

City of Ada
Regular Meeting of the City Council
Tuesday, February 3, 2015 – 6:00 P.M. – Council Chambers

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Citizen Forum** – *Individuals may address the council about any item of concern. A maximum of 15 minutes is allotted for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission for future report.*

- V. Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
 - A.** January 6, 16 & 29, 2014 Council Meeting minutes
 - B.** City Pre – paid checks
 - C.** City Accounts payables
 - D.** Approve hiring Kenny Anderson, Shelby Anderson and Ashley Stalwick as part – time Warming House Attendants effective their first day of work.
- VI. Approve Agenda** – *No item of business shall be considered unless it appears on the agenda for the meeting. Council Members may add items to the agenda by a majority vote of the council.*
- VII. External Presentations with possible discussion and decision.**
 - A.** Moore Engineering – New Well Project.
- VIII. Reports of Department Heads and Committees**
 - A.** Mayors Report
 - 1) Committee appointments
 - B.** Administrator / Clerk / Treasurer Report.
 - 1) Finances.
 - 2) Updates.
- IX. Old Business**
 - A.**
- X. New Business**
 - A.** Kaleidoscope guests
 - B.** Three – Phase Power.
 - C.** Sunday Liquor Store Opening.

- D. Dekko Grant Drive.
- E. Garbage Rates.
- F. Vice – Mayor Appointment.
- G. Personnel Performance Appraisal Form.
- H. Closed session to consider offers or counteroffers for the purchase or sale of real or personal property.

XI. Adjournment

City of Ada
Minutes of the Regular City Council Meeting
January 6, 2015 – 6:00 p.m.
City Hall

II. Oath of Office. Ms. Henderson administered the Oath of Office to Neil Miller and John Rosenberger.

Members present: Mayor Ellefson, Members Candy Robertson, John Rosenberger, Neil Miller, Craig Edwards, Jim Hansen, Rich Pinsonneault.

Others present: Kristi Henderson – Interim City Clerk / Treasurer, Brian Rasmusson, Water / Waste Water Supervisor, John Kappes – Electric Supervisor, Josh Heggem – City Attorney – via Skype, David Drown – David Drown & Associates, Jody Bueng – Police Chief, Todd Sawrey, Aaron Ambuehl, David Penney – Greater MN Gas Line, and others.

V. Citizens Forum. None.

VI. Consent agenda. Listed on the consent agenda was :

- A. December 1, 2, 18, & 30, 2014 Council Meeting minutes.
- B. City Pre – paid checks in the amount of \$915,526.20.
- C. City Accounts payable in the amount of \$54,098.80.
- D. Set date, time and location of council meetings by setting the regular meeting of the Ada City Council on the first Tuesday after the first Monday at 6:00 p.m. at City Hall.
- E. Designate official depositories as Frandsen Bank and Trust, Bank of the West – Ada, American Federal Bank, MBIA, Smith Barney / Morgan Stanley, Bancwest Investment Services.
- F. Designate Official City Newspaper as the Norman County Index.
- G. Approve Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015.

Added to the consent agenda was: Hire Andy Stene as part – time bartender. Moved from the consent agenda was item G and was added to the regular agenda.

Motion by Member Edwards, second by Member Hansen to approve the Consent Agenda with changes. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

VII. Approve agenda. Resolution 2015-01-01 was moved to the first order of business followed by Filling the At – Large Vacancy. The Mayor’s report would follow the filling of

the vacancy. Resolution 2015-01-03 was moved to item VIII. C., added to the agenda was an update on the water break at the old City Hall building.

Motion by Member Robertson, second by Member Edwards to approve the agenda with changes. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

IX. A. 1. Approve Resolution 20150-01-01 – declaring vacant council seat.

Motion by Member Edwards, second by Member Robertson to approve Resolution 2015-01-01. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

2. Fill At- Large Vacancy. Mayor Ellefson announced that Marc Gordon, Tom Opheim, Kim Lewis, Mike Triplett, and Jim Austinson would like to be considered to fill the vacancy on the council.

Motion by Member Pinsonneault, second by Member Edwards to consider all five individuals for the vacant seat. Members voting for: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Motion by Member Robertson, second by Member Rosenberger to vote by ballot to fill the vacant seat.

Motion by Member Edwards, second by Member Pinsonneault to amend the original motion to list the name of one individual on a signed ballot. Members voting for the amendment to the motion: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Members voting for the original motion as amended: Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

The council voted on filling the vacant council seat. Marc Gordon received five votes from Members Pinsonneault, Hansen, Miller, Rosenberger and Robertson and Tom Opheim received one vote from Member Edwards. No votes were cast for the remaining individuals. Marc Gordon will fill the vacant seat until the next regular election.

Ms. Henderson administered the Oath of Office to Marc Gordon.

B. 1. Mayor's Report. State of the City Address. Mayor Ellefson gave the following address to the City: I would like to start out the first meeting of 2015 by wishing everyone a Happy New

Year. I would also like to welcome our newly elected council members to their first of many meetings that come along with your decision to run and accept the responsibilities of a council member. Congratulations. Also joining us tonight is James Leiman our new City Administrator who arrived in Ada just last night. Welcome.

It had been a tradition of mine to start the New Year with a review of the past year and an outlook on what the New Year may have in store for the city. Although my time as mayor was short in 2014, I would like to point out a few noteworthy events that will shape what 2015 will have in store for the council and the residents of Ada.

In September, Mayor Roux announced that he would be moving to Fargo and would be resigning his position effective October 10. We would like to offer our thanks to Woody for his service to the city serving 2 years as Mayor and previously 8 years as a council member, not to mention his many years as a radio announcer on KRJB. With the resignation, Council member Jim Austinson accepted the position of Vice Mayor and therefore served as acting mayor until the council appointed someone to fill the Mayor position for the 2 years remaining of Woody's Term. The council decided to wait until after the November elections to help them in their decision on a replacement for Mayor.

The November elections saw six candidates vying for three at-large seats. The candidates were the three incumbents Rod Erickson, Cindy Peterson and Jim Austinson and newcomers Neil Miller, John Rosenberger and myself. When the vote was counted, the residents had chosen to go with three new faces on the council Neil Miller, John Rosenberger and Jim Ellefson. At the next meeting, the council nominated myself to serve out the term of Mayor Roux. This created a vacancy for my seat on the council which we filled this evening. I would like to take this time to offer our thanks to Rod, Cindy and Jim for their years of dedicated service to the City.

