

**AGENDA
HANOVER CITY COUNCIL
MAY 19, 2015**

**MAYOR
CHRIS KAUFFMAN**

**COUNCIL
JOHN VAJDA
DOUGLAS HAMMERSENG
KEN WARPULA
JIM ZAJICEK**

- 1. Call to Order: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of May 5, 2015 City Council Meeting (page 4)**
 - b. Approve Claims as Presented: (page 9)**

➤ Claims	\$148,783.96
➤ Payroll	\$ 6,846.78
➤ P/R taxes & Exp	\$ 2,625.95
➤ Other Claims	<u>\$ 2,032.40</u>
➤ Total Claims	<u>\$160,289.09</u>
 - c. Res No 05-19-15-32 – Hanover Harvest Fest Exempt Permit**
- 4. Assessment Policy (page 47)**
- 5. Stop Signs**
- 6. Res No 05-19-15-33 – Approving Hire of Seasonal Public Works Position (page 57)**
- 7. Vitalization Awards Discussion**
- 8. Hanover Staff Position Salary Ranges (page 58)**
- 9. Ordinance Amendments**
 - a. Restricting Use of Public Bathrooms**
 - b. Sex Offender Ordinance**
- 10. FRA Pension (page 247)**
- 11. Reports**
- 12. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: May 14, 2015
Re: Review of May 19, 2015 City Council Agenda

1. **Call to Order: 6:00 p.m.**

2. **Approval of Agenda**

3. **Consent Agenda Items:** *see attached consent agenda packet*

a. **Approve Minutes of May 5, 2015 City Council Meeting** (page 4)

b. **Approve Claims as Presented:** (page 9)

➤ Claims	\$148,783.96
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c. **Res No 05-19-15-32 – Hanover Harvest Fest Exempt Permit**

4. **Assessment Policy** (page 47)

Enclosed is the assessment policy. Staff is requesting a review of the policy to ensure Council support prior to planning for pavement management projects beginning next year. Any desired changes will be made prior to detailed pavement management plan discussions for next year.

5. **Stop Signs**

Staff is seeking direction from Council on future requests for stop sign installation at intersections which currently have uncontrolled portions.

6. **Res No 05-19-15-33 – Approving Hire of Seasonal Public Works Position** (page 57)

Council previously approved hiring an individual for the 2015 seasonal public works position. After concluding a background check, staff no longer recommends hire the individual. Staff further recommends hiring a different applicant. See enclosed resolution.

7. **Vitalization Award**

Staff has a recommendation for a Hanover citizen to receive a vitalization award. The citizen walks the trails on a regular basis and collects garbage along the trails. Staff is also seeking any other recommendations Council may have.

8. Hanover Staff Position Salary Ranges (page 58)

Staff has compiled data from a number of area cities which fit within the 2,000-5,000 population and approximately 20 miles distance from Hanover. Enclosed is the information gathered.

9. Ordinance Amendments

a. Restricting Use of Public Bathrooms

b. Sex Offender Ordinance

Staff is seeking details for the proposed new ordinances in Hanover.

10. FRA Pension Increase (page 247)

On Tuesday, May 12, 2015, the FRA held their 2nd Quarter meeting. At the meeting discussion on the Council's support of increase pension payout to \$1,600 a year was held. The FRA was informed that the Council would be discussing the request at the work session in May and anticipates final decision at the regular meeting in June. Enclosed is a summary of information gathered to help understand how the FRA pension operates.

11. Reports

12. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
MAY 5, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, May 5, 2015 to order at 7:00 p.m. Present were Mayor Kauffman, Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Councilor John Vajda arrived at 8:50 p.m. Also present were City Administrator Brian Hagen, Public Works Supervisor Scott Vogel, City Attorney John Edison, City Engineer Justin Messner, City Planner Cindy Nash, and Finance Consultant Vicki Holthaus. Guests present included Matt Mayer from KDV, Philipp Muessig from the Greenstep City program, and Hanover residents.

Approval of Agenda:

Kauffman added a discussion item after the KDV Audit presentation in order to discuss projected FRA investment figures completed by KDV.

MOTION by Warpula to approve the agenda as amended, seconded by Hammerseng. **Motion carried unanimously. Vajda was absent at this time.**

Consent Agenda:

Hammerseng requested background information for Res No 05-05-15-28. Hagen explained that the property owner is requesting the ability to shoot clay targets with his children. According to Hanover Ordinances, gun ranges are allowed with Council approval. This property is located in an agricultural area of Hanover with adjacent houses approximately 1000 feet away. Hagen also adjusted the claims amount due to reflect two payments. One for the first payment to Landwehr for the CSAH 19 trail construction and the second for special assessment payments for two City owned properties.

MOTION by Hammerseng to approve the consent agenda as amended, seconded by Warpula.

a. Approve Minutes of April 21, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 195,741.59
➤ Payroll	\$ 6,604.33
➤ P/R taxes & Exp	\$ 2,494.27
➤ Other Claims	\$ 1,259.33
➤ Total Claims	<u>\$ 206,099.52</u>

c. Res No 05-05-15-27 – Approving Liquor License Renewals

d. Res No 05-05-15-28 – Authorizing Trap Shooting at 9173 Division St. East, Buffalo MN

Motion carried unanimously. Vajda was absent at this time

Citizen's Forum:

Clark Lee

Mr. Lee read a statement to Council which addressed how wetland delineations expire after three years of existence. Mr. Lee further explained that in conversations with Wright Soil and Water, they confirmed that the delineation does expire after three years. They further stated that a new delineation is often required. Mr. Lee informed Council that Wright Soil and Water estimates a delineation at approximately \$1,000.

Lynnae Karsten

Mrs. Karsten addressed Council in order to understand more about the Greenstep City discussions recently held. Council planned to discuss this in detail later in the meeting.

Jamie Johnson and Denise Perkins

The two women addressed Council with the request of converting Kadler Ave./Jasmine Ave. into a four way stop. This request comes from the recent decision to install stop signs at Kadler Ave./3rd St. in the Hanover Hills development. Further, the two women feel there is a safety concern for this intersection due to the rate of speed vehicles travel and the number of young children in the neighborhood. Council stated they would visit this discussion at an upcoming meeting.

Philipp Muessig

Mr. Muessig is the director of the Greenstep City program. He was present at the meeting to answer any questions the Council may have on the program. He attended the meeting after noticing Res No 05-05-15-29 Removing Hanover as a Greenstep City.

The Public Hearing was opened at 7:34 p.m.

Public Hearings:

Road Vacation of former Frankfurt Township Road Order

Elizabeth Cole was present on behalf of her mother Ardell Plantenberg. Mrs. Cole is requesting approval of the road vacation as the road lies partially on her mother's property, but serves only one house. This road vacation is needed for consideration of a subdivision of Ardell Plantenberg's property.

Nash stated that Mrs. Cole has been working with staff to complete a lot split of her mother's property located north of County Road 34 opposite of Kayla Lane. During the lot split process it was found that an old road order from Frankfurt Township exists, however, other portions of this road order have been vacated in the past. Speaking with Wright County, they would approve the lot split and grant an access point off of County Road 34 if this road order was vacated. In the future, the parcel serviced by this access point would need their driveway relocated and serviced through a future development on the newly created lot from the lot split of the Plantenberg property.

The Public Hearing was closed, and the regular meeting presumed at 7:38 p.m.

2014 Audit Presentation

Mr. Matt Mayer presented KDV's audit findings for Hanover's 2014 audit. Mayer found the City in good standing financially. Mayer did suggest the Council discuss a change to water service fees as the enterprise fund has had a slight decline over recent years as has not funded depreciation costs as well in recent years. Other enterprise funds have seen an overall loss, however, all enterprise funds have been able to cover operational costs. Mayer went on to explain that the City does have a lack of segregation of duties. This simply means that the City does not employ enough staff to have specific duties for a single staff person. This finding is common in smaller cities.

FRA Pension Fund

Hagen explained that the FRA has requested an increase to the annual payment amount to retired department members. This request comes from the fact their pension fund is currently at a 120% funded rate, meaning they have more assets than liabilities. KDV completed some projections to show where their fund is now at \$1,400 per year, versus \$1,600 per year. At higher pay out amount the pension fund would be 106% funded. The Council took no action at this point.

First Quarter Budget Review

Holthaus provided the first quarter budget review in the Council packet. She outlined the City's status financial status through March 31, 2015. The general fund revenue is at 33% based on budget through

the first quarter. This due to the fact that first half taxes have not been issued to the City, nor has local government aid been issued to the City. Holthaus further explained that the general fund expenditures are at 73% based on budget through the first quarter.

Unfinished Business:

Greenhouse Concept Plan

Nash provided staff and Planning Commission comments on the latest concept plan for the Greenhouse. Nash further explained that the concept is for one building at this point, and if a second building is desired, then it will be addressed in the future. The Planning Commission passed a recommendation on a 3-2 vote to change the Greenhouse from two story to one story, and to wrap the parking around the building. Nash further explained that passing a concept plan is non-binding; instead it serves as guidance to the developer before final plans are submitted with more detail.

Hammerseng noted that the desire for a one story stems from the relative height to neighboring houses. The neighborhood residents in attendance were opposed to having a building sit much higher than the other houses. Messner stated there could be excess fill on the site. If that is the case, soils could be moved in order to lower the elevation of the building.

Nash also explained an amendment to the Planned Unit Development will be needed. The allowed use was a three story building. The amendment would allow a two story building and could address the height restriction if it is taller than the allowed 35 feet for that district. Nash stated approval of the concept plan is desired with Council feedback on the one versus two story building.

MOTION by Hammerseng to approve the concept plan at two stories if the building elevation can be lowered to near street level and meet the 35 foot height restriction, as well as all other staff and Planning Commission comments, seconded by Zajicek. **Motion carried unanimously. Vajda was absent at this time.**

Wetland Delineation

Nash explained that her and Messner both feel that in order to be confident on the setback distance from wetlands, a new delineation should be required. Nash also stated this would be a requirement for all variance requests, not just requests for a setback on the house. Messner explained this would be required to be completed by the property owner, and results reviewed by Wright Soil and Water. A new survey would then be completed to show the results.

Warpula expressed concern about added costs to a project like a deck. He also asked if this is something the City could help with. Messner stated he would encourage the City not to have the wetlands re-delineated because the delineation is only good for three years. In the future variance applications will be deemed incomplete without an updated delineation and new survey.

10 Acre Appraisal

Hagen stated that Nagell Appraisal & Consulting was the low quote for the appraisal of the 10 acres. The quote is for \$900 and can be completed in a two to three weeks from signed confirmation.

MOTION by Hammerseng to approve the engagement letter for \$900, seconded by Warpula. **Motion carried unanimously. Vajda was absent at this time.**

Res No 05-05-15-29 – Removing Hanover as a Greenstep City

Kauffman stated that the City joined in 2012. At that time he did not feel the program was a good fit for Hanover. He continues to hold that view, and he feels Hanover should have local control of what projects and programs are implemented in the City. Kauffman used the example of recent law changes

that caused Hanover to conform to MS4 requirements sooner than anticipated. Hammerseng agreed with Kauffman and stated that there are already several organizations giving input on what Hanover should do. He feels that Hanover's boards and staff already implement good projects and plans for the City.

MOTION by Kauffman to approve Res No 05-05-15-29, seconded by Hammerseng. **Motion carried unanimously. Vajda was absent at this time.**

At this time John Vajda arrived.

Authorization to Advertise for Front Officer Position

Hagen presented two options to Council for hiring a front office employee. The first option would hire a receptionist/accounting clerk and reduce the finance consultant contract to one day per month. Hagen stated this option would have an anticipated annual cost of \$66,000-\$75,000 depending on where the employee is at in the salary range. The second option is to hire an accountant/deputy clerk and eliminate the monthly finance consultant contract. The accountant would be expected to complete all accounting functions required for the City. The second option would still need additional audit preparation work as in years past. The second option would have an anticipated annual cost of \$63,600-\$79,000 depending on where the employee is at in the salary range. Hagen further stated that this position is proposed to be an exempt position, meaning not overtime eligible.

Discussion continued about the original expectation of Hagen taking on the accounting duties. Hagen stated that he has been learning the accounting duties on a high level and has developed an understanding for the finances; however, Hagen felt it is in the best interest of the City to hire someone who knows the functions now.

Kauffman stated that he would be fine with the second option, but would like to see the bottom end of the salary around \$41,000 to better match what he feels is comparable in the private sector. Warpula felt the City's best interest should be the focus and was in favor of the second option.

MOTION by Kauffman to advertise for an Accountant/Deputy Clerk with a salary range of \$20.00-\$30.73 per hour, seconded by Hammerseng. **Motion carried unanimously.**

Changing Cleaning Contract

Hagen explained that Jani-King is yet to pick up keys to City Hall and the Fire Hall. Their contract has been active for a number of weeks, but they have been unable to find individuals who could handle our contract. Staff recommends switch cleaners to Classic Cleaning Company out of Buffalo. Hammerseng stated their references they included were good, but we should call some of the references to ensure the feelings are still accurate.

MOTION by Hammerseng to enter into a cleaning contract with Classic Cleaning Company, seconded by Vajda. **Motion carried unanimously.**

New Business:

Res No 05-05-15-30 – Vacating former Frankfurt Township Road Order

This resolution is connected to the Public Hearing held earlier in the meeting, and also has connection to Res No 05-05-15-31.

MOTION by Warpula to approve Res No 05-05-15-30, seconded by Kauffman. **Motion carried unanimously.**

Res No 05-05-15-31 – Approving Lot Split for Ardell Plantenberg

MOTION by Kauffman to approve Res No 05-05-15-31, seconded by Hammerseng. **Motion carried unanimously.**

Reports

Mayor Kauffman expressed, on behalf of the City Council, condolences to staff member Nancy Schmitz and the passing of her mother.

Vogel

- The memorial garden sidewalk extension has been scheduled for the following week.
- Public Works is fully into grass cutting
- The catch basin repair on Jandell Ave. is complete
- Blow patching work is near completion
- The asphalt patch on 3rd St. is complete

Messner stated the County Road 19 Trail construction is going good. Good progress was made in the first week.

Vajda stated that himself, Nancy Schmitz, and Hagen attended the volunteer brunch at the Senior Center. It was a good crowd and over the last year they had over 200 volunteers.

Zajicek stated that the park walk through was completed with the Park Board. He is happy to see Hanover’s parks in such good condition. Discussion during the walk through was held on switching from wood chips to a pea-rock material because the rock does not deteriorate. Vogel will get cost comparisons.

Warpula

- Requested that the work sessions be moved to Wednesdays because he has medical training the same nights and he has had to miss it for Council.
- Stated the trail is going good. He is happy with contractor and the progress made. Messner did state that the speed limit along the trail will be reduced by 10 mph for safety reasons. The contractor has the ability to reduce it further during working hours.

