quotes for work on Elm St and Maus Dr. Council discussed purchasing a new vehicle for the Public Works Department, fixes around City Hall and water run-off by the bindery.

Council member DuWayne Orbeck left.

City Clerk Nicole Pilarski listed her goals as:

Short-term (6 months)

- Get accurate job descriptions and duties for each department in the City
- Complete the new employee manual

- Clean City Hall
- Organize personnel files

Long-term (1 year)

- Finish upstairs break room
- Get ordinances online

Long-term (2 years)

- Have all files gone through

The City Clerk also addressed the need for the City to have a Capital Improvement Plan.

Deputy Clerk Leslie Arnold listed her goals as:

Short-term (6 months)

- Finish utility services request/disconnect forms
- Address rental property utilities
- Correct utility accounts that need correcting
- Learn City ordinances
- Finish shelter rental forms and procedures
 - Open reservations January 2
 - Deposit due at time of rental
 - Cancellation policy
 - Put forms & info online

Long-term (1-2 years)

- Permit applications available online
- General requirements for projects available online
- Files gone through and office cleaned up
- Dog license info online

The Deputy Clerk and Police Chief discussed the dumpster at the City's used oil/filter site with the Council. Residents in and around town have been putting their garbage into it. The Council instructed the Deputy Clerk to contact Waste Management and have it switched out with a standard sized garbage cart.

The City Clerk presented the preliminary budget to the Council. The Council discussed various areas to cut money from. The preliminary budget will be finalized for certification to the County at the September 7th Council Meeting.

Motion made by Chris Jansky and seconded by Eric Loewen to adjourn at 11:30pm; motion carried
Council member DuWayne Orbeck absent

Respectfully submitted by Nicole Pilarski