During the meetings in December, the council set the levy for 2015 at a 1.36% increase after wrestling with what looked like a more than 8% increase on the preliminary levy. The 1.36% was accomplished even with the council setting aside monies for future major expenditures. Good work.

Last fall, the services of a search firm were obtained to assist the city in recruiting candidates for the position of city administrator. The firm presented more than 10 candidates to be considered for the position. After a series of interviews, five finalists were selected and invited to come to Ada for tours of the city, a meet and greet and more in-depth interviews. At the end of the 2 day process, James Leiman from Potomac, MD was selected for the position. James' previous employment was with the Department of Veteran Affairs. James and his family will be moving to Ada the week of January 5th with his first day on the job being January 12. I would invite the community to help us welcome James and his family to Ada.

Looking forward to the coming year, I am excited about what can be accomplished with a City Administrator, a position that I have advocated for years. The League of Minnesota Cities Handbook states that council members should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Council members should be concerned not only with the conduct of daily affairs, but with the future development of the city.

In the past years, the council's time and to that matter committee time has been consumed by the day to day operational issues or as the saying goes, putting out the fires, while policy and planning issues have been pushed to the back burner. The job description of the City Administrator/Clerk-Treasurer states that he shall exercise general and administrative supervision over all city departments and staff and is responsible for implementing the directives of the city council and overseeing the day-to-day operations of city business. Although the council as a body is still responsible for the administration of the city, the City Administrator shall be responsible for coordinating and administering the functions of the City of Ada as directed by the council.

In January, I will be calling several special meetings of the council to assist Mr. Leiman in getting started in his new position. The first meeting which is yet to be approved by council is an onboarding process to help with the transition for the new administrator. The process is to be led by Dr. Richard Fursman and is intended to help the city and the new administrator get to know each other through expressed values, expectations, and styles of communication. It will identify immediate priorities, special situations and expected approaches to issues. The second meeting will be a goal setting meeting to look forward into the year or years and begin the process of deciding what the residents want in the community and what the council and city departments would like to improve or accomplish. We then will begin to identify these items as short or long term goals and what commitments would be needed by the city to achieve the goals. As we define our list of goals we encourage residents to provide council members or the City Administrator with any desired changes they would like to see in Ada.

It is my hope that by making these changes to the way our city government works, we will have more time to listen to the residents and develop ways to effectively deal with problems as they arise. We will also be able to plan so that we may be proactive and be prepared for future problems or opportunities. Our ultimate goal will be creating a culture of customer service between city departments and the residents of Ada while striving to make Ada a great place to live and work. I would ask for support and patience as we work to achieve this goal.

In closing I would like to recognize the efforts of city staff this past year and offer our thanks. I would also like to say thank you to those volunteers who have given of their time to serve on committees and last but not least to the council who devote so much of their time for the betterment of the city. I look forward to working with all of you in the coming year.

VIII. A. External Presentations with possible discussion and decision. Greater Minnesota Gas Line – David Pinney – permit request. Greater Minnesota Gas Line requested a permit to run their gas line from the Northwest Industrial Park, North along West Main Street to the County Road. David Pinney stated that there would be no cost to the City nor would the City receive any funds.

Motion by Member Hansen, second by Member Edwards to approve the permit for Greater Minnesota Gas Line. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. Rod and Gun Club / City Property. Aaron Ambuehl explained that the shooting range had been deeded to the Norman County Rod and Gun Club with a clause that if they are no longer a club, the property goes back to the City. Because that club is no longer in existence, the Perley Rod and Gun Club asked the Council to deed the property to them. With the additional use from the Clay Target Team that the school has started, they are looking for additional space.

Motion by Member Pinsonneault, second by Member Hansen to approve transferring the property to the Perley Rod and Gun Club. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

C. David Drown – Sale of General Obligation Water Revenue Bonds – Resolution 2015-01-03. This bonding is to pay for a new well. David explained that United Banker's Bank was the low bidder at 3.144%.

Motion by Member Pinsonneault, second by Member Edwards to approve Resolution 2015-01-03. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

IX. A. 3. Clerk / Treasurer Report. Review November 2014 financials. Ms. Henderson reviewed the financials with the council.

4. Administrator candidate reimbursement request. Alyshia Saltman requested full reimbursement of her airfare in exchange for her not utilizing the hotel allowance when she came for interviews for the Administrator position.

Motion by Member Pinsonneault, second by Member Gordon to deny Ms. Saltman's request. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed

5. Brimeyer Fursman Onboarding proposal. This is intended to help the City and James get to know each other through expressed values, expectations, and styles of communication. It would also identify priorities, special situations and expectations. The cost is \$950.00.

Motion by Member Pinsonneault, second by Member Robertson to approve the Onboarding session with Brimeyer Fursman. Members voting for: Gordon, Robertson, Rosenberger, Miller, Hansen, Pinsonneault. Against: Edwards. Motion passed.

6. Fuel surcharge on Utility Bill. Member Hansen questioned why this charge is on the City Utility Bill. Ms. Henderson explained that when the council started receiving that charge from Al's Disposal, they passed a resolution that charged the customers an additional \$.50 each month to cover that charge. Although that charge was reflective of gas prices, the charge to the customers was passed on as a flat fee. Ms. Henderson also mentioned that when the garbage contract increased in January 2014, garbage rates were not adjusted to cover that cost. She has already touched on it in conversation with the Administrator for him to review when he comes on board.

7. Card reader for paying utility bills. Member Hansen suggested that it might be nice if customers could pay with a credit / debit card with a card reader at City Hall. Ms. Henderson went over the different ways customers can pay their bill including paying online with a card through the City's website. She explained why previous administration had not wanted a card reader in house but stated that the Administrator will be reviewing all practices to ensure the best customer service.

8. Water break at old City Hall. Member Pinsonneault questioned how a break could happen when he had asked months prior if it had been winterized. Ms. Henderson explained that when he asked her about it, the account showed that it was off when in fact it wasn't. The building has since been cleaned up and didn't damage the items being stored there.

Updates. Ms. Henderson gave a status update on the house on Jamison that burned down stating that she is working with the attorney to follow the proper procedure to get the property cleaned up. In regards to the house on West 3rd Ave South, it is schedule to be torn down shortly by Visser Trenching.

D. 1. Public Works Board. Accept bids for sale of old trucks. John stated that they received two bids for the 1975 Truck with the highest bid coming from Corky Brommenschenkel for \$1,135.00 and they received one bid for the 1990 Truck from Brian Rasmusson for \$200.00. These were advertised as recommended by the Public Works Board and sealed until opened during the Public Works Board meeting. The board did not request a minimum bid for either truck.