Adjournment:

MOTION by Vajda to adjourn at 9:42 pm, seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

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Current Period: May 2015

Batch Name	05/19/15 PAY Payment		Computer Dollar Amt	\$148,783.96		Posted
Refer	832 <i>ADVANCED DISPOSAL SERVICES</i> -					
Cash Payment	E 100-41940-384 Refuse/Garbage Disposa Standard Trash Service 4/1/15 - 4/30/15					\$184.44
Invoice	G20001466994 4/30/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$184.44
Refer	829 <i>AEM FINANCIAL SOLUTIONS, LLC</i> -					
Cash Payment	E 100-41530-310 Other Professional Servi Professional financial services May 2015					\$5,000.00
Invoice	347481 5/1/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$5,000.00
Refer	856 <i>BIFFS INC.</i> -					
Cash Payment	E 100-45200-580 Other Equipment		5905 Pheasant Run Park			\$95.00
Invoice	W558255-IN 4/29/2015					
Cash Payment	E 100-45200-580 Other Equipment		10042 Eagleview Park			\$95.00
Invoice	W558256-IN 4/29/2015					
Cash Payment	E 100-45200-580 Other Equipment		59412 Mallard Park			\$95.00
Invoice	W558257-IN 4/29/2015					
Cash Payment	E 100-45200-580 Other Equipment		59413 Cardinal Circle Park			\$95.00
Invoice	W558258-IN 4/29/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$380.00
Refer	848 <i>CARSON, CLELLAND & SCHREDE</i> -					
Cash Payment	E 100-41610-304 Legal Fees		Professional Services			\$93.13
Invoice	4/30/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$93.13
Refer	845 <i>CENTERPOINT ENERGY</i> -					
Cash Payment	E 100-42280-383 Gas Utilities		369 Labeaux Ave NE 3/27/15 - 4/28/15			\$795.04
Invoice	5/28/2015					
Cash Payment	E 100-41940-383 Gas Utilities		11250 5th St. NE 3/27/15 - 4/28/15			\$276.61
Invoice	5/28/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$1,071.65
Refer	834 <i>CENTURY LINK</i> -					
Cash Payment	E 100-42280-321 Telephone		Fire Hall Landline 4/28/15 - 5/27/15			\$28.49
Invoice	4/25/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$28.49
Refer	873 <i>CITY OF ST. MICHAEL</i> -					
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fees for April - 625 Kadler Ave. NE			\$4,712.00
Invoice						
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$4,712.00
Refer	833 <i>CLASSIC CLEANING COMPANY</i> -					
Cash Payment	E 100-41940-310 Other Professional Servi		Hall - Regular Cleaning Charge 4/15/15 (Monthly \$325, prorated, beginning 4/20/15)			\$150.00
Invoice	22146 5/1/2015					
Cash Payment	E 100-41940-310 Other Professional Servi		Hall - Special Cleaning Event 4/26/15			\$65.00
Invoice	22146 5/1/2015					

HANOVER

Payments

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Current Period: May 2015

Cash Payment	E 100-41940-310 Other Professional Servi	FD - Monthly Cleaning Charge April 2015 (Monthly \$155, prorated, beginning 4/20)				\$72.00
Invoice 22147	5/1/2015					
Cash Payment	E 100-41940-310 Other Professional Servi	Hall - Monthly Cleaning Charge May 2015				\$325.00
Invoice 22189	5/11/2015					
Cash Payment	E 100-41940-310 Other Professional Servi	FD - Monthly Cleaning Charge May 2015				\$155.00
Invoice 22190						
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$767.00
Refer	817 <i>COLLABORATIVE PLANNING LLC</i>		-			
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning				\$261.25
Invoice 2015-13	3/9/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Plantenburg				\$23.75
Invoice 2015-32	3/9/2015			Project 208210		
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning				\$1,425.00
Invoice 2015-047	5/1/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Plantenburg				\$118.75
Invoice 2015-048	5/1/2015			Project 208210		
Cash Payment	E 100-41910-310 Other Professional Servi	Variance 675 Kadler Cir.				\$380.00
Invoice 2015-049	5/1/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Greenhouse				\$475.00
Invoice 2015-050	5/1/2015			Project 208204		
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$2,683.75
Refer	822 <i>COMCAST</i>		-			
Cash Payment	E 100-41940-321 Telephone	Digital Phone Line Service City Hall 5/5/15 - 06/04/15				\$264.26
Invoice	4/25/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$264.26
Refer	844 <i>COTTONS, INC.</i>		-			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Floor Scrubber				\$283.56
Invoice 962082	4/7/2015					
Cash Payment	E 100-42260-212 Motor Fuels	5050 FLT Charge A F (960)				\$51.96
Invoice 962082	4/7/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$335.52
Refer	827 <i>DRAKE CONSTRUCTION, INC.</i>		-			
Cash Payment	E 815-48200-810 Refunds & Reimburseme	Permit #84-14; 1048 Emeral St. NE				\$1,500.00
Invoice						
Cash Payment	E 811-48200-810 Refunds & Reimburseme	Permit #84-14; 1048 Emeral St. NE				\$750.00
Invoice						
Cash Payment	E 817-48200-810 Refunds & Reimburseme	Permit #84-14; 1048 Emeral St. NE				\$1,000.00
Invoice						
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$3,250.00
Refer	824 <i>DVS RENEWAL</i>		-			
Cash Payment	E 100-43100-325 Taxes	Renewal Doolittle Trailer; Plate #0968CWT				\$39.00
Invoice						
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$39.00
Refer	851 <i>FINKEN WATER SOLUTIONS</i>		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler				\$34.45
Invoice	5/1/2015					

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Current Period: May 2015

Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$34.45
Refer	852 <i>FIRE SAFETY USA, INC.</i>					
Cash Payment	E 100-42220-260 Uniforms			Fire-Dex Leather Fire Boot		\$568.00
Invoice	78319	4/16/2015				
Cash Payment	E 100-42220-260 Uniforms			Honeywell Viper Coat & Paint Per Hanover Specs		\$4,175.00
Invoice	78319	4/16/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$4,743.00
Refer	869 <i>GRANITE ELECTRONICS</i>					
Cash Payment	E 107-42220-580 Other Equipment			Impress Multi Chargers, XTS, Full Displays		\$2,259.00
Invoice	457306	5/6/2015				
Cash Payment	E 100-42260-323 Radio Units			Impress Smart Charger/Batteries		\$753.00
Invoice	457306	5/6/2015				
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$3,012.00
Refer	825 <i>GTS</i>					
Cash Payment	E 100-41435-208 Training and Instruction			Land Use Planning Workshop-Amy Biren; SWIFT Vendor ID 0000267961		\$135.00
Invoice		5/13/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$135.00
Refer	835 <i>GUIDANCE POINT TECHNOLOGIE</i>					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE Service					\$120.00
Invoice	8542	5/12/2015				
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE			4/21/15; On-Site Service & Support - Upgrade computer from Windows Home to Windows Pro		\$240.00
Invoice	8542	5/12/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$360.00
Refer	840 <i>HANOVER FIRE RELIEF ASSOCIAT</i>					
Cash Payment	E 100-42290-124 Fire Pension Contributio			Fire Supplemental Aid		\$2,000.00
Invoice						
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$2,000.00
Refer	862 <i>HARDWARE HANK</i>					
Cash Payment	E 100-43121-226 Sign Repair Materials			50LB Fast Set Concrete		\$7.64
Invoice		4/30/2015				
Cash Payment	E 100-43121-226 Sign Repair Materials			60lb Fast Set Concrete		\$14.82
Invoice		4/30/2015				
Cash Payment	E 100-43121-226 Sign Repair Materials			1209 SPR Hd Lantern Battery 6V / Misc.		\$31.24
Invoice		4/30/2015				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE Misc.					\$14.00
Invoice		4/30/2015				
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$67.70
Refer	838 <i>HEALTH PARTNERS</i>					
Cash Payment	E 100-41430-151 Med/Dental Insurance			Premium Period 6/1/15 to 6/30/15		\$413.08
Invoice	58607325	5/7/2015				
Cash Payment	E 100-43000-151 Med/Dental Insurance			Premium Period 6/1/15 to 6/30/15		\$828.70
Invoice	58607325	5/7/2015				
Cash Payment	E 100-41400-151 Med/Dental Insurance			Premium Period 6/1/15 to 6/30/15		\$253.66
Invoice	58607325	5/7/2015				

HANOVER Payments

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Current Period: May 2015

Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$363.00
Refer	839 <u>LANO EQUIPMENT - LORETTO</u>					
Cash Payment	E 100-41940-415 Other Equipment Rental 1 day Stanley Hydraulic Breaker, 500 Ft LB					\$94.50
Invoice	03-273648 5/4/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$94.50
Refer	831 <u>LOFFLER COMPANIES, INC.</u>					
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE Contract overage charge for the 4/17/15 to 5/16/15					\$81.41
Invoice	1978883 5/7/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$81.41
Refer	864 <u>M. MILLER TRUCK & TRAILER</u>					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE Replace Steer Axle Shocks					\$136.96
Invoice	R1669 5/4/2015					
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$136.96
Refer	841 <u>MENARDS-BUFFALO</u>					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE Snap Fastener Kit					\$5.96
Invoice	83180 5/4/2015					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE Snap Refill					\$2.28
Invoice	83180 5/4/2015					
Cash Payment	E 100-43100-240 Small Tools and Minor E 50# Pothole Patch					\$55.60
Invoice	83180 5/4/2015					
Cash Payment	E 100-43121-224 Street Maint Materials 50# Pothole Patch					\$79.50
Invoice	83180 5/4/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$143.34
Refer	842 <u>PAVEMENT RESOURCES</u>					
Cash Payment	E 100-43121-224 Street Maint Materials Repair delaminated pavement on streets using Spray Inject Method					\$6,300.00
Invoice	102231 5/8/2015					
Cash Payment	E 100-43121-224 Street Maint Materials Road Repair					\$49,000.00
Invoice	102208 4/15/2015					
Cash Payment	E 100-43121-224 Street Maint Materials Catch Basin Repair					\$7,400.00
Invoice	102218 4/30/2015					
Cash Payment	E 100-43121-224 Street Maint Materials Hot Mix Asphalt Repair					\$4,850.00
Invoice	102217 4/30/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$67,550.00
Refer	819 <u>PINNACLE PRINTING INCORPORA</u>					
Cash Payment	E 100-41570-200 Office Supplies (GENER #10 regular Envelopes					\$210.00
Invoice	14019 4/27/2015					
Cash Payment	E 100-41570-200 Office Supplies (GENER Business Cards					\$55.00
Invoice	14019 4/27/2015					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$265.00
Refer	821 <u>RUPP ANDERSON SQUIRES & WA</u>					
Cash Payment	E 100-41610-304 Legal Fees Miscellaneous					\$529.56
Invoice						
Cash Payment	E 100-41610-304 Legal Fees Road Vacation					\$170.00
Invoice	Project 208210					
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$699.56

HANOVER

Payments

05/14/15 3:54 PM

Page 6

Current Period: May 2015

Refer	855 RUSSELL SECURITY RESOURCE I	-				
Cash Payment	E 100-41940-520 Buildings and Structures	5 Prox Key FOBS for City Hall				\$40.00
Invoice	A25278	4/27/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$40.00
Refer	854 U.S. HEALTHWORKS	-				
Cash Payment	E 100-42210-305 Medical and Dental Fees	PE - Firefighter Pre Employ				\$430.00
Invoice	0043404-MN	4/17/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$430.00
Refer	860 VEOLIA WATER NORTH AMERICA	-				
Cash Payment	E 601-43252-310 Other Professional Servi	June Services				\$2,812.75
Invoice	47884	5/15/2015				
Cash Payment	E 602-43252-310 Other Professional Servi	June Services				\$3,849.83
Invoice	47884	5/15/2015				
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$6,662.58
Refer	850 VRIEZE, STEVE	-				
Cash Payment	E 100-42240-208 Training and Instruction	Rochester Fire School - 3 courses				\$120.00
Invoice						
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$120.00
Refer	843 WRIGHT COUNTY AUDITOR-TREA	-				
Cash Payment	E 100-42102-310 Other Professional Servi	January Patrol Fines				\$236.64
Invoice	PD Patrol	5/1/2015				
Cash Payment	E 100-42102-310 Other Professional Servi	February Patrol Fines				\$33.33
Invoice	PD Patrol	5/1/2015				
Cash Payment	E 100-42102-310 Other Professional Servi	March Patrol Fines				\$113.32
Invoice	PD Patrol	5/1/2015				
Cash Payment	E 100-42102-310 Other Professional Servi	May Patrol Services				\$7,847.50
Invoice	PD Patrol	5/1/2015				
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$8,230.79
Refer	857 WSB & ASSOCIATES, INC.	-				
Cash Payment	E 100-41950-303 Engineering Fees	2015 General Engineering Services				\$1,476.50
Invoice						
Cash Payment	E 401-49844-400 Repairs & Maint Cont (G	Bridge 92366 Rehabilitation				\$4,644.00
Invoice					Project 208205	
Transaction Date	5/13/2015	Due 0	Cash	10100	Total	\$6,120.50
Refer	868 XCEL ENERGY	-				
Cash Payment	E 100-43160-381 Electric Utilities	Street Lights April				\$2,013.04
Invoice	569461690	5/4/2015				
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$2,013.04
Refer	863 ZEP SALES & SERVICE	-				
Cash Payment	E 100-41940-210 Operating Supplies (GE	43 x 60 Black Bag 2.0 ML				\$322.05
Invoice						
Transaction Date	5/14/2015	Due 0	Cash	10100	Total	\$322.05

HANOVER
Payments

Current Period: May 2015

Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
815 LANDSCAPE ESCROW FUND	\$1,500.00
811 EROSION CONTROL ESCROW FUND	\$750.00
602 SEWER ENTERPRISE FUND	\$8,561.83
601 WATER ENTERPRISE FUND	\$4,813.75
401 GENERAL CAPITAL PROJECTS	\$4,644.00
201 EDA SPECIAL REVENUE FUND	\$200.00
107 FIRE DEPT DONATIONS FUND	\$2,259.00
100 GENERAL FUND	\$125,055.38
	<hr/>
	\$148,783.96

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$148,783.96
Total	<hr/>
	\$148,783.96



April 29, 2015

Mr. Brian Hagen
City of Hanover
11250 5th Street NE
Hanover, MN 55341

Re: March, 2015 Invoices

Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of March for the City of Hanover.

If you have any questions, please contact me at 651-286-8465.

Sincerely,

WSB & Associates, Inc.

for 
Justin Messner
Associate

Enclosures

kc

MAY 01 2015

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2015	Billed to Date March 31, 2015
1020-561	Utility Permit Reviews			\$4,637.75
1272-210	General Engineering Services (2012) -\$6.50 Credit			\$16,829.25
1272-330	Bridges at Hanover Plat Changes			\$780.00
1272-390	Hanover Bicycle & Pedestrian Trail			\$146,423.70
1272-420	Storm Water Utility Justification			\$14,069.25
1272-430	Wetter Property Development Review			\$9,937.00
1272-460	School Sidewalk - CR 19			\$1,005.00
1272-470	Public Works Site Grading Plan			\$12,593.50
1272-480	CR 34 Bike Trail Fed. Enhancement Grant			\$6,728.50
1272-500	2010-2014 Street Maintenance Report			\$335.00
1272-520	Hennepin CR 19 Trail Project		\$399.00	\$158,123.54
1272-530	Beebe Lake Regional Trail - CR 34		\$1,670.75	\$244,396.00
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services			\$15,877.00
2082-011	2014 General Engineering Services			\$19,612.75
2082-012	2015 General Engineering Services	\$1,476.50	\$3,567.75	\$3,567.75
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project			\$3,023.21
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension			\$4,640.50
2931-000	Bridge 92366 Rehabilitation	\$4,644.00	\$12,751.00	\$12,751.00
	Current Invoice Total	\$6,120.50	\$18,388.50	

100-41950-303 \$ 1,476.50
401-49844-400 \$ 4,644.00



City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

April 29, 2015
Project No: 02082-012
Invoice No: 3

2015 General Engineering Services

Professional Services from March 01, 2015 to March 31, 2015

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin 3/9/2015 Project Information for Victoria Holthaus (Accountant)	1.00	133.00	133.00
Messner, Justin 3/23/2015 Project Information for Auditors	1.50	133.00	199.50
Messner, Justin 3/25/2015 Project Information for Auditors	3.00	133.00	399.00
Messner, Justin 3/26/2015 Hanover Elementary Plan Review Letter	1.00	133.00	133.00
Meetings			
Messner, Justin 3/4/2015 Staff Meeting	2.00	133.00	266.00
Messner, Justin 3/17/2015 Staff Meeting	1.00	133.00	133.00
Messner, Justin 3/20/2015 Locate and provide archive info for Nancy on Quail Pass 2nd Addition	1.00	133.00	133.00
Totals	10.50		1,396.50
Total Labor			1,396.50

Field Services Billing

Council Mtg and/or Planning Commission	2.0 Meetings @ 40.00	80.00	
Total Field Services		80.00	80.00

Total this Invoice \$1,476.50

Billings to Date

	Current	Prior	Total
Labor	1,396.50	1,971.25	3,367.75
Field Services	80.00	120.00	200.00
Totals	1,476.50	2,091.25	3,567.75

Comments: _____

Approved by: 

Project	02082-012	HANO - 2015 General Engineering Services	Invoice	3
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Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

April 29, 2015
Project No: 02931-000
Invoice No: 3

Bridge 92366 Rehabilitation

Professional Services from March 01, 2015 to March 31, 2015

Phase 2 Load Rating

Professional Personnel

	Hours	Rate	Amount
Bridge Rating			
Ayaz, Sabri	2.00	153.00	306.00
Design Review			
Winters, James	5.00	99.00	495.00
Finalizing Rating Back Check			
Winters, James	2.50	99.00	247.50
Rating Back Check			
Totals	9.50		1,048.50
Total Labor			1,048.50
Total this Phase			\$1,048.50

Phase 4 SHPO

Professional Personnel

	Hours	Rate	Amount
SHPO			
Corkle, Jacqueline	2.50	143.00	357.50
Bridge			
Corkle, Jacqueline	1.00	143.00	143.00
Enviro coordination - SHPO			
Corkle, Jacqueline	3.00	143.00	429.00
SHPO materials			
Johnson, Brian	7.00	86.00	602.00
Krause, Bailey	4.50	58.00	261.00
Hanover bridge SHPO renderings			
Krause, Bailey	2.25	58.00	130.50
Hanover SHPO photoshop rendering			
Osberg, Carl	2.00	153.00	306.00
SHPO Report Review			
Ryan, Rose	6.50	96.00	624.00
Winters, James	2.50	99.00	247.50
Report Changes			
Winters, James	1.00	99.00	99.00
Response to comments, updates			
Winters, James	3.00	99.00	297.00
SHPO Review Meetings and Prep			
Winters, James	1.00	99.00	99.00

Project	02931-000	HANO - Bridge 92366 Rehabilitation	Invoice	3
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SHPO Review Work

Totals	36.25	3,595.50	
Total Labor			3,595.50

Total this Phase **\$3,595.50**

Billing Limits	Current	Prior	To-Date
Total Billings	4,644.00	8,107.00	12,751.00
Limit			31,846.00
Remaining			19,095.00
		Total this Invoice	\$4,644.00

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



Rupp, Anderson, Squires & Waldspurger, P.A.