Motion by Member Edwards, second by Member Hansen to accept the bid from Corky Brommenschenkel for \$1,135.00 for the 1975 Truck and from Brian Rasmusson for \$200.00 for the 1990 Truck. Members voting for: Gordon, Robertson, Rosenberger, Edwards, Hansen. Against: Miller, Pinsonneault. Motion passed.

2. Bucket truck replacement. John stated that they can buy a used truck from Red River Valley Coop Power for \$14,500.00. There is over \$50,000 in Long Term Designated Capital to cover this purchase.

Motion by Member Edwards, second by Member Miller to approve the truck purchase from Red River Valley Coop Power in the amount of \$14,500.00. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

G. 1. Economic Development Authority. Updates. Chairman Todd Sawrey stated that he would like permission from the council to seek out companies that might be interested in buying the Ride Tek inventory as a bulk purchase. The Council agreed to allow him to do this.

H. 1. Liquor Store report. Approve Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store, and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015. Ms. Henderson explained that this does not require them to be open and it would insure that they have their license in place once the Ordinance takes effect.

Motion by Member Edwards, second by Member Hansen to approve the Sunday On – sale Liquor licenses for Tubby’s Tavern, Ada Liquor Store, and TR’s Patty Shack pending official passage of Ordinance 458 on January 23, 2015. Members voting for: Gordon, Robertson, Rosenberger, Edwards, Hansen, Pinsonneault. Against: None. Abstain: Miller. Motion passed.

X. A. Old Business. Second Reading – Ordinance 459 – Transfer of Funds.

Motion by Member Edwards, second by Member Rosenberger to approve the Second Reading of Ordinance 459. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

XI. New Business. Kaleidoscope guests. Members Rosenberger and Gordon volunteered.

B. Approve Resolution 2015-01-02 – authorized signatures on accounts.

Motion by Member Edwards, second by Member Robertson to approve Resolution 2015-01-02. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

XII. Adjournment.

Motion by Member Edwards, second by Member Hansen to adjourn the meeting at 8:09 p.m. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

Kristi Henderson
Interim City Clerk / Treasurer

Jim Ellefson
Mayor

City of Ada
Minutes of the Special City Council Meeting
January 16, 2015 – 5:30 p.m.
City Hall

Members Present: Mayor Jim Ellefson, Members Marc Gordon, Candy Robertson, John Rosenberger, Neil Miller, Craig Edwards, Jim Hansen, Rich Pinsonneault.

Others present: James Leiman – City Administrator, Richard Fursman, Pat Pfund and Todd Sawrey.

III. A. Business. Ride Tek update. EDA Chairman Sawrey stated that he has two groups interested in purchasing the remaining inventory and hopes to have a bid in the coming week or two. The inventory breakdown was provided to the interested parties close to “at cost”. Todd also stated that he was approached by a member of the community about purchasing a pair of bibs.

Motion by Member Pinsonneault, second by Member Robertson to sell to the citizen. It was indicated that several people have approached the EDA and Council.

Motion by Member Pinsonneault, second by Member Hansen to amend the original motion to sell to anyone who wants to buy inventory at \$90 for pairs. Members voting for the amendment to the motion: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Members voting for the original motion as amended: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

B. City Administrator Roles and Responsibilities Discussion

1. Richard Fursman facilitated the meeting based on results from an online survey administered to the council.
2. Questionnaire results were discussed with the council following a discussion with the Department Heads and Administrator earlier in the day.
3. City Administrator Roles will remain consistent with the job announcement so that the following responsibilities are executed:
 - a. City Clerk
 - b. City Treasurer
 - c. Direct personnel and administrative affairs for all departments
 - d. Manager of City Financial Affairs

4. Balance of roles and responsibilities for Mayor/ Council and Administrator discussed
 - a. Council to focus on policy and appropriation
 - b. Administrator to operationalize Council's vision and manage the minutia as to how the direction of the Council is implemented
 5. Role of Administrator and how it relates to committees to be discussed at a later time
 6. Performance criteria of the Administrator discussed. Typical rating and evaluation criteria to be provided by Richard Fursman to the Mayor and Council.
 - a. For first year, Administrator will be evaluated quarterly
 - b. Reassessment of frequency to occur at the end of the year.
- II. Meeting adjourned at 7:11 p.m.**

Respectfully submitted,

James Leiman
City Administrator / Clerk / Treasurer

Jim Ellefson
Mayor

City of Ada
Minutes of the Special City Council Meeting
January 29, 2015 – 6:00 p.m.
City Hall

Members Present: Mayor Jim Ellefson, Members Marc Gordon, Candy Robertson, John Rosenberger, Neil Miller, Craig Edwards, Jim Hansen, Rich Pinsonneault.

Others present: James Leiman, Mark Askelson, Steve Petry.

III. A. Business. Goal Setting Session. Listed below includes the desired goals for the City.
Goal Classification

Community Wellness

Immediate (2015)

- Wading Pool improvement
- New Pool Pack
- Snow removal at Dekko
- Cosmetic facelift
- Roadmap for upgrades
- Membership varieties
- Grants for community
- New carpet

Medium Term (2016 and into 2017)

- Roof upgrade
- Expansion analysis
 - All purpose room
 - Dekko Grants
- Dekko Facelift
- Exercise equipment replacement

Long Term (Ada 2020)

- 5K and 10K Fun Run/ Walk
- Safer school routes
- Enhanced hockey rink and warming house

Community Relations

Immediate (2015)

- Improve relations of City Hall with Public
- Newsletter

Medium Term (2016 and into 2017)

- More events in Ada that are regionally renown
- Parks update
- Billing stuffers

Long Term (Ada 2020)

Community Center for all ages

Housing

Immediate (2015)

- New home incentive with tax abatement

Medium Term (2016 and into 2017)

- Find more land to build and develop homes
- Cougar (Phase II) and Balsam Addition
- Increase housing options

Long Term (Ada 2020)

- More multiunit housing

Infrastructure

Immediate (2015)

- Review Xcel contract
- Dike completion and certification
- Review drainage of alley parallel to West Main

Medium Term (2016 and into 2017)

- Update Comprehensive Plan
- Cougar Addition expansion
- Cougar drainage
- Develop city owned lots beyond Cougar
- Water and sewer system evaluation
- Electric system monitoring
- Develop citywide road resurfacing plan
- Infrastructure plan for industrial park
- Develop long-term capital purchase plan
- Park Street completion
- Technology improvements

Long Term (Ada 2020)

- Water well

Economic Development

Immediate (2015)

- Review of Existing Home Incentive Program

- Encourage and improve upon business development activities
- Develop business retention strategy
- Work with Arvig to improve internet service to city
- Recruit business for former creamery/ Wild Rice lot

Medium Term (2016 and into 2017)

- Enhance recruitment efforts for new businesses
- Foundation for new housing developments
- Develop a plan for population growth and shift in demography trends
- Remove uninhabitable houses
- Recruit firms with higher wage positions
- Improve economic wellbeing through grants
- Full-time EDA Director

Long Term (Ada 2020)

- Street Fair
- Storefront Renaissance
- Fill storefronts with businesses
- County-wide EDA
- Bring in a major manufacturer

Administration/ Personnel

Immediate (2015)

- Delineation of supervisory and oversight responsibilities between Administrator and Council
- Website refresh
- Support city management structure
- Rewrite personnel policy
- Blight enforcement
- Quarterly law enforcement reporting
- Develop performance evaluation program for employee accountability
- Review outside of work activities for city employees
- Simplify accounting and budget reports for Council and public
- Update snow emergency plan to include hospital

Medium Term (2016 and into 2017)

- Job Descriptions
- Review existing Blight Ordinance
- New accounting system
- New billing system
- Process for identification and rectification of infrastructure issues, e.g. potholes

Long Term (Ada 2020)

Beautification

Immediate (2015)

- Professional pictures of city
- Flags on poles
- Beautification Committee creation
- Blight enforcement

Medium Term (2016 and into 2017)

- Plant trees
- New banners and Christmas decorations
- New signs on snowmobile routes for restaurants, gas stations and businesses
- Park improvements
- Destination signage
- Upgrade plan for railroad bed
- Welcome to Ada sign replacement

Long Term (Ada 2020)

- Downtown Renaissance
- Art and sculpture garden
- RV Park
- Paving program for cemetery

Capital Equipment

Immediate (2015)

Medium Term (2016 and into 2017)

- Develop lifecycle plan for improvement

Long Term (Ada 2020)

Miscellaneous

Immediate (2015)

- On sale profit review
- Analysis as to whether or not on sale should continue
- Monitor police scheduling more effectively

Medium Term (2016 and into 2017)

- Evaluate city properties for potential sale
- Better investment vehicles
- HD and flat screens for liquor store

Long Term (Ada 2020)

- Pay off bonds

IV. Adjournment.

Motion by Member Hansen, second by Member Pinsonneault to adjourn the meeting at 7:36 p.m. Members voting for: Gordon, Robertson, Rosenberger, Miller, Edwards, Hansen, Pinsonneault. Against: None. Motion passed.

Respectfully submitted,

James Leiman
City Administrator / Clerk / Treasurer

Jim Ellefson
Mayor

MINUTES OF THE PUBLIC WORKS BOARD MEETING
Jan. 26, 2015

Members present: Vernon Habeck, Craig Edwards, Kim Lewis, Bob Ramstad,

Members absent- Rod Erickson, Jim Austinson,

Also present: Brian Rasmusson, John Kappes,

Chair Edwards- called meeting to order at 5:35 p.m.

Approve Mins: No Dec. Meeting

Additions-

OLD BUSINESS:

Water- Discussion on New Well. Progress should begin with drilling in Feb.

Electric- Informed Board on repairs done on new Bucket truck.

NEW BUSINESS:

Next meeting will be Feb. 23, 2015

Adjourn

ACCOUNTS PAYABLE - NOVEMBER 2014
REGULAR COUNCIL MEETING
Tuesday, February 03, 2015

ADA AUTO SUPPLY	DEKKO - WEIGHT RM SUPLS	\$5.08
ADA AUTO SUPPLY	PW- STREET SUPLS	\$6.57
ADA BORUP CLOSE UP	JANUARY COUNCIL TAPING	\$100.00
ADA FEED & SEED	DEKKO- ICE MELT	\$40.00
ADA FEED & SEED	PW- ICE MELT	\$9.00
ADA-FELTON COUNTRY STORE	POLICE- FUEL	\$61.30
ADA-FELTON COUNTRY STORE	PW- FUEL	\$160.74
ALS DISPOSAL	DEC FUEL SURCHARGE	\$20.96
AMERIPRIDE	LQR- MOP, MATS	\$61.72
AMERIPRIDE	POLICE - MATS	
AMERIPRIDE	PW- MATS, MOPS	\$252.92
ARCTIC GLACIER	LQR ICE	\$19.30
BANYON DATA SYSTEMS	CH- UB SUPPORT/ BDSVAULT SOFTWARE	\$924.00
BORDER STATES	PW- ELECTRIC PARTS	\$59.38
JAMES BRUE	JAN- CRIMINAL LEGAL FEES	\$833.33
COCA-COLA	LQR POP	\$137.24
COLE PAPERS	DEKKO- PAPER PRODUCTS	\$612.65
COUNTRY LOOKS AND LOGO	DEKKO COLUMBIA FLEECE W/LOGO	\$720.00
DSC COMMUNICATIONS	FIRE BATTERY MINITOR, DEPOT CHRG	\$154.00
ECOLAB	LQR- AIR PROGRAM	\$30.99
ECOLAB	POLICE - RODENT/ANT	\$105.08
EGGEN HEATING	OLD CITY HALL FURNACE	\$150.00
FASTENAL	PW PARTS	\$149.27
FRYBERGER, BUCHANAN, SMITH & FREDERICK, PA	LEGAL FEES FOR NEW WELLWATER BOND	\$4,000.00
GOPHER STATE ONE CALL	ANNUAL FEE	\$100.00
GREAT NORTH PIZZA	LQR - PIZZA	\$222.00
HAWKINS	PW- CHEMICALS	\$1,719.74
HENRYS FOODS	LQR FOOD	\$1,241.62
HOLM PLUMBING	OLD CITY HALL PLUMBING SUPLS	\$75.50
INDEPTH INSPECTION	DECEMBER BUILDING INSPECTIONS	\$888.89
INSANE FITNESS	DEKKO TRAINER- JANUARY 2015	\$300.00
INSIGHT TECHNOLOGIES	SET UP JAMES - EMAIL & OUTLOOK	\$75.00
IRBY ELECTRICAL	PW TESTING	\$72.43
J.P. COOKE CO.	YEAR STAMPS	\$10.15