527 Marquette Avenue South, Suite 1200
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 3/31/2015
Statement Date: 4/29/2015
Statement No. 2824

City of Hanover
11250 5th St NE
Hanover, MN 55341

4011(1)-0001: Miscellaneous	529.56
4011(1)-0075: Road Vacation	170.00
Total Fees and Expenses:	\$699.56
Total Now Due:	<u>\$699.56</u>



Rupp, Anderson, Squires & Waldspurger, P.A.

527 Marquette Avenue South, Suite 1200
 Minneapolis, MN 55402
 Office (612) 436-4300 Fax (612) 436-4340
 www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 3/31/2015
 Statement Date: 4/29/2015
 Statement No. 2824

City of Hanover
 11250 5th St NE
 Hanover, MN 55341

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
03/05/2015	JTS Cindy e-mail; Research and reply regarding street vacation process.	1.00	170.00	170.00
03/12/2015	JTS Telephone conference with Brian regarding open meeting law questions; Sex offender regulation questions.	0.40	170.00	68.00
03/20/2015	JTS Review Messner e-mail and documents regarding Quail Pass escrow.	0.20	170.00	34.00
03/23/2015	JTS Brian e-mail regarding vacation of road issue; Reply.	0.40	170.00	68.00
03/24/2015	JTS Brian and Cindy e-mails regarding timing of road vacation process.	0.20	170.00	34.00
03/27/2015	JTS Telephone conference with Brian regarding open meeting law questions.	0.30	170.00	51.00
			Sub-total Fees:	\$425.00

4011(1)-0075: Road Vacation

		Hours	Rate	Amount
03/19/2015	JTS Review file; Review documents from Cindy; Analyze and draft resolutions calling hearing and vacating road.	1.00	170.00	170.00
			Sub-total Fees:	\$170.00

Rate Summary

Jay T. Squires	3.50 hours at \$170.00/hr	595.00
Total hours:	3.50	

Expenses

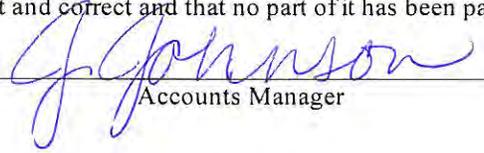
	Units	Price	Amount
02/03/2015 Mileage.	1.00	48.88	48.88
02/05/2015 Mileage.	1.00	48.88	48.88
03/31/2015 Photocopies.	34.00	0.20	6.80

Sub-total Expenses: \$104.56

Total Fees and Expenses: \$699.56

Total Now Due: \$699.56

I declare under the penalties of law that this account is
just and correct and that no part of it has been paid.



Accounts Manager

**Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569**

March 9, 2015

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- General Planning
Invoice # 2015-031**

Date	Task	Hours	Amount
1/26/2015	Various emails.	0.25	23.75
1/27/2015	Various emails.	0.25	23.75
1/30/2015	Phone conference with Brian.	0.25	23.75
2/2/2015	Email from Brian, review council packet.	0.25	23.75
2/3/2015	Various emails.	0.25	23.75
2/10/2015	Various emails.	0.25	23.75
2/11/2015	Edit ordinance, email to Brian.	0.25	23.75
2/12/2015	Various emails, phone conference with Brian.	0.25	23.75
2/16/2015	Various emails, review packet, review Bridges info.	0.5	47.50
2/19/2015	Email from Brian, review council packet.	0.25	23.75
		2.75	\$261.25

Additional Charges	\$0.00
Total Amount of this Invoice	\$261.25
Previous Balance	\$166.25
Payments Received	\$166.25
Balance Due	\$261.25

City of Hanover
General Planning

March 9, 2015
Page 1

100-41910-310

**Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569**

March 9, 2015

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- Plantenburg
Invoice # 2015-032**

Date	Task	Hours	Amount
1/29/2015	Various emails.	0.25	23.75
		<hr/>	
		0.25	\$23.75

Additional Charges	\$0.00
Total Amount of this Invoice	\$23.75
Previous Balance	\$261.25
Payments Received	\$261.25
Balance Due	\$23.75

**Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569**

May 1, 2015

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- General Planning
Invoice # 2015-047**

Date	Task	Hours	Amount
3/23/2015	Prep for Planning Commission meeting, attend PC meeting. Reviewing horses, various items with Brian and Amy before and after meeting. Various calls/emails.	2.75	261.25
3/24/2015	Various emails re: solar farm, Anderson property, floodplain lots.	1	95.00
3/25/2015	Phone conference with Wright County.	0.25	23.75
3/26/2015	Prepare ordinance amendment for Council packets. Prepare elementary school site plan for Council packets. Prepare letter for Ruter. Various emails.	2.25	213.75
4/5/2015	Various emails re: Rest of West, Ruter, Council meeting.	0.5	47.50
4/7/2015	Phone conference with Brian, attend Council meeting.	3.5	332.50
4/8/2015	Various emails re: Anderson property.	0.25	23.75
4/9/2015	Conference with Brian/Justin/Amy. Various calls/emails.	2.5	237.50
4/10/2015	Various emails.	0.25	23.75
4/13/2015	Various with Amy.	0.5	47.50
4/15/2015	Various emails.	0.25	23.75
4/20/2015	Various calls/emails.	0.25	23.75
4/21/2015	Various with staff.	0.75	71.25
		15	\$1,425.00

Additional Charges	\$0.00
Total Amount of this Invoice	\$1,425.00
Previous Balance	\$1,235.00
Payments Received	\$1,235.00
Balance Due	\$1,425.00

City of Hanover
General Planning

May 1, 2015
Page 1

100-41910-310

**Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569**

May 1, 2015

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- Plantenburg
Invoice # 2015-048**

Date	Task	Hours	Amount
3/23/2015	Various emails.	0.25	23.75
3/26/2015	Prepare item for Council agenda.	0.5	47.50
4/9/2015	Prepare public hearing notice, email to paper.	0.25	23.75
4/10/2015	Various emails.	0.25	23.75
		<hr/>	
		1.25	\$118.75

Additional Charges	\$0.00
Total Amount of this Invoice	\$118.75
Previous Balance	\$261.25
Payments Received	\$261.25
Balance Due	\$118.75

City of Hanover
Plantenburg

May 1, 2015
Page 1

100-41910-310

Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569

May 1, 2015

City of Hanover
PO Box 278
Hanover, MN 55341

675 Kadler Cir.

Reference to: City of Hanover -- Variance - ~~518 Kayla~~
Invoice # 2015-049

Date	Task	Hours	Amount
3/23/2015	Attend Planning Commission meeting.	1	95.00
4/5/2015	Various emails.	0.25	23.75
4/9/2015	Prepare public hearing notice, email to paper. Conference with Justin/Brian, site visit.	2.5	237.50
4/10/2015	Various emails.	0.25	23.75
		4	\$380.00

Additional Charges	\$0.00
Total Amount of this Invoice	\$380.00
Previous Balance	\$190.00
Payments Received	\$190.00
Balance Due	\$380.00

City of Hanover
Variance - 518 Kayla

May 1, 2015
Page 1

100-41910-310

**Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569**

May 1, 2015

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- Greenhouse
Invoice # 2015-050**

Date	Task	Hours	Amount
3/24/2015	Phone conference with Brad, various emails.	0.25	23.75
4/8/2015	Various emails.	0.25	23.75
4/9/2015	Various emails.	0.25	23.75
4/13/2015	Various emails.	0.25	23.75
4/14/2015	Various emails.	0.25	23.75
4/21/2015	Prep for meeting, meeting with staff and Scott Cole.	2.25	213.75
4/22/2015	Various emails.	0.25	23.75
4/23/2015	Review concept plan, draft memo, various emails.	0.75	71.25
4/24/2015	Various calls/emails.	0.5	47.50
		<hr/>	
		5	\$475.00

Additional Charges	\$0.00
Total Amount of this Invoice	\$475.00
Previous Balance	\$0.00
Payments Received	\$0.00
Balance Due	\$475.00

City of Hanover
Greenhouse

May 1, 2015
Page 1

100-41910-310

CCS Carson, Clelland
& Schreder

ATTORNEYS AT LAW
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

April 30, 2015

CITY OF HANOVER
CITY ADMINISTRATOR
11250 5TH STREET NE
HANOVER, MN 55341

Professional Services

Amount

Criminal

3/31/2015	Attend arraignments and pretrial hearings at Brookdale	48.75
4/1/2015	Prepare disposition letter regarding 3/31 cases	16.25
4/27/2015	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	9.38
	SUBTOTAL:	[93.13]
	For professional services rendered	\$93.13
	Previous balance	\$58.13
4/24/2015	Payment - thank you	(\$58.13)
	Total payments and adjustments	(\$58.13)
	Balance due	\$93.13

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.

MAY 04 2015

100-41610-304

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a long horizontal flourish.

Jeffrey A. Carson, City Attorney

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500276	000000003	Hagen, Brian S.	10	Bi-Weekly	\$1,797.13	5/8/2015	Outstanding
500277	000000002	Schmitz, Nancy A.	10	Bi-Weekly	\$1,054.25	5/8/2015	Outstanding
500275	000000008	Doboszinski, Jason	10	Bi-Weekly	\$1,306.98	5/8/2015	Outstanding
500274	000000011	Biren, Amy	10	Bi-Weekly	\$1,079.64	5/8/2015	Outstanding
EFT	000000006	Bursch, Jeffrey	10	Bi-Weekly	\$0.00	5/8/2015	Outstanding
EFT	000000007	Heins, Russell	10	Bi-Weekly	\$0.00	5/8/2015	Outstanding
500278	000000005	Vogel, Scott F.	10	Bi-Weekly	\$1,608.78	5/8/2015	Outstanding
					<hr/>		
					\$6,846.78		

HANOVER

05/01/15 1:22 PM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(10)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$189.58	
	000000008 Doboszinski, Jason	\$137.99	
	000000003 Hagen, Brian S.	\$242.45	
	000000002 Schmitz, Nancy A.	\$84.95	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$826.66
005 State Tax - MN	000000011 Biren, Amy	\$81.05	
	000000008 Doboszinski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000002 Schmitz, Nancy A.	\$42.95	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$366.43
049 Medicare	000000011 Biren, Amy	\$22.81	
	000000008 Doboszinski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000002 Schmitz, Nancy A.	\$19.97	
	000000005 Vogel, Scott F.	\$31.32	
	<i>Medicare</i>		\$135.80
051 Social Security	000000011 Biren, Amy	\$97.52	
	000000008 Doboszinski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000002 Schmitz, Nancy A.	\$85.37	
	000000005 Vogel, Scott F.	\$133.92	
	<i>Social Security</i>		\$580.63
501 Social Security Benefit	000000011 Biren, Amy		\$97.52
	000000008 Doboszinski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000002 Schmitz, Nancy A.		\$85.37
	000000005 Vogel, Scott F.		\$133.92
	<i>Social Security Benefit</i>		\$580.63
502 Medicare Benefit	000000011 Biren, Amy		\$22.81
	000000008 Doboszinski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000002 Schmitz, Nancy A.		\$19.97

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(10)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$31.32
	<i>Medicare Benefit</i>		\$135.80
<i>Grand Total</i>		\$1,909.52	\$716.43

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(10)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$102.23	
	000000008 Doboszinski, Jason	\$114.09	
	000000003 Hagen, Brian S.	\$162.50	
	000000002 Schmitz, Nancy A.	\$89.51	
	000000005 Vogel, Scott F.	\$140.40	
	<i>PERA</i>	<hr/>	
		\$608.73	
503 PERA ER	000000011 Biren, Amy		\$117.96
	000000008 Doboszinski, Jason		\$131.64
	000000003 Hagen, Brian S.		\$187.50
	000000002 Schmitz, Nancy A.		\$103.28
	000000005 Vogel, Scott F.		\$162.00
	<i>PERA ER</i>	<hr/>	
			\$702.38
	<i>Grand Total</i>	<hr/>	<hr/>
		\$608.73	\$702.38

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(10)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
505 HSA Contribution	000000011 Biren, Amy		\$215.69
	000000008 Doboszinski, Jason		\$71.30
	000000003 Hagen, Brian S.		\$279.16
	000000005 Vogel, Scott F.		\$155.14
	<i>HSA Contribution</i>		\$721.29
<hr/>			
	<i>Grand Total</i>		\$721.29

HANOVER
Cash Balances
May 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$592,785.40	\$44,278.99	\$169,492.34	\$467,572.05
107 FIRE DEPT DONATIONS FUND	\$31,529.28	\$0.00	\$2,259.00	\$29,270.28
201 EDA SPECIAL REVENUE FUND	\$78,019.40	\$700.00	\$1,637.24	\$77,082.16
205 EDA BUSINESS INCENTIVE FUND	\$199,887.85	\$1,916.92	\$0.00	\$201,804.77
311 2008A GO CIP REFUNDING BOND	\$37,604.68	\$0.00	\$0.00	\$37,604.68
312 2009A GO IMP REFUNDING BOND	\$19,016.35	\$0.00	\$495.00	\$18,521.35
313 2010 GO EQUIPMENT CERTIFICATES	-\$20,234.25	\$0.00	\$0.00	-\$20,234.25
314 2011A GO IMP CROSSOVER REF BD	\$357,588.22	\$13,962.80	\$11,637.50	\$359,913.52
401 GENERAL CAPITAL PROJECTS	\$829,712.40	\$5,000.00	\$120,700.57	\$714,011.83
402 PARKS CAPITAL PROJECTS	\$239,919.44	\$0.00	\$0.00	\$239,919.44
403 FIRE DEPT CAPITAL FUND	\$111,115.94	\$0.00	\$0.00	\$111,115.94
404 HISTORICAL CAPITAL PROJ FUND	\$96,407.72	\$0.00	\$0.00	\$96,407.72
407 TIF REDEV DIST #1	\$4,807.40	\$0.00	\$0.00	\$4,807.40
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$60,328.83	\$0.00	\$5,000.00	\$55,328.83
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$52,581.87	\$0.00	\$0.00	\$52,581.87
418 STREET CAPITAL PROJ FUND	\$433,615.77	\$0.00	\$0.00	\$433,615.77
601 WATER ENTERPRISE FUND	\$710,416.67	\$17,567.91	\$4,813.75	\$723,170.83
602 SEWER ENTERPRISE FUND	\$278,631.56	\$49,349.87	\$35,756.33	\$292,225.10
603 STORM WATER ENTERPRISE FUND	\$118,810.61	\$6,793.79	\$0.00	\$125,604.40
611 WATER CAPITAL IMP FUND	\$402,621.26	\$0.00	\$0.00	\$402,621.26
612 SEWER CAPITAL IMP FUND	\$1,679,221.06	\$0.00	\$6,045.65	\$1,673,175.41
613 STORM WATER CAPITAL IMP FUND	\$546,109.59	\$0.00	\$0.00	\$546,109.59
804 SCHENDELS FIELD ESC FUND	\$145,266.61	\$0.00	\$0.00	\$145,266.61
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$34,000.00	\$3,750.00	\$750.00	\$37,000.00
815 LANDSCAPE ESCROW FUND	\$45,500.00	\$7,500.00	\$3,000.00	\$50,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,500.00	\$10,300.00	\$1,000.00	\$25,800.00
818 MISC ESCROWS FUND	\$6,543.02	\$0.00	\$0.00	\$6,543.02
820 BRIDGES TOWNHOMES ESC FUND	\$3,527.60	\$0.00	\$0.00	\$3,527.60
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,762.91	\$0.00	\$0.00	\$11,762.91
900 INTEREST	\$13,156.89	\$0.00	\$0.00	\$13,156.89
	\$7,123,277.58	\$161,120.28	\$362,587.38	\$6,921,810.48

Revenue Budget by Source

Source Alt Code	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$995,728.00	\$995,728.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$95,624.00	\$95,624.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$3,058.64	\$3,058.64	\$10,000.00	\$6,941.36	30.59%
Source Alt Code TAXES		\$3,058.64	\$3,058.64	\$1,101,352.00	\$1,098,293.36	0.28%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$900.00	\$3,975.00	\$5,000.00	\$1,025.00	79.50%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$200.00	\$300.00	\$100.00	66.67%
SERVICE	R 100-34108 Administrative Fees	\$300.00	\$600.00	\$2,000.00	\$1,400.00	30.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$1.25	\$80.00	\$78.75	1.56%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$12,529.05	\$106,964.00	\$94,434.95	11.71%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$801.36	\$1,569.31	\$2,000.00	\$430.69	78.47%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$2,026.36	\$20,824.61	\$124,344.00	\$103,519.39	16.75%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.75	\$0.75	\$0.00	-\$0.75	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$1,010.45	\$1,000.00	-\$10.45	101.05%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$4,603.59	\$7,000.00	\$2,396.41	65.77%
MISC	R 100-36230 Contributions and Donations	\$4,020.00	\$4,345.00	\$0.00	-\$4,345.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$1,800.00	\$4,900.00	\$7,000.00	\$2,100.00	70.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$5,820.75	\$14,859.79	\$21,000.00	\$6,140.21	70.76%
LIC PERM	R 100-32110 Alcoholic Beverages	\$10,370.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$1.00	\$4.00	\$100.00	\$96.00	4.00%
LIC PERM	R 100-32210 Building Permits	\$22,945.54	\$31,348.47	\$70,000.00	\$38,651.53	44.78%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$20.00	\$100.00	\$80.00	20.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$10.00	\$50.00	\$40.00	20.00%
Source Alt Code LIC PERM		\$33,316.54	\$42,252.47	\$82,350.00	\$40,097.53	51.31%
INTGOVT	R 100-33400 State Grants and Aids	-\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$105,859.00	\$105,859.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$2,000.00	\$2,000.00	\$24,000.00	\$22,000.00	8.33%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$2,000.00	\$136,298.00	\$134,298.00	1.47%
FINES	R 100-35100 Court Fines	\$0.00	\$1,238.48	\$1,500.00	\$261.52	82.57%
Source Alt Code FINES		\$0.00	\$1,238.48	\$1,500.00	\$261.52	82.57%
Fund 100 GENERAL FUND		\$44,222.29	\$84,233.99	\$1,466,844.00	\$1,382,610.01	5.74%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	-\$9.18	\$13,700.00	\$13,709.18	-0.07%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$199.00	\$199.00	0.00%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$20.34	\$150.00	\$129.66	13.56%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$315.00	\$1,500.00	\$1,185.00	21.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$1,847.10	\$6,292.40	\$2,500.00	-\$3,792.40	251.70%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$61.24	\$2,000.00	\$1,938.76	3.06%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$480.00	\$981.92	\$5,000.00	\$4,018.08	19.64%
Dept 41110 Council		\$2,327.10	\$7,661.72	\$25,899.00	\$18,237.28	29.58%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$21.06	\$0.00	-\$21.06	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$21.06	\$5,850.00	\$5,828.94	0.36%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$12,033.30	\$65,500.00	\$53,466.70	18.37%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,182.02	\$4,900.00	\$3,717.98	24.12%
CITYADM	E 100-41400-122 FICA	\$0.00	\$977.13	\$4,100.00	\$3,122.87	23.83%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$228.52	\$900.00	\$671.48	25.39%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$721.29	\$1,690.89	\$0.00	-\$1,690.89	0.00%
CITYADM	E 100-41400-134 Employer Paid Life	\$30.67	\$48.74	\$0.00	-\$48.74	0.00%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$380.02	\$3,301.65	\$10,890.00	\$7,588.35	30.32%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$823.90	\$1,000.00	\$176.10	82.39%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$10.00	\$185.00	\$0.00	-\$185.00	0.00%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$1,141.98	\$20,471.15	\$87,290.00	\$66,818.85	23.45%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$5,449.83	\$41,526.17	\$82,600.00	\$41,073.83	50.27%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$408.74	\$3,133.22	\$6,200.00	\$3,066.78	50.54%
CLERICAL	E 100-41430-122 FICA	\$337.89	\$3,029.55	\$5,100.00	\$2,070.45	59.40%
CLERICAL	E 100-41430-123 Medicare	\$79.03	\$708.49	\$1,200.00	\$491.51	59.04%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$494.85	\$2,474.25	\$0.00	-\$2,474.25	0.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$186.77	\$1,484.07	\$0.00	-\$1,484.07	0.00%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$357.00	\$0.00	-\$357.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$829.34	\$7,245.64	\$16,932.00	\$9,686.36	42.78%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 41430	Clerical Staff	\$7,786.45	\$59,958.39	\$117,032.00	\$57,073.61	51.23%
Dept 41435	Staff Expenses					
STAFFEXP	E 100-41435-208 Training and Instructio	\$135.00	\$135.00	\$1,500.00	\$1,365.00	9.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$0.00	\$165.36	\$4,000.00	\$3,834.64	4.13%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$1,000.00	\$850.00	15.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$23.00	\$69.73	\$1,500.00	\$1,430.27	4.65%
Dept 41435	Staff Expenses	\$158.00	\$520.09	\$8,300.00	\$7,779.91	6.27%
Dept 41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$5,000.00	\$28,250.00	\$0.00	-\$28,250.00	0.00%
Dept 41530	Accounting	\$5,000.00	\$28,250.00	\$0.00	-\$28,250.00	0.00%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$20,000.00	\$23,400.00	\$26,000.00	\$2,600.00	90.00%
Dept 41540	Auditing	\$20,000.00	\$23,400.00	\$26,000.00	\$2,600.00	90.00%
Dept 41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41550	Assessing	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$270.23	\$1,011.74	\$5,500.00	\$4,488.26	18.40%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$2.75	\$100.00	\$97.25	2.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$519.99	\$3,000.00	\$2,480.01	17.33%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$81.41	\$1,045.12	\$6,800.00	\$5,754.88	15.37%
PURCHASE	E 100-41570-322 Postage	\$147.00	\$757.39	\$1,500.00	\$742.61	50.49%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570	Purchasing	\$498.64	\$3,336.99	\$20,900.00	\$17,563.01	15.97%
Dept 41600	Computer					
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$360.00	\$1,165.00	\$0.00	-\$1,165.00	0.00%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600	Computer	\$360.00	\$1,165.00	\$0.00	-\$1,165.00	0.00%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$792.69	\$3,436.63	\$27,295.00	\$23,858.37	12.59%
Dept 41610	City Attorney	\$792.69	\$3,436.63	\$27,295.00	\$23,858.37	12.59%
Dept 41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Serv	\$2,683.75	\$4,108.75	\$17,000.00	\$12,891.25	24.17%
Dept 41910	Planning and Zoning	\$2,683.75	\$4,108.75	\$17,000.00	\$12,891.25	24.17%
Dept 41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$322.05	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$383.40	\$1,764.14	\$10,000.00	\$8,235.86	17.64%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$0.00	-\$250.00	0.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$767.00	\$2,013.01	\$8,400.00	\$6,386.99	23.96%
GOVTBLDG	E 100-41940-321 Telephone	\$264.26	\$1,300.31	\$5,500.00	\$4,199.69	23.64%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$627.33	\$2,494.34	\$9,000.00	\$6,505.66	27.71%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-383 Gas Utilities	\$276.61	\$1,291.69	\$5,000.00	\$3,708.31	25.83%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$184.44	\$766.93	\$2,000.00	\$1,233.07	38.35%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$94.50	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$160.00	\$1,255.30	\$5,000.00	\$3,744.70	25.11%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$3,079.59	\$12,093.34	\$60,900.00	\$48,806.66	19.86%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$1,476.50	\$3,567.75	\$25,000.00	\$21,432.25	14.27%
Dept 41950 Engineer		\$1,476.50	\$3,567.75	\$25,000.00	\$21,432.25	14.27%
Dept 41960 Insurance						
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$213.00	\$348.07	\$2,500.00	\$2,151.93	13.92%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$9,153.50	\$35,000.00	\$25,846.50	26.15%
Dept 41960 Insurance		\$213.00	\$9,501.57	\$37,500.00	\$27,998.43	25.34%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$131.50	\$250.00	\$118.50	52.60%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$310.70	\$461.09	\$2,000.00	\$1,538.91	23.05%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$310.70	\$592.59	\$3,000.00	\$2,407.41	19.75%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$17,333.35	\$17,333.35	\$69,335.00	\$52,001.65	25.00%
Dept 42101 Hennepin County Sheriff		\$17,333.35	\$17,333.35	\$69,335.00	\$52,001.65	25.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,230.79	\$39,620.79	\$94,170.00	\$54,549.21	42.07%
Dept 42102 Wright County Sheriff		\$8,230.79	\$39,620.79	\$94,170.00	\$54,549.21	42.07%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$22.21	\$0.00	-\$22.21	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$2,745.95	\$10,000.00	\$7,254.05	27.46%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$430.00	\$430.00	\$4,000.00	\$3,570.00	10.75%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$490.00	\$950.00	\$460.00	51.58%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,370.08	\$0.00	-\$2,370.08	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$35.00	\$10,000.00	\$9,965.00	0.35%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$430.00	\$6,093.24	\$62,134.00	\$56,040.76	9.81%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$332.14	\$600.29	\$5,500.00	\$4,899.71	10.91%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$171.16	\$1,500.00	\$1,328.84	11.41%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$4,743.00	\$5,020.50	\$4,500.00	-\$520.50	111.57%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$513.85	\$5,000.00	\$4,486.15	10.28%
Dept 42220 Fire Dept Equipment		\$5,075.14	\$6,305.80	\$17,350.00	\$11,044.20	36.34%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$150.86	\$2,215.00	\$7,500.00	\$5,285.00	29.54%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$318.28	\$1,500.00	\$1,181.72	21.22%
Dept 42240	Fire Dept Training	\$150.86	\$2,533.28	\$9,000.00	\$6,466.72	28.15%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$51.96	\$1,352.10	\$5,000.00	\$3,647.90	27.04%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$136.96	\$2,304.04	\$9,000.00	\$6,695.96	25.60%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$753.00	\$4,682.97	\$7,465.00	\$2,782.03	62.73%
Dept 42260	Fire Vehicles	\$941.92	\$8,339.11	\$23,465.00	\$15,125.89	35.54%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$156.33	\$1,650.00	\$1,493.67	9.47%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$214.59	\$1,083.73	\$3,500.00	\$2,416.27	30.96%
FIREBLDG	E 100-42280-321 Telephone	\$28.49	\$142.21	\$800.00	\$657.79	17.78%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$244.74	\$1,086.55	\$5,000.00	\$3,913.45	21.73%
FIREBLDG	E 100-42280-383 Gas Utilities	\$795.04	\$3,438.90	\$2,600.00	-\$838.90	132.27%
Dept 42280	Fire Stations and Bldgs	\$1,282.86	\$5,907.72	\$13,725.00	\$7,817.28	43.04%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$2,000.00	\$2,000.00	\$29,500.00	\$27,500.00	6.78%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
Dept 42290	Fire Relief Association	\$2,000.00	\$2,000.00	\$35,500.00	\$33,500.00	5.63%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$237.85	\$23,515.24	\$25,000.00	\$1,484.76	94.06%
Dept 42401	Building Inspection Admin	\$237.85	\$23,515.24	\$25,000.00	\$1,484.76	94.06%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$3,915.20	\$30,502.41	\$92,700.00	\$62,197.59	32.90%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$296.40	\$0.00	-\$296.40	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$354.75	\$1,500.00	\$1,145.25	23.65%
PUBWRKS	E 100-43000-121 PERA	\$293.64	\$2,738.08	\$7,000.00	\$4,261.92	39.12%
PUBWRKS	E 100-43000-122 FICA	\$242.74	\$2,285.20	\$5,700.00	\$3,414.80	40.09%
PUBWRKS	E 100-43000-123 Medicare	\$56.77	\$534.43	\$1,300.00	\$765.57	41.11%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$226.44	\$1,086.04	\$0.00	-\$1,086.04	0.00%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$127.70	\$893.90	\$0.00	-\$893.90	0.00%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$238.10	\$0.00	-\$238.10	0.00%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$2,880.07	\$9,000.00	\$6,119.93	32.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,279.93	\$12,364.02	\$19,328.00	\$6,963.98	63.97%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$1,500.00	\$550.00	63.33%
PUBWRKS	E 100-43000-321 Telephone	\$158.68	\$612.70	\$0.00	-\$612.70	0.00%
Dept 43000	Public Works (GENERAL)	\$6,301.10	\$55,736.10	\$138,028.00	\$82,291.90	40.38%
Dept 43100 Hwys, Streets, & Roads						
HWYROAD	E 100-43100-212 Motor Fuels	\$295.51	\$2,034.86	\$10,000.00	\$7,965.14	20.35%
HWYROAD	E 100-43100-215 Shop Supplies	\$31.06	\$304.00	\$5,000.00	\$4,696.00	6.08%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$8.24	\$1,394.57	\$7,500.00	\$6,105.43	18.54%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
HWYROAD	E 100-43100-240 Small Tools and Minor	\$55.60	\$105.59	\$4,000.00	\$3,894.41	2.64%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$38.36	\$2,000.00	\$1,961.64	1.92%
HWYROAD	E 100-43100-310 Other Professional Serv	\$0.00	\$1,296.50	\$3,000.00	\$1,703.50	43.22%
HWYROAD	E 100-43100-325 Taxes	\$39.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100 Hwys, Streets, & Roads		\$429.41	\$5,212.88	\$31,700.00	\$26,487.12	16.44%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$67,629.50	\$70,693.50	\$16,000.00	-\$54,693.50	441.83%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$53.70	\$3,522.74	\$7,000.00	\$3,477.26	50.32%
Dept 43121 Paved Streets		\$67,683.20	\$74,216.24	\$23,000.00	-\$51,216.24	322.68%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 43122 Unpaved Streets		\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125 Ice & Snow Removal		\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	\$2,117.95	\$8,556.67	\$30,000.00	\$21,443.33	28.52%
Dept 43160 Street Lighting		\$2,117.95	\$8,556.67	\$30,000.00	\$21,443.33	28.52%
Dept 43240 Waste (refuse) Disposal						
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240 Waste (refuse) Disposal		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245 Recycling: Refuse						
RECYCLING	E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$2,938.55	\$11,637.57	\$28,000.00	\$16,362.43	41.56%
Dept 43245 Recycling: Refuse		\$2,938.55	\$11,637.57	\$28,000.00	\$16,362.43	41.56%
Dept 43260 Weed Control						
WEEDCTRL	E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WEEDCTRL	E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260 Weed Control		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$1,457.02	\$7,250.00	\$5,792.98	20.10%
Dept 45186 Senior Center		\$0.00	\$1,457.02	\$7,250.00	\$5,792.98	20.10%
Dept 45200 Parks (GENERAL)						
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$134.79	\$530.44	\$5,000.00	\$4,469.56	10.61%
PARKS	E 100-45200-225 Landscaping Materials	\$1,148.27	\$1,148.27	\$3,300.00	\$2,151.73	34.80%
PARKS	E 100-45200-381 Electric Utilities	\$144.69	\$589.54	\$1,100.00	\$510.46	53.59%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$355.86	\$6,000.00	\$5,644.14	5.93%
PARKS	E 100-45200-440 Programs/FYCC	\$6,080.00	\$7,464.16	\$5,300.00	-\$2,164.16	140.83%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$552.00	\$3,255.24	\$2,500.00	-\$755.24	130.21%
Dept 45200 Parks (GENERAL)		\$8,059.75	\$13,343.51	\$27,700.00	\$14,356.49	48.17%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$1,750.00	\$7,000.00	\$5,250.00	25.00%
Dept 45500 Libraries (GENERAL)		\$0.00	\$1,750.00	\$7,000.00	\$5,250.00	25.00%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$1,000.00	\$1,900.00	\$5,000.00	\$3,100.00	38.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	May 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 48205	Damage Deposit Refunds	\$1,000.00	\$1,900.00	\$5,000.00	\$3,100.00	38.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$170,041.13	\$463,703.30	\$1,456,823.00	\$993,119.70	31.83%

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of May, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

RESOLUTION NO 05-19-15-32

**A RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
FOR THE HANOVER HARVEST FESTIVAL**

WHEREAS, the Hanover Harvest Festival, a non-profit organization, has submitted an application for Exempt Permit as required under the State of Minnesota's gambling laws; and

WHEREAS, the Hanover Harvest Festival requests said exemption for the purpose of conducting a raffle for the Harvest Festival scheduled for August 3rd, 2013.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the Exempt Permit application for the Hanover Harvest Festival.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 5th day of May, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



CITY OF HANOVER ASSESSMENT POLICY

Adopted April 9, 2013

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CITY OF HANOVER
ASSESSMENT POLICY
Updated April 2013

General Information

The purpose of this assessment policy manual is to establish procedures to be utilized by the City of Hanover when preparing assessment rolls, to assure uniform and consistent treatment of the affected properties.