JOHNSON BROTHERS LIQUOR	LQR		\$892.00
KELLYS CHRYSLER CENTER	POLICE- DURANGO MNT		\$572.27
KELLYS CHRYSLER CENTER	PW- VEHICLE MNT		\$724.92
K R J B RADIO	DEKKO- ADV.		
K R J B RADIO	LQR- ADV		
K R J B RADIO	COUNCIL - ANNUAL, STATE VB		
LYNN CARD COMPANY	POLICE- BADGES		\$204.50
MCCOLLUM HARDWARE	POLICE -		
MCCOLLUM HARDWARE	LQR- ICE MELT, GLUE		\$35.74
MEI ENGINEERING	MAP UPDATING		\$171.00
MN CHIEFS OF POLICE ASSOC	TRAINING		\$425.00
MN STATE COMMUNITY AND TECHNICAL COLLEGE	FIRE SCHOOL		\$520.00
NORMAN COUNTY DAC	PW CLEANING		\$63.00
NORMAN COUNTY INDEX	LQR- ADV		
NORMAN COUNTY INDEX	COUNCIL -		
NORMAN COUNTY INDEX	DEKKO-		
NORTHLANS TRUST SERVICES	ORIGINAL ISSUANCE OF BONDS, AGENT ANNUAL FEE		\$750.00
NORTHWEST BEVERAGE	PW, POLICE		\$44.05
OFFICE SUPPLY PLUS	CH- TONER,NOTARY, BUS CARDS, NAME PLATE, NOTE PADS, ENVYS, PENS, SOAP		\$201.59
OFFICE SUPPLY PLUS	LIQUOR - LINER, CLIPS, PAPER, ENVYS, BOXES		\$193.16
OFFICE SUPPLY PLUS	FIRE - TONER,WALL ORGANIZER		\$405.96
OFFICE SUPPLY PLUS	DEKKO- ENVYS, USB, TAPE, APPL FORMS, TERMAL TAPE, INKCARTS		\$75.42
OFFICE SUPPLY PLUS	POLICE - TONER, CLIPBRDS, CALENDAR		\$391.96
PEMBERTON,SORLIE,RUFER&KERSHNER	DECEMBER FLOOD LEGAL FEES		\$2,548.00
PEMBERTON,SORLIE,RUFER&KERSHNER	DECEMBER GENERAL LEGAL FEES		\$2,961.56
PHILLIPS WINE & SPIRITS	LQR		\$874.89
PIZZA CORNER	LQR PIZZA		\$283.75
PIONEER CONSTRUCTION	REMOVE CEMENT		\$64.50
PRECISION	DEKKO- POOL,HOT TUB,WADING POOL, SAUNA MNT		\$1,214.45
RALPHS - LQR	LQR- POP, FOOD		\$87.29
RECSUPPLY	DEKKO- SUPLS		\$153.00
SIMPLEX GRINNELL	DEKKO- FIX DOOR		\$282.00
STATE OF MN DEPT OF PUBLIC SAFETY	HAZARDOUS CHEMICAL FEE		\$25.00
STREICHERS	POLICE -GLOVES, SHIRT, CUFF HOLDER, RTR-FI		\$124.82
VALLEY VISION CLINIC	JAMES & REED EXAMS/GLASSES		\$849.86
WATER & LIGHT - CITY OF ADA	CITY UTILITIES		
WEST CENTRAL AG SERVICES	POLICE - FUEL		\$8,158.50

WEST CENTRAL AG SERVICES	PW FUEL	
WILD RICE WATERSHED DISTRICT	FLOOD ENGINEER FEES	\$8,391.44
WINE MERCHANTS	WINE	\$52.89
ZIEGLER	PW SENSOR	\$117.46
	TOTAL	\$45,178.84

PREPAID CHECKS January 2015

Paid Chk# 071437	ARVIG	1/8/2015	\$675.31	JAN CITY HALL RENT
Paid Chk# 071438	D-S BEVERAGES	1/8/2015	\$1,963.10	BEER
Paid Chk# 071439	MN DEPT OF COMMERCE	1/8/2015	\$357.26	3RD QTR INDIRECT ASSESSMENT
Paid Chk# 071440	VERIZON WIRELESS	1/8/2015	\$35.01	POLICE CELL
Paid Chk# 071499	JODY BUENG	1/12/2015	\$213.81	POLICE- FUEL TO MTGS
Paid Chk# 071500	LEAGUE OF MINNESOTA CITIES	1/12/2015	\$630.00	LEADERSHIP CONF
Paid Chk# 071501	LEIMAN, JAMES	1/12/2015	\$7,000.00	ADMIN MOVING EXP
Paid Chk# 071502	M R W A	1/12/2015	\$225.00	MEMBER SESSION- JAMES
Paid Chk# 071503	MILLER, NEIL	1/12/2015	\$319.86	COUNCIL TRAINING MLG
Paid Chk# 071504	MN BUREAU OF CRIMINAL APPREHEN	1/12/2015	\$675.00	POLICE- CE COURSES-BRUCE
Paid Chk# 071505	MN RURAL WATER ASSOCIATION	1/12/2015	\$275.00	MEMBERSHIP
Paid Chk# 071506	NORTHLAND TRUST SERVICES	1/12/2015	\$122,303.75	AGENT ANNUAL FEE
Paid Chk# 071507	VERIZON WIRELESS	1/12/2015	\$54.00	POLICE- CELL PHONE
Paid Chk# 071508	XCEL/NORTHERN STATES POWER	1/12/2015	\$56,473.12	DEC 2014 ENERGY
Paid Chk# 071509	RED RIVER VALLEY CO-OP POWER	1/13/2015	\$14,500.00	bucket truck purchase
Paid Chk# 071515	ADA-BORUP SCHOOL	1/16/2015	\$1,000.00	2014-TAPING COUNCIL MTGS
Paid Chk# 071516	BRAUN INTERTEC CORP	1/16/2015	\$14,776.99	CONSULTING SRVC 11/14
Paid Chk# 071517	D-S BEVERAGES	1/16/2015	\$3,647.80	BEER
Paid Chk# 071518	HENDERSON, KRISTI	1/16/2015	\$120.00	NOTARY RENEWAL
Paid Chk# 071519	LASERWERX	1/16/2015	\$180.00	POLICE - NAME PLATES
Paid Chk# 071520	MCKINNON CO., INC.	1/16/2015	\$2,135.55	BEER
Paid Chk# 071521	MN MUNICIPAL UTILITIES ASSOC.	1/16/2015	\$3,475.00	1ST QTR 2015
Paid Chk# 071522	MN POLLUTION CONTROL AGENCY	1/16/2015	\$93.00	JAMES HANSON CLASS D WASTEWATER
Paid Chk# 071523	MOORE ENGINEERING, INC.	1/16/2015	\$26,777.20	FLD HZ MIT -PHASE 302,303&400
Paid Chk# 071524	NORTHERN STATES POWER CO.	1/16/2015	\$9,553.19	DEC 2014 TRANS
Paid Chk# 071525	THOMAS, KENNEDY	1/16/2015	\$500.00	2015 RENT
Paid Chk# 071526	VERIZON WIRELESS	1/16/2015	\$35.01	POLICE- CELL PHONE
Paid Chk# 071527	ARVIG	1/23/2015	\$1,641.92	WATER
Paid Chk# 071528	DEPT. OF ENERGY W A P A	1/23/2015	\$43,193.19	DEC ENERGY