Minnesota State Law, Chapter 429 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting and recreational facilities, etc. The various procedures that the municipality must follow including reports, notices, and public hearings are well defined within the law.

The Statute further defines that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the City Engineer, City Attorney, appraisers or other qualified personnel, a fair and equitable method of cost-sharing among the properties involved.

Assessable public improvement projects may be initiated by two (2) different methods. The first method is by a petition of the affected property owners. The petition must be signed by not less than thirty-five percent (35%) of the owners of the frontage of the real property abutting the proposed improvements. It should be noted that the City Council retains the right to review the merits of each project or improvement and establishes the priority as it deems proper. The second method is to initiate the proceedings by City Council direction, in which case no petition is needed.

Any reference to land zoning in this policy manual shall mean the most current approved City Zoning Map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. In addition, any fixed cost data and rates presented herein will be adjusted from year to year to reflect current costs.

The City Council shall retain the right to review each project on its own merit and to deviate from any portion of this Assessment Policy, as it deems proper. These deviations may occur in unique situations or where application of the policy produces unfair or undesirable results.

The City of Hanover utilizes a Unit Cost methodology for the assessment of existing residential homes on a per-lot unit basis, with a lot unit being defined as a platted single-family residential lot or equivalent, which cannot be further subdivided for R-1 and R-2 residential use.

Part I - Assessment Policy for Existing Streets

The City's policy for reconstructing all roadways except those roadways located in the agriculture district is to replace the existing surface with bituminous asphalt pavement and install concrete curb. Concrete curbing shall consist of ribbon curb or full curb and gutter.

1. Street Reconstruction

Street reconstruction will be defined as a project whereby all meaningful elements of a street are analyzed for removal and replacement. This may include pavement removal, subgrade corrections, granular base, bituminous pavement, concrete curb and gutter, installation or reconstruction of storm sewer, culvert and drainage ditch improvements, stormwater management improvements, and items appurtenant to these elements. In addition to street reconstruction costs, all property may be assessed a proportional share for expenses such as right-of-way and easement acquisition needed for that segment of the project including any roadways abutting the property.

Improvement, replacement, and/or repair costs to existing sanitary sewer and water distribution facilities located within the road right-of-way or utility easement shall be paid for wholly out of their respective utility funds and not assessed to benefited properties.

The construction of new sanitary sewer and water distribution facilities within a street reconstruction project shall be assessed one hundred percent (100%) of actual costs plus all associated overhead costs.

Assessment rates for street reconstruction shall apply, regardless of the street's classification (local, collector, arterial, trunk highway); designation (County State-Aid Highway, Municipal State-Aid Street); or jurisdiction (State, County or City).

1.1 Residential (Non-Agriculture) Equivalent Assessment Rate

All R-1 and R-2 residentially zoned properties with frontage abutting a street that is reconstructed shall be assessed on a per unit basis at the residential equivalent assessment rate.

The residential equivalent assessment rate shall be based on the following:

- a) All property zoned R-1, R-1A, and R-2 shall be assessed thirty-five percent (35%) of the actual cost for an urban roadway plus all overhead costs associated with a typical residential urban roadway. Urban section roadways shall consist of bituminous asphalt pavement with full concrete curb and gutter and associated routine drainage improvements (storm sewer).
- b) All property zoned R-1, R-1A, and R-2 shall be assessed forty percent (40%) of the actual cost for a semi-urban roadway plus all overhead costs associated with a typical residential semi-urban roadway. Semi-urban section roadways shall consist of bituminous asphalt pavement with concrete ribbon curb and associated routine drainage improvements (ditches/culverts).

1.2 Residential Agriculture Equivalent Assessment Rate

All RA residential agriculture zoned properties with frontage abutting a street that is reconstructed shall be assessed on a per unit basis at the residential agriculture equivalent assessment rate.

The residential agriculture equivalent assessment rate shall be based on thirty-five percent (35%) of the actual cost for a rural section roadway plus all overhead costs associated with a typical rural roadway. Rural section roadway reconstruction shall consist of bituminous asphalt pavement without curb and gutter and associated routine drainage improvements (ditches/culverts).

1.3 Commercial/Industrial Equivalent Assessment Rate

All B-1, B-1A, B-2, I-1, I-2, I-3 zoned properties with frontage abutting a street that is reconstructed shall be assessed on a per unit basis at the commercial/industrial equivalent assessment rate. The per unit basis is calculated based on the average neighborhood unit size, particularly in a mixed (residential and commercial) neighborhood. Larger sized commercial lots may be sub-divided into smaller units for assessment purposes and to ensure equity. The number of units assigned to a commercial property shall be determined by the City Council.

The commercial/industrial equivalent assessment rate shall be based on fifty percent (50%) of the actual cost of street reconstruction plus all overhead costs associated with a typical commercial section roadway.

1.4 Tax-Exempt Equivalent Assessment Rate

All tax-exempt (non-profits, churches, schools, organizations, groups) properties with frontage abutting a street that is reconstructed shall be assessed on a per unit basis at the tax-exempt equivalent assessment rate. The per unit basis is calculated based on the average neighborhood unit size, particularly in a mixed (residential and tax-exempt) neighborhood. Larger sized tax-exempt lots may be sub-divided into smaller units for assessment purposes and to ensure equity. The number of units assigned to a tax-exempt property shall be determined by the City Council.

The tax-exempt equivalent assessment rate shall be based on fifty percent (50%) of the actual cost of street reconstruction plus all overhead costs associated with a typical residential or commercial section roadway.

2. Street Rehabilitation (Mill and Overlays)

Street rehabilitation improvements are implemented as a cost-effective measure to extend the useful life of the entire roadway and to delay street reconstruction needs. This work generally involves the mill and overlay of existing bituminous pavement and spot repairs to existing concrete curb and gutter.

From time to time, however, the City's Street Maintenance Department may determine that small street areas need immediate bituminous overlay improvements for short-term

maintenance purposes. These types of bituminous overlays, determined to be preventative maintenance rather than long-term street rehabilitation improvements, shall not be assessed to abutting properties and shall be funded by the City.

Assessment rates for mill and overlay improvements shall apply, regardless of the street's classification (local, collector, arterial, trunk highway); designation (County State-Aid Highway, Municipal State-Aid Street); or jurisdiction (State, County or City).

2.1 Residential (Non-Agriculture) Equivalent Assessment Rate

All R-1 and R-2 residentially zoned properties with frontage abutting a street that is overlaid with bituminous surfacing shall be assessed on a per unit basis at the residential equivalent assessment rate.

Non-tax-exempt property zoned R-1, R-1A, and R-2 shall be assessed fifty percent (50%) of the cost of bituminous overlay plus all overhead costs associated with a typical residential street section.

2.2 Residential Agriculture Equivalent Assessment Rate

All RA residential agriculture zoned properties with frontage abutting a street that is overlaid with bituminous surfacing shall be assessed on a per unit basis at the residential equivalent assessment rate.

Non-tax-exempt property zoned RA shall be assessed fifty percent (50%) of the cost of bituminous overlay plus all overhead costs associated with a typical residential street section.

2.3 Commercial/Industrial Equivalent Assessment Rate

All B-1, B-1A, B-2, I-1, I-2, I-3 zoned properties with frontage abutting a street that is overlaid with bituminous surfacing shall be assessed on a unit basis at the commercial/industrial equivalent assessment rate.

The commercial/industrial equivalent assessment rate shall be based on fifty percent (50%) of the cost of a bituminous overlay plus all overhead costs associated with a typical commercial section roadway.

2.4 Tax-Exempt Equivalent Assessment Rate

All tax-exempt (non-profits, churches, schools, organizations, groups) properties with frontage abutting a street that is overlaid with bituminous surfacing shall be assessed on a per unit basis at the tax-exempt equivalent assessment rate.

The tax-exempt equivalent assessment rate shall be based on fifty percent (50%) of the cost of bituminous overlay plus all overhead costs associated with a typical residential or commercial section roadway.

3. Preventative Maintenance

Preventative maintenance will be defined as work that involves a level of effort less than that involved in reconstruction or rehabilitation, the intent of which is to extend the life of the existing pavement. Preventative maintenance may include, but not be limited to crack sealing, patching, skin patching, seal coating, and chip sealing.

Preventative maintenance, when recommended by the City's Pavement Management Program, shall be funded entirely by the City.

4. Definitions & General Provisions

4.1 Total Project Cost

Total project cost shall mean the total estimated construction cost plus all associated overhead costs. Overhead costs shall include, but not be limited to, City administration, engineering, legal, fiscal, and interest during construction and land acquisition.

4.2 Assessment Rate

The assessment rate for any special assessment district is computed by dividing the total assessable costs of such improvement by the total number of assessment units.

4.3 Assessable Costs

The assessable cost of an improvement shall be defined as those costs that, in the opinion of the City Council, are attributable to the need for service in the area served by the improvement.

4.4 Assessment Units

The City shall levy special assessments on adjacent benefiting properties for street improvement projects. The assessment rate shall be computed on a per-lot unit basis, with a lot unit being defined as a platted single-family residential lot or equivalent, which, cannot be further subdivided for R-1 and R-2 residential use.

If a property has been assessed on a lot unit basis for a public improvement, and subsequently a property division is made creating additional lot units, then a supplemental charge shall be made to the property at the same rate that applied under the original assessments.

All tax-exempt status properties shall be subdivided to determine the assessable lot units or part thereof.

Corner lots shall be assessed on the street that is used for the mailing address.

Assessments to condominiums shall be spread by dividing them according to the percentage of interest in common elements of the street improvements.

If a street improvement project is requested to be constructed to a greater width and/or thickness than the standard by the abutting property owners, the excess cost above that of the standard reconstruction cost shall be assessed one hundred percent (100%) to those properties.

The assessment process shall be carried out in accordance with Minnesota Statutes Chapter 429. The assessment rate shall be on a per-lot unit basis and shall be calculated and processed in accordance with the current Hanover Assessment Policy.

4.5 Assessment Period

The length of payment period of various types of improvement projects shall be as follows:

Street Reconstruction	10 years
Sanitary Sewer	10 years
Water Main	10 years
Storm Sewer	10 years
Street Rehabilitation (Mill & Overlay)	5 years

In the case where several areas of the improvements listed above are included in the same project, the assessment period shall be fifteen (15) years or as determined by the City Council. In no event shall an assessment period for a single improvement exceed ten (10) years.

4.6 Interest Rate on Unpaid Balance

The interest rate used for the assessment shall be designated at the prime rate plus two (2) percentage points, fixed for the duration of the outstanding balance. The effective date of the interest shall be the date the Council approval of the assessment role.

4.7 Land Not Included in Assessment

The City may reserve the right to delete land within the assessable area from the assessment roles if, in its opinion, the land cannot be developed and/or the improvement does not provide benefit. No development of that property shall be permitted, nor shall any physical connection to the City's utility or drainage facilities be made by any development on that property until the assessment or connection fees are paid.

4.8 Certification of Assessment Roll

At the time the assessment rolls are adopted by the City Council by resolution, the property owner may pay the entire assessment against their property in full at Hanover City Hall within thirty (30) days without interest charge. Beyond thirty (30) days, but prior to certification to the County, payment (principal plus interest from the assessment roll date) can be made at the City Hall. After the certification of assessment to the County is made, a resident may make a payment directly at the County Government Center. Interest charges apply effective from the date of Council approval of the assessment role.

A property owner may pay the total assessment against their property with accrued interest at any time during the life of the project assessment period.

If paid before November 15, interest is calculated to December 31 of the year the payment is made. If paid after November 15, interest will be calculated through December 31 of the next year.

Once the assessments are certified to the County, it is the responsibility of the County staff to calculate the interest charges and include them in the annual property tax payment schedule.

4.9 Ad Valorem Tax

The City Council, at their discretion, may utilize ad valorem taxes to fund portions of the project cost of any public improvement. This shall be done in accordance with the appropriate Minnesota State Statutes.

4.10 Petition

Petition shall mean a written document presented to the City Council for purpose of initiating a public improvement project. The address of each signatory, the date of the signature and a printing of each signatory's name shall accompany all signatures.

4.11 Petition for Non-Programmed Projects

The Hanover City Council will accept petitions from property owners requesting non-programmed projects. Generally, the assessment rate for non-programmed improvement projects initiated by petition of the affected property owners, and approved by the Council, shall be one-hundred percent (100%) of the total project cost.

4.12 Improvements to Roadways Not Under City Jurisdiction

The City may assess properties that abut roadways not under City jurisdiction, but receiving reconstruction or bituminous overlay improvements. The assessment rate levied against these properties shall be the same as those established for City reconstruction or bituminous overlay projects.

4.13 Hardship Deferrals

Minnesota Statute No. 435.193 allows the City, at its own discretion, to defer the payment of any assessment for any homestead property, that is a primary place of residence, owned by a person sixty-five (65) years of age or older, or retired by virtue of a permanent and total disability for which it would be a hardship to make the payments. Under the hardship criteria, no payment amount is reduced or eliminated, but deferred to a future date. Eventually, a payment in full with interest will be due to the City/County.

The person filing for a senior deferment must be sixty-five (65) of age on or before December 31 of the assessment year.

In order to receive such a deferment, the affected person must establish the economic hardship that would be incurred to the reasonable satisfaction of the Hanover City Council

by providing documentation showing an annual gross income less than fifty percent (50%) of the Ramsey County median household income as determined by the most recent census.

The deferral will last for a period of not more than ten (10) years, and will terminate before ten (10) years if any one of the following conditions is present:

- The owner of the property dies and the spouse is not eligible for a deferment;
- The property is sold;
- The property is no longer homestead;
- The City Council determines that there is no longer hardship incurred in immediately requiring either full or partial payment of the assessment.

The City reserves the right to request verification of continued eligibility for a hardship deferral.

It should be noted that during the term of the deferral, interest will accrue. At the termination of the deferral period, interest and principal will be due in a lump sum amount.

An application for deferment of special assessments is available at the City Offices. It is the responsibility of the resident to submit a completed deferral form, along with tax documents, to the Finance Director for approval. This application must be filed within 30 days of the assessment role. The submission of a deferral form to the City does not automatically qualify a resident for the deferral. If a resident is approved for the deferral, the City staff will notify the resident of the approval. The City staff on a periodic basis may request the resident to verify their eligibility.

4.14 Appeals Process

An owner of the property has the opportunity to appeal the assessment amount at various stages of the assessment process. The first stage is when the assessment amount is initially estimated by staff based on the interpretation of the existing Assessment Policy. If the estimate was based on inaccurate or incomplete information, the owner may work directly with staff to clarify or rectify the situation.

If the owner is not satisfied with the outcome at this stage, known as the first stage, they may file a formal appeal with the City Council, prior to the adoption of the assessment roll. This is known as the second stage of the appeal's process.

If the appeal is denied by the City Council, the owner may appeal to the district court pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal to the Mayor or the City Administrator within thirty (30) days after the adoption of the assessment.

Part II - Assessment Policy for New Developments

The assessment policy for anyone who wishes to make public improvements within the City of Hanover, as part of a proposed development shall conform to the policies established herein and as modified below. It is the responsibility of the developer to assume total costs (100%) for all new road and street construction including, lights, sanitary sewer, water, and storm water.

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of May, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

The following Council Members were absent: None.

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

RESOLUTION NO 05-19-15-33

A RESOLUTION APPROVING THE HIRING OF SEASONAL PUBLIC WORKS EMPLOYEE

WHEREAS, the City Council approved the hiring of Timothy Wetterhahn on April 7, 2015 contingent upon required background checks; and

WHEREAS, upon receiving the background information staff no longer recommends hiring Mr. Wetterhahn; and

WHEREAS, staff recommends the hiring of a different applicant, Luke Schmitz as a Public Works/Parks Seasonal Position employee not to exceed six months of employment.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Luke Schmitz at a rate of \$10.00 per hour, subject to required background checks.

BE IT FURTHER RESOLVED that the City Council hereby directs Public Works Supervisor Scott Vogel to negotiate the starting employment dates to cover the needs of the Public Works Department. The employment dates are subject to the condition that the position shall not continue beyond a period of six months from the hire date.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 5th day of May, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

City Administrator

	Minimum		Maximum
Albany	\$57,845	Wayzata	\$126,687
Clearwater	\$60,008	St. Michael	\$126,506
Hanover	\$62,109	Dayton	\$119,703
Becker	\$67,715	Rockford	\$119,475
Annandale	\$68,994	Otsego	\$119,454
Watertown	\$73,488	Buffalo	\$114,920
Greenfield	\$75,421	Rogers	\$112,154
Corcoran	\$80,184	Albertville	\$111,426
Hamel-Medina	\$80,829	Hamel-Medina	\$102,981
Rockford	\$83,200	Becker	\$101,574
Buffalo	\$90,979	Corcoran	\$97,802
Otsego	\$91,894	Watertown	\$91,777
Rogers	\$91,957	Annandale	\$89,752
Dayton	\$94,603	Greenfield	\$88,317
Albertville	\$98,488	Hanover	\$84,552
Wayzata	\$98,534	Albany	\$83,782
St. Michael	\$103,730	Clearwater	\$82,763

Accountant - Deputy Clerk

	Minimum		Maximum
Becker	\$29,631	Wayzata	\$73,801
Watertown	\$34,914	Otsego	\$70,304
Rockford	\$41,392	Rockford	\$69,930
Annandale	\$44,907	St. Michael	\$68,915
Dayton	\$44,945	Hamel-Medina	\$68,640
Hamel-Medina	\$48,693	Clearwater	\$68,432
Rogers	\$49,525	Buffalo	\$63,294
Clearwater	\$50,003	Corcoran	\$61,859
Buffalo	\$50,107	Rogers	\$60,403
St. Michael	\$50,502	Albertville	\$60,106
Corcoran	\$50,731	Dayton	\$56,870
Albertville	\$53,125	Annandale	\$53,144
Otsego	\$54,080	Watertown	\$46,603
Wayzata	\$59,000	Becker	\$44,426
Albany	na	Albany	na
Greenfield	na	Greenfield	na
Hanover	na	Hanover	na

Administrative Assistant

	Minimum		Maximum
Annandale	\$25,834	Rockford	\$61,497
Becker	\$27,054	Hamel-Medina	\$57,762
Albany	\$34,507	Rogers	\$53,685
Clearwater	\$34,611	Dayton	\$53,149
Watertown	\$34,914	Wayzata	\$52,027
St. Michael	\$36,338	Hanover	\$51,355
Rockford	\$36,400	St. Michael	\$50,128
Buffalo	\$38,709	Buffalo	\$48,880
Hanover	\$39,062	Albertville	\$47,549
Hamel-Medina	\$40,976	Albany	\$44,782
Dayton	\$42,005	Watertown	\$43,603
Albertville	\$42,037	Clearwater	\$41,600
Rogers	\$44,013	Becker	\$40,567
Wayzata	\$46,988	Annandale	\$37,981
Corcoran	na	Corcoran	na
Greenfield	na	Greenfield	na
Otsego	na	Otsego	na

Public Works Supervisor

	Minimum		Maximum
Annandale	\$43,347	Otsego	\$94,058
Clearwater	\$43,680	Rockford	\$86,237
Dayton	\$46,155	St. Michael	\$82,451
Hanover	\$46,550	Corcoran	\$76,211
Albany	\$47,382	Albertville	\$75,691
Becker	\$49,419	Watertown	\$74,917
Rogers	\$49,525	Becker	\$74,105
Greenfield	\$53,539	Wayzata	\$73,801
Buffalo	\$54,163	Hamel-Medina	\$73,424
Hamel-Medina	\$57,637	Buffalo	\$68,411
Wayzata	\$59,000	Annandale	\$66,602
Watertown	\$59,988	Albany	\$65,853
Rockford	\$62,400	Greenfield	\$62,754
Corcoran	\$62,504	Hanover	\$61,838
St. Michael	\$66,352	Rogers	\$60,403
Albertville	\$66,893	Dayton	\$57,304
Otsego	\$72,363	Clearwater	\$56,077

Public Works Maintenance Worker

	Minimum		Maximum
Becker	\$22,557	Hamel-Medina	\$62,962
Clearwater	\$32,531	Rockford	\$57,990
Annandale	\$32,656	Watertown	\$57,154
Rockford	\$34,320	St. Michael	\$55,786
Hanover	\$34,341	Corcoran	\$55,245
Buffalo	\$38,750	Otsego	\$54,662
Albany	\$38,875	Albertville	\$53,955
Wayzata	\$39,374	Wayzata	\$53,955
Greenfield	\$40,581	Rogers	\$53,685
Dayton	\$42,005	Dayton	\$53,149
Otsego	\$42,037	Albany	\$50,461
St. Michael	\$43,326	Buffalo	\$48,942
Rogers	\$44,013	Annandale	\$48,298
Corcoran	\$45,302	Greenfield	\$47,549
Watertown	\$45,765	Hanover	\$45,635
Albertville	\$47,694	Clearwater	\$44,512
Hamel-Medina	\$48,693	Becker	\$30,932

Population

	Population		Median Income
Clearwater	1,777	Annandale	\$52,027
Albany	2,613	Albany	\$52,918
Greenfield	2,860	Clearwater	\$54,251
Hanover	3,045	Buffalo	\$63,058
Annandale	3,289	Becker	\$64,409
Wayzata	4,217	Wayzata	\$65,077
Watertown	4,247	Watertown	\$65,811
Rockford	4,349	Rockford	\$68,266
Becker	4,645	Otsego	\$74,446
Dayton	4,882	Dayton	\$74,644
Hamel-Medina	5,221	Rogers	\$94,515
Corcoran	5,512	Corcoran	\$95,547
Albertville	7,230	Albertville	\$98,725
Rogers	11,983	Greenfield	\$101,104
Otsego	14,524	Hanover	\$103,627
Buffalo	15,825	Hamel-Medina	\$135,186
St. Michael	19,921	St. Michael	\$220,887

Benefits

Albany:	Medical - Dental - Life -STD:	\$600 and 50% of the premium per month
	H S A	\$153 per month family coverage \$78 per month single coverage
Annandale:	Medical - Dental - Life	100% coverage for full-time employees \$34.62 contributed to HSA each payroll Allows pre-tax dollar payments for medical and daycare.
Corcoran:	Medical - Health	\$1312 per month towards elected plan.
Hamel - Medina:	Medical - Dental - Life - STD:	100% coverage for singles 100% coverage on high deductible plans and 85% coverage on high option plans for family 100% dental coverage on single and family
	H S A:	Contributes 50% of the deductible to the employee's H S A or H R A
Maple Plain:	H S A Account:	\$1250 Sing \$2500 Fam contributed by the City
	Health Partners Deductible:	\$1750 sing \$3500 Family
	Dental:	None None
Watertown:	Medical - Dental - Life:	100% of full-time employees 50% of full-time employees dependents (not life insurance)
Wayzata:	Medical - Dental - Life:	\$1076 per month

CITY ADMINISTRATOR/ECONOMIC DEVELOPMENT DIRECTOR/CITYCLERK

PURPOSE STATEMENT

The City Administrator/Economic Development Director/City Clerk is the chief administrative officer of the City. This position is accountable for the coordination of all City affairs in accordance with State laws, City Code, ordinances, resolutions, and directives from City Council.

EXAMPLES OF WORK

1. Direct and monitor all municipal operations.
 - A. Work closely with staff to plan and coordinate their functions.
 - B. Direct preparation of agendas and supporting data for all council meetings.
 - C. Carry out all statutory duties of a City Clerk.
2. Provide effective management of financial assets as directed by Council.
 - A. Prepares the annual budget for council action with input from department heads.
 - B. Manage expenditures within approved budgetary guidelines.
 - C. Manage and control all purchasing functions.
 - D. Oversee all fund management and investment activities.
 - E. Ensure effective accounting practices to properly control financial assets and provide accurate information for financial planning.
 - F. Develop plans to meet current and future financial needs.
 - G. Monitor for replacement or upgrading of equipment and other assets as appropriate.
3. Facilitate Community and Economic Development.
 - A. Ensure that the Planning Commission receives proper staff assistance and that all development applications are processed in a timely manner and statutory deadlines and City policies are followed.
 - B. Work with staff and consultants to provide Council with timely and accurate information for community and economic development decisions, including alternatives on tax increment financing, infrastructure financing, and other essential components of development.
 - C. Oversee the timely and accurate issuance of building permits.
4. Provide human resource management to the organization.
 - A. Supervise the municipal office and administration of duties of all city personnel.
 - B. Recommend the selection of all employees, ensure proper employee utilization and motivation, review employee performance, recommend salary changes, and determine replacement needs.
 - C. Recommend employee benefit and personnel policy programs and coordinate all phases of personnel administration.
5. Facilitate effective public relations.
 - A. Ensure that public services are efficiently provided and that all complaints are effectively handled.
 - B. Direct communication activities to keep the public informed of city plans and operations.
 - C. Represent the city in local, regional, and state meetings and function as delegated by the council.
 - D. Provide telephone and in-person assistance to residents and customers as needed.

6. Perform other duties as assigned by the City Council to effectively manage city affairs and achieve Council objectives.
 - A. Perform council administrative work and implement council decisions.
 - B. Provide reports, recommendations, and advice as appropriate.
 - C. Keep council fully informed and assist in its policy making role.
 - D. Assist and coordinate with various city commissions as appropriate.
 - E. Evaluate operations and recommend changes in organization structure to best achieve city objectives.
 - F. Cooperate with other governmental units and municipalities on matters of mutual interest.
 - G. Draft city ordinances, resolutions, and policies for council approval, utilizing the City Attorney and others as needed.
 - H. Annandale-Maple Lake-Howard Lake Wastewater Commission Secretary duties which include preparation of agenda packets, taking minutes and billing for usage.

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Administration or related field, or experience equivalent to such education. Prior municipal experience and background in planning, financing, or economic development is preferred. Strong people skills are a must.

KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of laws, rules, and regulations applicable to City government.
- B. Knowledge of budgeting and government accounting.
- C. Knowledge of Economic Development financing, such as grants, Tax Increment Financing, Tax Abatement, etc.
- D. Knowledge of government process, services and operations.
- E. Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- F. Ability to establish effective working relationships with elected officials, staff, advisory bodies, other public officials businesses and the public.
- G. Ability to work with existing and prospective businesses in an effective and proactive manner.
- H. Ability to supervise and direct operations.
- I. Ability to plan and analyze city operations, develop alternatives, and determine the costs, advantages and disadvantages of various alternatives.
- J. Ability to research and prepare accurate and thorough reports.
- K. Ability to perform mathematical calculations and to analyze data.
- L. Ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.
- M. Ability to efficiently operate a computer and office software applications such as word, excel, power point as well as other office equipment.

ACCOUNTABILITIES/CONDITIONS

Reports to: City Council

CLERK/ACCOUNTANT

NATURE OF WORK

The primary responsibility of this position is the timely, accurate, and complete bookkeeping and reporting of the city's financial status in accordance with the Minnesota Accounting and Finance Reporting Standards. This position requires general clerical, secretarial, accounting, and recordkeeping duties.

PRIMARY PURPOSE AND OBJECTIVES

Other essential duties include:

- Providing financial information to the city administrator, city council, and department heads (i.e. expense, revenue, investments) on a monthly, quarterly, and annual basis
- Completing all state and federal forms for approval by the city administrator
- Handling all accounts payable and accounts receivable
- Reviewing invoices and payment of bills
- Reconciling bank statements and monthly investment earnings
- Performing quarterly interest allocations and fair market value adjustments
- Monitoring and projecting the city's cash flow on a monthly basis
- Maintaining and updating the city's debt management program.
- Maintaining schedule of debt service requirements and initiating payments on a timely basis according to bond indentures
- Maintaining Capital Improvement Financing Plan
- Maintaining capital project accounting records and financial reports
- Processing tax receipts and assessments in the respective funds
- Managing the certification of assessments and related accounting
- Maintaining tax increment financing (TIF) management plan.
- Preparing reports on grant activity.
- Maintaining GSAB 34 Standards
- Meeting deadlines for payroll, utility billings, and other time-sensitive reports
- Maintaining a filing system for financial records, reports, and correspondence
- Performing special assessment searches and completing required reports
- Maintaining Records Retention Schedules
- Assisting city administrator in preparing the annual budget
- Administering city insurance programs
- Performing reception duties as needed—answering phones, attending to visitors, answering and directing questions
- Preparing and publicizing bids, advertisements, and legal notices
- All duties under Minnesota Statute Chapter 412.151
- Performing other duties as assigned

EDUCATION AND EXPERIENCE

Minimum requirements:

- Three to five years municipal or related experience
- Associate's degree in accounting, finance, business administration, or related field
- Three years general ledger accounting and/or bookkeeping experience

KNOWLEDGE, SKILLS AND ABILITIES

This position requires:

- Knowledge of government accounting and auditing standards
- Skill in maintaining accurate record keeping
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure
- Knowledge of laws, rules, and regulations as applied to municipal government
- Knowledge of public administration practices and procedures
- Extensive experience with computer programs for fund accounting, spreadsheets, word processing, and email
- Ability to communicate efficiently and effectively
- Ability to follow oral and written instruction
- Ability assess problems, anticipate needs, and evaluate solutions
- Ability to prepare accurate and thorough reports in a timely manner
- Maturity in relationships with others--ability to work effectively with coworkers and promote a positive atmosphere
- Excellent public relation skills; professional, courteous attitude in all contacts

ACCOUNTABILITIES/CONDITIONS

Reports to: City Administrator

PHYSICAL REQUIREMENTS

- Ability to speak, read, write, and understand English
- Ability to walk, stand, bend, squat, crawl, sit up, and look up
- Ability to see/observe various activities related to the job
- Ability to hear voices and radios
- Ability to lift/carry weight of 40 pounds or more
- Ability to use hands and fingers and reach with hands and arms, occasionally above shoulder level

F.L.S.A. Classification:

Non-Exemption Status

Non-Supervisory

Non-Exempt Overtime

5/09

SECRETARY/CLERK

NATURE OF WORK

This position works in the Administration department for the City of Annandale. It includes general clerical, typing, secretarial and receptionist work. Public contact is involved dealing with a wide range of matters. Responsibilities include work in payroll, utility billing, accounts payable/receivable, bookkeeping/accounting, planning and zoning, and other areas as needed. The volume and type of work varies and schedule of work hours will vary.

EXAMPLES OF WORK

- ◆ Attends the counter as a receptionist furnishing information, conducting routine transactions, receiving telephone calls, message taking, and assisting with City utility payments and other questions.
- ◆ Prepares forms, letters, memos, reports, and statements, and issues various municipal permits and licenses as necessary.
- ◆ Assists with City mailing and distribution system.
- ◆ Performs data entry for various City computer programs.
- ◆ Assists with scheduling the use of City buildings and collects appropriate rental fees.
- ◆ Assists with City accounts payable/receivable and work with vendors on account questions and related work.
- ◆ Assists with payroll processing.
- ◆ Assists with planning and zoning as needed.
- ◆ Performs other work as requested.

EDUCATION AND EXPERIENCE

Education equivalent to high school graduation is required. One to three years of related experience is desired.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of bookkeeping or the ability to acquire such knowledge in a very short period of time.

Knowledge of English, spelling, punctuation and arithmetic.

Skill and ability to maintain accurate record keeping systems.

Considerable ability to follow oral and written instructions.

Ability to collect money and maintain accurate balances for bank deposits.

Ability to prepare accurate and thorough reports.

Skill in public/customer relations and the ability to maintain effective working relationships with other employees.

Skills in use of modern office equipment, particularly computers and computer software.

ACCOUNTABILITIES/CONDITIONS

Reports to: City Administrator

Work Direction: None

Physical Requirements:

Ability to walk, stand, bend, squat, crawl, sit up and look up.

Ability to see/observe various activities related to job.

Ability to hear voices and radios.

Ability to lift/carry weight of 50 pounds or more.

F.L.S.A. Classification:

1) No Exemption Status

2) Non-Supervisory

3) Non-Exempt Overtime

Pay Equity Value Points: 150

4/03

PUBLIC WORKS DIRECTOR

NATURE OF WORK

This position is responsible for the direction and operation of the public works department and supervision of its employees. Work involves both hands on public works duties as well as responsibility for the efficient operation of the public works department through control of its activities. The planning of activities and the selection, training, assignment, supervision and discipline of all departmental personnel is required by the job. Work is performed with latitude for independent action and decision making under the policy guidance of the city council and administrator with review through meetings, reports, audits of records, and observation of results obtained.