Paid Chk# 071529	D-S BEVERAGES	1/23/2015	\$579.95	BEER
Paid Chk# 071530	JOHNSON BROS WHLSE LIQUOR CO	1/23/2015	\$1,377.51	LQR
Paid Chk# 071531	PAUSTIS & SONS	1/23/2015	\$197.92	LQR
Paid Chk# 071532	PHILLIPS WINE & SPIRITS CO.	1/23/2015	\$2,307.60	LQR
Paid Chk# 071533	RED RIVER VALLEY CO-OP POWER	1/23/2015	\$6,325.00	JAN 15 MNT
Paid Chk# 071534	SOUTHERN WINE & SPIRITS OF MN	1/23/2015	\$299.00	LQR
Paid Chk# 071535	STANDARD & POOR S	1/23/2015	\$5,400.00	WELL- ANALYTICAL SERVICES
Paid Chk# 071536	VERIZON WIRELESS	1/23/2015	\$46.63	PW CELL
Paid Chk# 071552	AASLAND, GERRIE JO	1/30/2015	\$57.58	SUPER BOWL PARTY SUPLS
Paid Chk# 071553	D-S BEVERAGES	1/30/2015	\$1,888.10	BEER
Paid Chk# 071554	MCKINNON CO., INC.	1/30/2015	\$1,665.80	BEER
Paid Chk# 071555	MN ENERGY RESOURCES CORP.	1/30/2015	\$5,487.68	ELECTRIC GAS UTILITIES
Paid Chk# 071556	MN MUNICIPAL BEVERAGE ASSOCN	1/30/2015	\$355.00	LQR- HOTEL/MEALS
Paid Chk# 071557	RED RIVER VALLEY CO-OP POWER	1/30/2015	\$107.74	COMPOST SITE UTILTIES
Paid Chk# 071558	U. S. POSTMASTER	1/30/2015	\$278.06	PSTG-UTILITY BILLING

\$339,202.64

Investments List

As of December 31, 2014

		Franssen Bank & Trust				Bank of the West				BancWest Investment Services				
Account	Yield	Balance	(Months) Maturity	Date Matures	Account	Yield	Balance	(Months) Maturity	Date Matures	Account	Yield	Balance	(Months) Maturity	Date Matures
30605 Savings - Ada ARP Revolving Loan Fund	0.01%	15,070.98	liquid											
3000102 Checking - Non-Specified	0.01%	375,698.22	Liquid											
1110045177 Checking - City Incidental	0.00%	1,873.46	Liquid											
77003618 Money Market-general	0.01%	0.00	Liquid											
77004370 Money Market - LT Des Cap	0.01%	25,910.42	Liquid	02-24-15										
70063982 CD - FB&T (LT Des Cap)	0.48%	98,000.00		02-26-15										
70063971 CD - FB&T (Rec Dev Fund)	0.22%	40,000.00		02-26-15										
70063969 CD - FB&T (Library Donations)	0.22%	40,000.00		02-26-15										
70063960 CD - FB&T (LT Des Cap)	0.25%	100,000.00		08-20-15										
70063961 CD - FB&T (LT Des Cap)	0.40%	100,000.00		08-20-15										
70063972 CD - FB&T (LT Des Cap)	1.30%	100,000.00		08-28-17										
Weighted Average Rate							896,553.08							
Bank of the West														
	Yield	Balance	(Months) Maturity	Date Matures										
975-000464 Money Market-general (Bank of the West)	0.10%	0.00	Liquid											
975-000290 Money Market-bridges (Bank of the West)	0.10%	185,145.17	Liquid											
Weighted Average Rate							185,145.17							
American Federal Bank														
	Yield	Balance	(Months) Maturity	Date Matures										
8001108550 Money Market-improvement bonds (AFB)		0.00	Liquid											
Smith Barney Shearson														
	Yield	Market Rate	(Months) Maturity	Date Matures										
Money Market - General Fund	0.01%	0.00	Liquid											
Money was withdrawn on 6/25/2013														
Weighted Average Rate							0.00							
BancWest Investment Services														
	Yield	Balance	(Months) Maturity	Date Matures										
975-000464 Money Market-general (Bank of the West)	0.10%	0.00	Liquid											
975-000290 Money Market-bridges (Bank of the West)	0.10%	185,145.17	Liquid											
Weighted Average Rate							185,145.17							
	Yield	Balance	(Months) Maturity	Date Matures										
Money Market (LT Capital)	0.01%	62,474.24	Liquid											
Money Market (Dekko Maintenance)	0.01%	57,278.08	Liquid											
Money Market (Bridges Money)	0.01%	49,647.63	Liquid											
Money Market (General Fund)	0.01%	35,314.59	Liquid											
CD - Discover Greenwood DEL (Bridges)	1.81%	98,641.00		07-31-17										
CD - State BK India (Bridges)	1.00%	99,635.00		09-12-16										
CD - Discover BK Greenwood (Dekko Maint)	1.38%	100,628.00		07-31-17										
CD - American Express Fed Svcs (Dekko Maint)	2.08%	98,791.00		09-11-19										
CD - Goldman Sachs Bank (NY) (Dekko Maint)	1.91%	98,550.00		11-26-18										
CD - First Bank Highland Park (Bridges)	2.99%			11-12-14										
CD - State Bank of India Chicago (Bridges)	2.97%	100,717.00		04-21-15										
CD - Doral Bank (Bridges)	2.97%	50,427.50		05-07-15										
CD - Republic Bank Utah (Dekko Maint)	2.97%	76,361.25		08-14-15										
CD - Republic Bank Utah (Dekko Maint)	3.13%	315,600.00		08-26-15										
CD - Union Bank San. Fran. (D=12%, B=48%, G=40%)		107,840.00		08-31-15										
CD - HSBC Bank (General Fund)		107,840.00		08-31-15										
CD - GE Money Bank Salt Lake (Dekko Maint)	3.72%	82,570.40		01-11-16										
CD - Sallie Mae Bank Salt Lake (Dekko Maint)	2.21%	197,838.00		11-26-19										
CD - Goldman Sachs Bank (NY) (LT Capital)	1.29%	50,309.00		05-23-16										
CD - Barclays Bank (LT Capital)	0.23%	107,270.00		05-30-18										
Weighted Average Rate							1,789,892.79							
Total Liquid Funds							808,412.89							
Total Long Term Funds							1,865,340.15							
Total City Funds							2,673,753.04							