EXAMPLES OF WORK

- ◆ Serves as departmental supervisor and worker/operator in all aspects of public works/utilities work.
- ◆ Formulates and prescribes work methods and procedures to be followed by members of the department; appraises conditions of work and takes the necessary steps to improve efficiency of public works operations.
- ◆ Serves in on-call capacity for regular weekend and after-hours duties.
- ◆ Supervises the control of departmental appropriations and submits departmental budget estimates and accompanying description of needs.
- ◆ Coordinates streets, parks, buildings, water, stormwater and wastewater improvement projects with the city engineer as to design, technical requirements, equipment, and local operating needs. Also prepares in-house plans and specifications for smaller projects and equipment.
- ◆ Schedules, assigns and supervises all public works employees.
- ◆ Plans, directs and supervises work relating to all public works projects and activities.
- ◆ May assist others with installation of equipment, instruct operators, and establish operating procedures.
- ◆ Serves as safety officer and trainer which includes enforcement of safety practices and equipment rules for the department and coordinates training with outside consultants.
- ◆ Assist other city departments in the broad area of public works/utilities.
- ◆ Performs other work as requested.

EDUCATION AND EXPERIENCE

Education equivalent to high school graduation and a Class B CDL are required. Five to ten years of experience in the area of public works/utility operations and/or supervisory experience with three to five years field experience in various positions of public works/utilities is desired.

KNOWLEDGE, ABILITIES AND SKILLS

- ◆ Thorough knowledge of the principles and practices of modern public works and utilities administration and methods.
- ◆ Thorough knowledge of the practices, methods, techniques, tools and equipment used in street, park, water, wastewater, automotive repair and related areas of the department.
- ◆ Knowledge of mechanical and electrical systems in pump houses and lift stations.
- ◆ Ability to read construction plans.
- ◆ Considerable ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.
- ◆ Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.
- ◆ Considerable ability to follow both oral and written instructions and to prepare and present oral and written informative material relating to the activities of the department.
- ◆ Considerable ability to establish and maintain effective working relationships with other city officials; federal, state, county authorities; civic leaders and the general public.
- ◆ Ability to provide effective leadership for and maintain harmonious relationships in the department.
- ◆ Skill in the operation and maintenance of public works facilities and equipment.
- ◆ Skill in the care and use of tools and testing equipment.

ACCOUNTABILITIES/CONDITIONS

Reports to: City Administrator
Work Direction: Maintenance Workers
Seasonal Workers
Janitor/Custodian

Physical Requirements:

- Ability to sit in vehicles/equipment and office furniture.
- Ability to walk, stand, bend, squat, crawl, sit up and look up.
- Ability to climb and to deal with heights.
- Ability to see/observe various activities related to job.
- Ability to hear voices, radios and pages.
- Ability to lift/carry weight of 100 pounds or more.
- Ability to enter confined spaces.
- Ability to sustain work in adverse weather conditions to include heat, cold, snow, rain, wind and other elements for long periods of time.

F.L.S.A. Classification:

- 1) No Exemption Status
- 2) Supervisory
- 3) Non-Exempt Overtime

Pay Equity Value Points: 340

4/03

MAINTENANCE WORKER**NATURE OF WORK**

This is skilled work of a technical nature providing field services in the operation of the city public works department. The position participates in the operation, maintenance and construction activities of streets; parks; buildings/facilities; solid waste; water; wastewater; storm drainage and other similar functions. Work is performed under the supervision of the public works director but also includes the duty of filling in for the public works director during absences.

EXAMPLES OF WORK

- ◆ Serves in on-call capacity for regular weekend and after-hours duties.
- ◆ Participates in work with crews for patching streets, overlaying, road preparation for seal coating, street sweeping, snow plowing and removal, sanding of ice areas and other related street maintenance.
- ◆ Performs duties related to the water, wastewater and stormwater systems which may include reading meters, and repair of lift stations, watermains, sanitary sewer, storm drainage lines, catch basins, booster pump stations, water meters, fire hydrant and other related infrastructure items.
- ◆ Services and repairs city vehicles and equipment for light maintenance and performs heavy maintenance where possible and/or recommends use of outside vendors for heavy work.
- ◆ Maintains park grounds, buildings, facilities, park shelters, skating rinks, athletic fields; grading and layout of park fields such as baseball/football fields; cutting weeds, mowing lawns, watering, repairing park equipment and so on.
- ◆ Works on all city buildings making repairs, building modifications/enhancements, painting, cleaning, cabinetry work, clearing sidewalks of snow and refuse, parking lot upkeep and any other needed work.
- ◆ Operates equipment to include trucks, street sweeper, rollers, tractors, power mowers, sewer routers, paint equipment, etc. and may perform plumbing, carpentry, and other work.
- ◆ May install water, sanitary sewer and storm drain lines and/or assist outside contractors with same to include valves, fittings, meters, fire hydrants, and all appurtenances and tap mains.
- ◆ Uses hand tools and technical/nontechnical equipment to carry out all work assignments.
- ◆ May assist other city departments in the broad area of public works/utilities.
- ◆ Performs other work as requested.

EDUCATION AND EXPERIENCE

Education equivalent to high school graduation and a Class B CDL are required. Three to five years of actual public works/utilities experience or related construction experience required desired.

KNOWLEDGE, ABILITIES AND SKILLS

- ◆ Knowledge of the practices, methods, techniques, tools and equipment used in street, park, stormwater, water and sewer, automotive repair, carpentry, plumbing, electrical and other related areas.
- ◆ Knowledge of mechanical and electrical systems.
- ◆ Ability to read blue prints and construction drawings.
- ◆ Ability to analyze situations and determine proper course of action.
- ◆ Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to establish and maintain effective working relationships with fellow employees and the general public.
- ◆ Skill in the operation and maintenance of public works facilities and equipment.
- ◆ Skill in repair and maintenance of equipment.
- ◆ Skill in the care and use of tools and testing equipment.

ACCOUNTABILITIES/CONDITIONS

Reports to: Public Works Director
Work Direction: Seasonal Employees in the absence of the Director

Physical Requirements:

- Ability to sit in vehicles/equipment and office furniture.
- Ability to walk, stand, bend, squat, crawl, sit up and look up.
- Ability to climb and deal with heights.
- Ability to see/observe various activities related to job.
- Ability to hear voices, radios and pagers.
- Ability to lift/carry weight of 75 pounds occasionally, 50 pounds consistently.
- Ability to enter confined spaces.
- Ability to sustain work in adverse weather conditions to include heat, cold, snow, rain, wind and other elements for long periods of time.

F.L.S.A. Classification: 1) No Exemption Status
 2) Non-Supervisory
 3) Non-Exempt Overtime

Pay Equity Value Points: 225

City of Albany Job Description

POSITION Clerk/Administrator/Treasurer
DEPARTMENT: Administration
REPORTS TO: Mayor & City Council

SUMMARY

Responsible for planning, organizing, directing, and coordinating all municipal activities, serves as the chief administrative office of the City and is responsible for the proper administration of all affairs of the City. This position is responsible for statutory Clerk-Treasurer duties. Compensation will be a salaried position.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* – Administration Staff, City Departments Heads, and boards and commissions, and committees.

Externally - City Attorney, City Engineer, other contracted consultants, and the public.

Supervises: Administration Staff and City Department Heads.

ESSENTIAL FUNCTIONS OF THE POSITION

Directs the administration of the City as provided by City Council action, and state and federal statutes including state statutes specific to Clerk-Treasurer duties.

Coordinates with the City Council in administrating City affairs.

Oversees adoption of policies that will further goals of the City Council and generally improve the quality of City Administration and carry out the policies adopted.

Prepares reports and summaries relating to proposed projects/improvements and submits them with recommendations as may be required to the City Council for study and subsequent action.

Prepares a recommended annual budget for consideration by the City Council.

Attends and participates in all City Council meetings. Attends other board, commission, and committee meetings as directed. Prepares meeting agendas with supporting documents, oversees preparation of all meeting minutes.

Coordinates City programs and activities as authorized by the City Council.

Submits reports to the City Council of the financial condition of the City's accounts as directed.

Supervises the conduct of local elections in accordance with prescribed laws and regulations.

Provides recommendations to the City Council regarding employment and removal of City staff.

Works in cooperation with the City Attorney and City Engineer.

Prepares news releases and develops and discusses public relations materials.

Maintains public relations with the general public.

Consults with appointed officials and other public or private agencies as may be required.

Stays abreast of federal, state, and county programs that affect the City.

Performs all other duties required of the position by ordinances or resolutions adopted by the City Council.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of the City.

Carries out supervisory responsibilities in accordance with City policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; evaluating performance; rewarding and disciplining; suspending; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; promoting; demoting; and discharging employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates Degree in business, finance, or equivalent, and five years in municipal government administration. A Bachelor's Degree in business, finance, public administration, or equivalent is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents. Ability to prepare contracts, ordinances, resolutions, policies, reports, and correspondence. Ability to present reports and make recommendations to the City Council, and other boards and commissions. Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer fire department, and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to understand governmental accounting standards and accounting standards. Ability to oversee budget preparation and administer the budget.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of municipal government operations and procedures.

Ability to understand the importance of City Council policy and carrying out City Council policy decisions.

Considerable knowledge in budgeting, accounting, and financial management including financial forecasting and reporting and long range financial planning.

Considerable knowledge of Clerk-Treasurer responsibilities as per Minnesota State Statutes.

Considerable knowledge in personnel management and knowledge in labor relations and union negotiations.

Considerable knowledge in community and economic development activities.

Knowledge of computer programs and technology.

Knowledge in strategic planning, community visioning, and promoting the City.

Strong leadership abilities, organizational, public relations, communication, and people skills.

Ability to work closely with the City Council, boards and commissions and staff.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Clerk/Administrator/Treasurer

Date

Mayor

Date

Adopted by City Council: November 15, 2006

City of Albany Job Description

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Administration
REPORTS TO:	City Clerk/Administrator/Treasurer

SUMMARY

Provides clerical and administrative support for the Administration, Building Official, and Public Works Department. Maintains confidentiality of all reports, files, and other records. Answers the telephone and directs the calls. On occasion, does typing for Police Department.

ESSENTIAL FUNCTIONS OF THE POSITION

Do the majority of typing of letters, reports, etc.

Assist in Clerk's duties in payment of City bills, records of receipts and disbursements, preparing payroll, and reconciling of bank statements, etc.

Shall perform receptionist duties such as greeting customers and other visitors, receiving utility billing payments, answering the telephone and relaying messages.

Shall perform various typing duties as necessary.

Performs responsible and confidential secretarial duties for City Clerk/Adm. as directed.

Under immediate supervision, learns to perform and performs routine and repetitive/standardized clerical and office support functions including City newsletter preparation.

Under immediate supervision, provides repetitive/standardized, skilled typing and clerical support to office, program and/or administrative staff; performs related work as required.

Assist Public Works Department in monthly pumping reports and complete annually pumping reports for review and as directed other clerical duties.

Insert all utility readings into computer and prepare invoices for all utility customers on a quarterly basis. Maintain all utility records and collection of payments to City.

Remove papers, maps, etc. from Council table after City held meetings and clean room after meetings.

Issue annual golf cart and dog licenses and retain related records for each.

Review all Building Permit application information to assure completeness including specifically the correct parcel number, legal description, and street addresses.

Prepare all Certificate of Occupancy forms as directed by the Building Inspector including maintaining and updating all Building Permit forms.

Maintaining City Web site for updated information and make appropriate changes.

Maintain all rental license applications and certificates.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Technical school training in computers, filing, and administration is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety policies, utility ordinances, and payroll. Ability to prepare routine reports and correspondence as directed. Ability to communicate with other employees and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer programs which include, but not limited to: word processing and excel spreadsheets.

Knowledge in Banyon Programs for utility, fund accounting, and payroll.

Knowledge in balancing monthly bank statements all City accounts.

Ability to prepare charts and graphs as directed.

Ability to prepare survey information such as utility rates, fees, labor information, tax rates, etc., from other cities.

Moderate communication and people skills.

Ability to work closely with the Clerk/Administrator/Treasurer and Public Works Supervisor and their employees.

Shall possess organizational and record filing skills.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Administrative Assistant

Date

Clerk/Administrator/Treasurer

Date

Adopted by City Council: November 15, 2006

CITY OF ALBANY

Job Description

POSITION: Public Works Supervisor
DEPARTMENT: Public Works
REPORTS TO: Clerk/Administrator/Treasurer

SUMMARY

Performs supervisory and skilled labor and maintenance work with streets, parks, water, and sewer equipment and buildings. Exercises general and technical supervision over streets, parks, water and sewer department staff.

ESSENTIAL FUNCTIONS OF THE POSITION

Oversees, schedules and directs Department operation, evaluates workload, determines priorities, assigns work, ensures completion and responds to complaints from the public.

Coordinates projects with other Departments, contractors and community event groups.

Oversees and maintains Department records and maps and completes reports and forms.

Assists in the preparation, and analyzing of bid specifications for purchases or obtaining bids for equipment and oversees obtaining quotes for purchase of streets/parks/water/sewer equipment, equipment items, street signs, crack sealing material, building materials and other related items.

Oversees the purchases of supplies, parts, tools, sand, gravel, hot mix, chemicals, etc.

Answers inquiries regarding City services, projects and policies.

Oversees and participates in maintaining and repairing streets, alleyways, including patching holes, sealing cracks, using bituminous hot mix, sweeping, trimming trees along streets, boulevards, alleyways, blading alleys and hauling material.

Oversees locating and cleaning storm sewers, catch basins and grates.

Oversees and participates in the installing, repairing, and replacing of covers, casings, culverts and storm sewer lines.

Assists in sidewalk improvement plans and oversees maintaining and repairing street signs, sidewalks, curbs, etc.

Oversees painting lines on streets, parking lots, crosswalks, and curbs.

Oversees and plans snow plowing routes, operates snow plowing equipment for removal from streets, City parking lots, alleys, designated sidewalks; applies sand/salt as needed.

Oversees and operates heavy equipment such as dump trucks, front end loaders with attachments, and tractors, sweepers, pick-up, bituminous roller, mowers, trimmers, chain and asphalt saws, air compressor, and other related equipment.

Oversees, participates, and maintains parks, skating rinks, buildings and equipment, including such duties as installation, removal, inspection, mowing, painting, cleaning, snow removal, plumbing, and heating.

Attends safety meetings as required and follows necessary safety precautions. Acts as the Safety Coordinator and maintains appropriate safety records for Public Works Department.

Oversees and performs maintenance of vehicles and equipment, including fabrication of equipment for special needs, cleaning, painting, welding, etc.

Responsible for Gopher State One Call locates including water, sewer, and storm sewer.

Assists consulting engineers when designing new public works projects.

Attends meetings and training as required.

Provides Department budget recommendations and monitors the budget.

Schedules, assigns and supervises all public works employees. Recommends to the City Clerk/Administrator as to the hiring and promoting of departmental personnel.

Directs the connection of new water and wastewater services and disconnects of service for delinquent accounts.

Supervises and performs various prescribed testing, reads gauges, flow meter charts, log readings, changes charts, operates pumps, chlorinators, chemical feeders, electrical motors and other plant equipment. Duties also involve chemical analysis.

Attend Council meetings and any other City meetings as directed.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Public Works Department. Carries out supervisory responsibilities in accordance with the City's Policies, Ordinances, and applicable laws. Responsibilities include training; planning, assigning, and directing work; evaluating performance; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; rewarding; disciplining; transferring and promoting; suspending, demoting and discharging; and adjusting grievances of employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED)

Minimum three years in supervisory capacity.

Minimum five years of progressively responsible experience in repair, maintenance, and construction work involving public works facilities and equipment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to maintain records, complete forms, and prepare reports. Ability to communicate effectively with City staff, elected officials, regulatory agencies, contractors and the general public. Ability to read, scale, interpret, grade shots and elevations.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of modern public works and administration and methods.

Ability to operate light and heavy Department equipment.

Knowledge of streets, water, sewer, and parks maintenance and repair operations.

Knowledge of materials, methods and practices used in streets, water, sewer, parks, storm sewer and ground maintenance including snow removal.

Knowledge of OSHA requirements, rules, and regulations as they apply to all Department operations.

General knowledge of computer operations and software programs.

Ability to plan, organize, supervise, and coordinate the work of employees engaged in a wide variety of maintenance, construction and repair activities.

Thorough knowledge of the practices, methods, techniques, tools and equipment used in street, water, wastewater, automotive repair, and related areas of the department.

Knowledge of mechanical and electrical systems in water treatment plant, wastewater treatment plant and lift stations including generators.

Considerable ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.

Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.

Considerable ability to follow both oral and written instructions and to prepare and present oral and written informative material relating to the activities of the department.

Considerable ability to establish and maintain effective working relationships with other City officials; federal, state, county, civic leaders and the general public.

Ability to provide effective leadership for and maintain harmonious relationships in the department.