City of Ada

Monthly Enterprise Fund Profit & Loss Summary

Year 2014

	Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Electric Utilities Fund														
Revenue		162,086	159,311	140,226	127,706	132,871	116,495	122,513	132,241	127,626	123,440	126,457	162,303	1,633,275
Operating Expense		21,850	124,032	141,088	127,741	113,729	102,595	88,644	70,342	97,482	72,685	96,350	95,453	1,151,991
Transfers Out														0
Net		140,236	35,278	-862	-35	19,142	13,900	33,869	61,899	30,143	50,756	30,107	66,850	481,284
Liquor Fund														
Revenue		37,590	34,327	42,461	35,917	49,516	48,178	45,076	43,872	47,016	41,196	40,509	48,291	513,947
Operating Expense		38,206	30,851	40,251	41,731	47,189	49,615	45,397	32,229	48,119	38,230	35,166	49,642	496,626
Net		-616	3,476	2,210	-5,814	2,327	-1,437	-322	11,643	-1,104	2,965	5,344	-1,351	17,321
Dekko Center														
Revenue		8,338	7,376	7,573	6,577	5,085	15,628	7,891	5,194	8,592	7,084	7,163	10,469	96,967
Operating Expense		16,399	20,522	15,683	18,230	20,810	19,314	17,480	17,556	21,102	17,834	20,119	20,071	225,120
Net		-8,061	-13,146	-8,110	-11,653	-15,725	-3,686	-9,589	-12,362	-12,510	-10,751	-12,957	-9,603	-128,153
Water & Sewer Fund														
Revenue		49,112	46,075	46,428	49,629	53,109	52,954	57,733	74,775	56,007	51,163	52,076	47,377	636,437
Operating Expense		113,447	98,308	52,216	46,497	1,839	30,223	167,818	17,160	20,345	168,930	15,957	27,057	759,797
Transfer In				80,000										80,000
Net		-64,334	-52,232	74,211	3,132	51,269	22,731	-110,085	57,615	35,662	-117,768	36,119	20,320	-43,360
Total Net		67,225	-26,625	67,450	-14,370	57,014	31,507	-86,127	118,795	52,192	-74,797	58,613	76,216	327,093

City of Ada

Monthly Enterprise Fund Profit & Loss Summary

Year 2013	Month	Year 2013												Total
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
Electric Utilities Fund														
Revenue		162,107	161,109	131,528	128,242	125,546	90,510	117,005	119,636	119,648	107,549	122,249	166,341	1,551,469
Operating Expense		23,634	112,512	133,923	123,377	104,471	94,915	104,488	109,398	101,045	104,155	96,437	94,998	1,203,353
Transfers Out														0
Net		138,473	48,597	-2,395	4,865	21,075	-4,405	12,517	10,237	18,603	3,394	25,812	71,343	348,117
Liquor Fund														
Revenue		30,318	46,650	39,665	44,928	48,354	43,593	46,830	49,711	38,625	50,026	41,511	50,255	530,466
Operating Expense		39,663	39,336	33,249	39,827	49,199	43,711	39,047	48,327	41,224	46,100	42,316	41,325	503,323
Net		-9,345	7,315	6,416	5,101	-845	-118	7,783	1,385	-2,599	3,925	-805	8,930	27,143
Dekko Center														
Revenue		12,839	7,007	14,448	8,080	7,632	7,362	4,973	6,762	5,718	6,715	6,742	8,838	97,116
Operating Expense		21,669	13,856	15,434	18,975	21,176	19,753	19,844	18,408	13,844	21,851	13,319	14,941	213,070
Net		-8,830	-6,849	-986	-10,895	-13,544	-12,391	-14,871	-11,646	-8,126	-15,136	-6,577	-6,103	-115,954
Water & Sewer Fund														
Revenue		50,178	48,660	44,911	47,576	54,283	49,122	58,608	68,597	62,182	48,733	49,467	58,368	640,687
Operating Expense		124,885	15,302	-18,202	42,441	25,380	19,782	180,894	23,674	36,755	22,951	163,803	19,794	657,461
Transfer In														0
Net		-74,707	33,358	63,113	5,135	28,903	29,340	-122,286	44,923	25,427	25,782	-114,336	38,574	-16,773
Total Net		45,591	82,420	66,148	4,207	35,589	12,426	-116,856	44,899	33,305	17,966	-95,906	112,744	242,533

Garbage Revenue Deficit Synopsis

Issue: City Hall estimates about a \$10,000 shortfall this year with respect to garbage revenues collected versus expenditures. The cost is \$12,488 per month per the contract authorized in October 2013; the last two months of 2014, City Hall collected \$11,673 per month resulting in a deficit of \$815 per month. To close the fiscal gap, City Hall proposes selecting from one of the following courses of action:

1. Maintain the fuel surcharge authorized by Resolution 2011-01-01 as it is written. There is no threshold that must be met in the language (people have thrown \$3.50 out as a number but this is not reflected in the Resolution). The current amount collected will cover roughly half of the deficit; the other half could come from scaling back on the clean-up weekends and make it one weekend. If the city opens it for one weekend, there is no guarantee that the city will realize the volume decrease but a 33% reduction in volume would lead to the other \$5K the city needs to find to cover the delta.
2. The city raises rates by about 8% for all customers. Will require a Resolution.
3. The city raises rates for some groups but not others, e.g. avoiding an increase for seniors and a rate increase above 8% for the remaining categories of customers. Will require a Resolution.
4. Some combination of options to offset the deficit. Will require additional discussion and a potential Resolution.

What happens next: Advise as to how to proceed and the appropriate paperwork will be developed for the next Council meeting if necessary.



Employee's Name	Date of Review
Employee's Title	Performance Period
Department	Supervisor's Name

SUPERVISORY PERFORMANCE APPRAISAL FORM

PURPOSES OF PERFORMANCE APPRAISAL

The principal purposes of staff Performance Appraisals are to encourage staff/ supervisory development and to strengthen the departments' effectiveness. Some specific purposes are to:

- | | |
|--|---|
| 1. Identify specific indicators of achievement | 4. Aid in promotion, retention and salary decisions |
| 2. Pin-point areas of greatest/least effectiveness | 5. Develop mutually established goals |
| 3. Stimulate improved performance | 6. Increase employer-employee communication |

The formal performance appraisal occurs at the end of the probationary period and annually thereafter. The appraisal forms will be permanently filed in the Administrator's office and will be used for the purpose cited above. A staff member has access to his/her file upon request.

INSTRUCTIONS:

Listed on the following pages are a number of performance factors that are important in the successful completion of most assignments. To complete the Performance Appraisal Form, place the number (0-4) of the level of achievement which most accurately describes the supervisor's performance on each factor.

PERFORMANCE EVALUATION: Consider the supervisor's performance on the job during the past rating period. Read each statement carefully, and then assign the number that indicates the extent to which the employee has demonstrated the level of performance. **If a rating of 4 is given, the rater must describe key accomplishments on the Performance Commendation Form. If a rating of 0 or 1 is given, the rater must describe the specific problem that needs to be addressed on the Performance Improvement Form.**

PERFORMANCE FACTORS: Each supervisor is to be appraised on each of the following performance factors, the following is the scale which will be used:

- 0. **Unsatisfactory** - Performance and results achieved consistently do not meet established objectives.
- 1. **Below Expectations** - Performance and results achieved generally do not meet established objectives. Performance requires more than normal degree of supervision.
- 2. **Meets Expectations** - Performance and results generally meet the expectations for the position requirements and objectives. Performance requires normal degree of supervision.
- 3. **Exceeds Expectations** - Performance and results achieved consistently exceed expectations for the position requirements and objectives.
- 4. **Exceptional** - Performance and results achieved always exceed the standards and expectations for the position requirements and objectives.



	RATER
<p>INDIVIDUAL CHARACTERISTICS</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none">• Diligent and thorough in the discharge of duties, “self-starter”• Exercises good judgment• Displays enthusiasm, cooperation, and willingness to adapt• Exhibits mental and physical stamina appropriate for the position• Exhibits composure, appearance, and attitude appropriate for management position <p>Comments for Rater:</p>	
<p>PRODUCTIVITY</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none">• Use of departmental working time• Plans and prioritizes work of department• Sets and accomplishes departmental goals• Completes assignments on schedule <p>Comments for Rater:</p>	



	RATER
<p>ADAPTABILITY</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • How has the department adjusted to change as directed by Mayor, Council and Administrator? • Ability to learn and execute changes quickly <p>Comments for Rater:</p>	
<p>POLICY EXECUTION</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • Implements elected body actions in accordance with the intent of council • Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached • Understands, supports, and enforces local government’s laws, policies, and ordinances • Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness • Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical <p>Comments for Rater:</p>	



	RATER
<p>REPORTING</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • Provides regular information and reports to the Administrator concerning matters of importance to the local government, using the charter as guide • Responds in a timely manner to requests from the Administrator/ elected body for special reports • Takes the initiative to provide information, advice, and recommendations to the Administrator on matters that are non-routine and not administrative in nature • Produces reports that are accurate, comprehensive, concise, and written to their intended audience • Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny <p>Comments for Rater:</p>	
<p>JUDGEMENT</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • Makes sound decisions • Takes a methodical approach to problem solving • Ensures that staff follow safety rules thereby preventing accidents, injuries and theft <p>Comments for Rater:</p>	



	RATER
<p>CITIZEN RELATIONS AND REPRESENTATION OF THE CITY</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • Is responsive to requests from citizens • Demonstrates a dedication to service to the community and its citizens • Maintains a nonpartisan approach in dealing with the news media • Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests • Makes an appropriate effort to maintain citizen satisfaction with services <p>Comments for Rater:</p>	
<p>STAFFING</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • Recruits and retains competent personnel for staff positions • Applies an appropriate level of supervision to improve any areas of substandard performance • Stays accurately informed and appropriately concerned about employee relations • Manages the compensation and benefits plan professionally • Promotes training and development opportunities for employees at all levels of the organization <p>Comments for Rater:</p>	



<p>PLANNING</p> <p>Areas of evaluation will focus on the following criteria:</p> <ul style="list-style-type: none"> • How effective is the supervisor in setting effective goals, planning ahead and establishing priorities • Ability to prepare and administer a budget • Ability to plan for capital improvements to include equipment upgrades and supporting materials <p>Comments for Rater:</p>	
<p>12. APPRAISAL AND DEVELOPMENT OF PEOPLE: Does supervisor demonstrate ability to select, train and provide opportunities for development of employees by recognizing and improving their abilities. Consider ability to exhibit fairness and impartiality with employees in assigning job duties and objectively appraising work performance. Comments:</p>	
<p>13. PLANNING AND ORGANIZATION: How effective is the supervisor in setting effective goals, planning ahead and establishing priorities? Consider ability to make the most effective use of time, facilities, material, equipment, employees skills and other resources. Examine ability to prepare and administer budget effectively examples or reasons for giving this rating are:</p>	
<p>14. COMMUNICATION SKILLS: To what extent does supervisor demonstrate ability to communicate effectively in both oral and written expression with employees and his/her supervisor? Are issues confronted and resolved constructively? Consider ability to help employees with their work problems; ability to keep employees informed of decisions and plans for own office as well as policies and procedures of University. Comments:</p>	

MEASURABLE OBJECTIVES FOR THE NEXT YEAR

Measurable objectives should be identified for the employee; objective may be related to institutional goals for the coming year as well as to the specific responsibilities of the employee. All objectives should be developed so that they are measurable.

City of Ada Professional Development and Performance Program



EMPLOYEE RESPONSE: (Optional) (Examples: training, continuing education, community service, etc.)

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the appraisal.

Employee's Signature _____

Date _____

RATER'S COMMENTS:

(Record here only those additional significant items brought up during the discussion with the employee which are not recorded elsewhere in this document.)

Rater's Signature _____

Date _____

REVIEWED BY:

Endorser's Signature _____

Date _____

The original appraisal form is to be forwarded to the Human Resources office to be filed in the employee's personnel file.