Considerable skill in the process of testing techniques used in water and wastewater.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification as a Class C Wastewater Treatment Facility Operator as determined by the rules and regulations of the MPCA.

Certification as a Class C Water Supply System Operator as determined by the rules and regulations of the MN Department of Health.

Valid Minnesota Class B Drivers License or SHALL be obtained within 90 days of position being approved by Council.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. Performs heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling, twisting, turning, crouching, stretching, and reaching. The employee is occasionally required to climb and maintain balance and work with vibrations when trimming, mowing, and operating jackhammer and chainsaws.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions, including inclement weather

conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

Public Works Supervisor

Date

Clerk/Adm./Treasurer

Date

Adopted by City Council: November 15, 2006

City of Albany Job Description

POSITION: Public Works Assistant
DEPARTMENT: Public Works
REPORTS TO: Public Works Supervisor

SUMMARY

Performs routine to skilled maintenance work of City streets, parks, water, sewer, equipment, administration, and buildings.

ESSENTIAL FUNCTIONS OF THE POSITION

Maintains and repairs City streets, alleyways, parking lots, and sidewalks, including sweeping, hauling and leveling of asphalt, cutting and patching, routing and sealing streets, hauling Class 5 and blading roads, and installation of culverts.

Operates heavy equipment and vehicles such as dump truck, front end loader, street sweeper, front deck mowers, jetting machine, air compressor, and air hammer.

Jets storm sewers, installs and replaces utility covers, cleans and repairs culverts, catch basins and raises and lowers manholes as needed, locates utilities as requested.

Maintains streets and parks vehicles and equipment, including welding and fabricating, cleaning, painting and performs daily maintenance, maintains records and schedules equipment for repairs.

Maintains City parks, park and public buildings and equipment; and assists with park improvement projects.

Paints lines on streets, parking lots, crosswalks, and curbs.

Sprays for weed control, mows ditches and City properties.

Performs trimming, pruning, seeding, watering and other landscaping projects.

Attends safety meetings as required and follows necessary safety precautions.

Assists in obtaining information for equipment purchases.

Floods and maintains ice skating rinks.

Purchases necessary supplies, parts, tools, etc.

Operates heavy equipment for snow removal from streets, City parking lots, alleys, designated sidewalks, and applies sand/salt as needed.

Repair curbs and gutters, catch basins, and storm sewer system.

Performs jack hammering duties and shoveling hot bituminous mix for minor street repairs in addition to crack filling/sealing duties.

Cleans, disinfects, and maintains well houses, water treatment plant and lift stations.

Clean storm sewer grates and catch basins as needed in addition to assisting in the operation of a sewer jetter.

Required to supervise part-time seasonal help and Laborer positions.

Reads water meters, lift station meters, and water/wastewater pumps and cleans periodically.

Oversee the maintenance of all City equipment and provide routine maintenance and repair to assure safe operation.

Erect snow fence, street signs and Christmas decorations.

Assists other Departments as necessary.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Technical school training in heavy equipment and maintenance is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to record and understand vehicle maintenance records. Ability to communicate with other employees and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Ability to operate light and heavy Department equipment.

Ability to read water meters, lift station meters, and water/wastewater pumps and cleans periodically.

Knowledge of proper use of tools and equipment used in streets, water, sewer, and parks maintenance and repair.

Working ability to communicate effectively with City Council, City staff and the public.

Working ability to follow verbal direction and work independently at times.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Minnesota Class B Drivers License or SHALL be obtained within 90 days of acceptance of position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. Performs heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling, twisting, turning, crouching, stretching, and reaching. The employee is occasionally required to climb and maintain balance and work with vibrations when trimming, mowing, and operating jackhammer and chainsaws.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions, including inclement weather conditions. The employee is frequently exposed to fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to extreme heat and vibration.

The noise level in the work environment is usually moderate.

This job description and its duties and requirements are hereby acknowledged:

Public Works Assistant

Date

Public Works Supervisor

Date

Adopted by City Council: November 15, 2006

CITY OF ALBANY Job Description

POSITION: Laborer
DEPARTMENT: Public Works Department
REPORTS TO: Public Works Supervisor

SUMMARY

Perform manual labor in such departments as park, street, water, and sewer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate trucks, loaders, power generators, mowing equipment and other types of light equipment as assigned in the Street, Water, Sewer, and Park Department.

Operates heavy equipment for snow removal from streets, City parking lots, alleys, designated sidewalks, and applies sand/salt as needed.

Maintains and repairs City streets, alleyways, parking lots, and sidewalks, including sweeping, hauling and leveling of asphalt, cutting and patching, routing and sealing streets, hauling Class 5 and blading roads, and installation of culverts.

Maintains City Parks and Park facilities by mowing grass, raking leaves, cleaning and re-supplying bathrooms, and hauling refuse from picnic areas.

Prepares ground for seed, sod, and planting, and/or lays sod.

Manually digs holes and trenches.

Floods and maintains ice skating rinks.

Repair curbs and gutters, catch basins, and storm sewer system.

Cleans, disinfects, and maintains well houses, water treatment plant and lift stations.

Attends safety meetings as required and follows necessary safety precautions.

Clean storm sewer grates and catch basins as needed in addition to assisting in the operation of a sewer jetter.

Paint curbs, crosswalks, picnic tables, City buildings, etc.

Perform minor repairs and maintenance on municipal buildings and property.

Erect snow fence, street signs and Christmas decorations.

Performs jack hammering duties and shoveling hot bituminous mix for minor street repairs in addition to crack filling/sealing duties.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write, record, and understand vehicle maintenance records. Ability to communicate with other employees and general public.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use a variety of hand and power tools, and equipment such as an electric drill, grinder, chain saw, chipper, jack hammer, and gas powered weed eater.

Ability to operate a number of light and heavy equipment such as a riding lawn mower, pick up truck, front end loader, vibrating roller packer, and dump truck.

Ability to read water meters, lift station meters, and water/wastewater pumps and cleans periodically.

Working ability to communicate effectively with City Council, City staff and the public.

Working ability to follow verbal direction and work independently at times.

Knowledge of streets, water, sewer, and park maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Minnesota Class B Drivers License or SHALL be obtained within 90 days of acceptance of position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. Performs heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling, twisting, turning, crouching, stretching, and reaching. The employee is occasionally required to climb and maintain balance and work with vibrations when trimming, mowing, and operating jackhammer and chainsaws.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions, including inclement weather conditions. The employee is frequently exposed to fumes or airborne

particles, and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to extreme heat and vibration.

The noise level in the work environment is usually moderate.

This job description and its duties and requirements are hereby acknowledged:

Laborer

Date

Public Works Supervisor

Date

Adopted by City Council: November 15, 2006

City of Becker Position Description

Position Title:	City Administrator
Department:	Administration
FLSA Status:	Exempt
Union Status:	Non-Union

Position Objective

Perform high-level administrative, technical and professional work in directing and supervising the administration of city government and the affairs of the City Council.

Essential Duties and Responsibilities:

ADMINISTER CITY POLICIES AND PROCEDURES

- Develop and issue all administrative rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions as permitted by law and City policy, subject to final approval by City Council if necessary.
- Serve as Chief Administrative officer of the City and as such is responsible to the City Council for the proper administration of all policies and practices of the City.
- Work with City's commissions, boards, and committees to coordinate their activities with the City officials and presenting their recommendations to the City Council.
- Communicate official plans, policies and procedures to the general public.
- Recommend hiring and termination of City staff as provided by law.
- Authority to discipline those positions under the administrator's direct supervision.
- Supervise and/or manage the administration of all departments, offices, and divisions of the City except as otherwise provided by law and carries out any other responsibilities placed under his or her jurisdiction by ordinance or by subsequent City council action.
- Know and understand the Becker Code of Ordinances and its proper application to specific issues, as assisted by the City's attorneys. Sees that all laws and ordinances of the City are fully and properly enforced, and coordinates with the City and County's attorneys to ensure it.
- In carrying out the policies of the City Council the Administrator solicits consistent performance at a maximum level of productivity from department heads.

RESOURCE TO CITY COUNCIL

- Recommend for adoption by the council such measures, as manager may deem necessary or expedient.
- Attend and participate in discussion at meetings of the City Council and other official City bodies as needed.
- Represent the City at all official or semi-official functions as may be needed or directed by the Council.
- Coordinate meetings and represent the Council as directed with other governmental agencies and associations.
- Responsible for agenda preparation and provides supporting data and Council meeting procedures.
- Work closely with the Council including performing research or providing technical information on agenda items and other Council requests. Presents recommendations concerning policies and objectives as discussions as appropriate of all significant matters. Presents all items, which require Council action or approval.
- Keep the Council informed of all developments, which effect the administration of the City.
- Keep the Council advised as to the future needs of the City and makes recommendations for the development of those needs in terms of a Capital Improvement Program.
- Advise the City Council of general financial conditions and current and future city needs.
- Relieve the City Council members of as much administrative tasks and detail as possible so they may devote more of their time to the policy-making responsibilities of their position.
- Provide professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- Perform other duties as may be required by the City Council.

PROVIDES WORK DIRECTION TO CITY EMPLOYEES

- Manage and supervise all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed
- Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Coordinate the work of the City's appointed attorney and consulting engineer.
- Perform or assist subordinates in performing duties; adjusts errors and complaints.
- Communicate official plans, policies and procedures to staff.
- Maintain to the greatest extent possible harmony among workers and resolves grievances.

PROVIDES BUDGETARY INFORMATION

- Determine work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Oversee and recommend improvements in the existing financial control systems of the City. Implements changes, as needed, to improve methods of improving financial data.
- Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Maintain familiarity with alternate and supplemental sources of revenue, including federal and state aids, loans, grants, and other sources of revenue and submits recommendations to the City Council for actions necessary to take advantage of such sources.
- Purchase or enters into contracts for previously budgeted items when the amount does not exceed \$5,000. Purchases any expenditure under \$5,000, which isn't budgeted for. Purchases or enters into contracts for previously budgeted items after obtaining two or more quotations when the amount does not exceed \$15,000. Obtains council approval for all budgeted items above \$5,000 after receiving quotations and presents them to the City Council for official action. Solicits sealed bids by public notice on all items in excess of \$25,000 and presents them to the City Council for official action.
- Prepare and submit a preliminary annual City budget. Administers the adopted budget of the City.
- Develop an annual comprehensive budget providing guidance as needed to department heads in budget preparation. Administers adopted budget.

MAINTAINS AND MONITORS THE CAPITAL IMPROVEMENT PROGRAM

- Plan and direct the administration of City functions as delegated by the City Council to ensure efficient municipal services and development in line with council objectives, city ordinances, and state law.
- Develop for Council action a Capital Improvement and Equipment Program for better management of cash flow and taxation requirements.

PERIPHERAL DUTIES

- May serve as the head of one or more departments of city government.
- Establish and maintain a clear and effective communication line throughout the City organization.
- Further and consistently maintains a positive and high reputation for service for the citizens of the City.
- Attend other meetings as are desirable or needed.
- Provide leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and

recommendations; coordinates department activities with other departments and agencies as needed.

- Recommend from time to time the adoption of such measures as may deem necessary or expedient for the health, safety, and welfare of the community or for the improvement of the City's administration.
- Stay abreast of developments in the public administrative field and cooperates with governmental units and municipalities on matters of mutual interest and benefit to the City of Becker.
- Undertake lobbying efforts in protesting the City's interests.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

Essential Knowledge, Skills and Abilities

Communications: Requires the ability to effectively communicate in English, with all City personnel and community. This position demands the ability to effectively facilitate and lead meetings. Communication requires tact and courtesy at all times. Financial planning and City government regulations require careful analysis and interpretation.

Decision-Making: This position requires extensive knowledge of City Government procedures and policies. Decisions must be made with careful thought and reasoning. Problems must be managed efficiently and effectively. All City departments must be managed effectively. This position requires the ability to maintain flexibility at all times.

Interpersonal Relationships: This position requires a professional and courteous attitude at all times. The ability to maintain positive relationships with the community, City staff, and City Council is an important part of this position.

Professional Attitude: This position demands a commitment to all City government functions. This position serves as a leader to facilitate all City government processes. A professional supportive attitude must be maintained while supervising and directing others.

Quality of Work: Must be able to utilize resources and create viable solutions for the City. Must be able to produce accurate financial forecasting and budgetary information in a timely manner. Projects must be comprehensive and complete.

Technical Knowledge: This position requires extensive knowledge of all City government operations. Financial planning and forecasting requires knowledge in finance. Must have knowledge and ability to understand and discern legislative - local, state, and federal regulations.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate a personal computer, 10-key adding machine or calculator; fax, copier, telephone. Must be able to sit for long periods of time. May occasionally, have to lift 25 pounds or more.

Desirable Training and Experience

1. Graduate from an accredited four-year college and/or masters program preferred. Four year degree in public administration, political science, business management of a closely related field, and five years of experience as a municipal administrator required.
2. Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
3. Knowledge and demonstrated skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.
4. Knowledge and demonstrated skill in preparing and analyzing comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

Extent of Supervision or Guidance Provided

Supervised by City Council. Works independently and is given considerable leeway in judgment and administering municipal policy.

Responsibility for Public Contact

This position involves a high amount of public and internal contact. This position communicates municipal policy and provides information regarding City planning and City government operations.

Supervision of Others

This position supervises all departments. This position is responsible for coordinating the workflow in office and among departments. This position provides performance appraisals for department heads and assigned staff.

Position Description Approved:

By _____
City Administrator Date Approved _____

By _____
Department Director Date Approved _____

By _____
Human Resources Date Approved _____

Revision History: 02, 5.4.04: 03,
11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

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City of Becker Position Description

Position Title: City Treasurer

Department: Administration

FLSA Status: Exempt

Union Status: Non-Union

Position Objective

To oversee all city financial functions including cash/investment management, payroll, accounts payable, accounts receivable, utility billing, debt administration, budgeting and financial reporting.

Essential Duties and Responsibilities

GENERAL

- Provide work direction for the day-to-day activities of the finance department.
- Supervise and perform a variety of routine and complex clerical, accounting, finance and administrative work in administering the treasury function of the City.
- Analyze and monitor the City's internal control structure.
- Provide accounting assistance and technical support to other departments within the City.
- Serve as a back up to related accounting position(s).

CASH/INVESTMENT MANAGEMENT

- Manage investments of city funds in accordance with the investment policy and local, state and Federal regulations. Maintain required investment records and prepare related reports.
- Reconcile daily cash and keep such records as needed to verify cash balances.
- Maintain auxiliary cash controls for investing, balancing, and other related accounting activities.
- Monitor cash flow to ensure sufficient cash is available.
- Reconcile all cash and investments with monthly bank/investment statements.
- Answer cash management and investment related questions.

PAYROLL

- Supervise the preparation of payroll for all city departments including fire department.
- Review time sheets, overtime and benefit accrual, deductions, fund distribution and pay checks.
- Supervise the recording and auditing of employee vacation, sick leave, overtime and compensatory time.
- Calculate payroll taxes and submit via electronic funds transfer.
- Calculate and prepare PERA reports.
- Prepare and submit quarterly payroll reports for Social Security, Medicare, Federal withholding, State withholding and unemployment.
- Compile payroll costs for workers compensation insurance estimates and audits.
- Supervise preparation of W-2's.

ACCOUNTS PAYABLE

- Supervise the coding, processing and disbursement of invoices for all city departments including fire department; review for accuracy.
- Provide direction to staff to ensure bills are paid in a timely manner to avoid penalties and take advantage of discounts.
- Oversee verification of vendor statements to invoices. Resolve discrepancies.
- Supervise the preparation of accounts payable reports as requested.
- Prepare 1099's.

ACCOUNTS RECEIVABLE

- Supervise and maintain accounts receivable records and perform necessary follow-up on collections.
- Record receipts, post to computer and prepare daily bank deposits.
- Reconcile and record daily Community Center and golf course receipts and deposits.
- Prepare and submit monthly sales tax returns and transfer funds electronically.
- Calculate, prepare and submit federal and state fuel tax credits/refunds.
- Prepare and send invoices for services provided by the City.
- Initiate and follow up on collection of bad checks.
- Answer questions and respond to complaints and discrepancies with bills.

UTILITY BILLING

- Supervise the billing of water and sewer. Review related reports for accuracy.

DEBT ADMINISTRATION

- Maintain records needed for bond payments, fiscal agents, and related redemption ledgers.

BUDGETING

- Coordinate and prepare annual budget. Prepare budget worksheets and assist department heads with respective budgets. Review departmental budgets and make recommendations for adjustments. Compile figures for preliminary and final levy. Compare actual results to budget.

FINANCIAL REPORTING

- Prepare monthly financial statements including revenue reports, expenditure reports, balance sheets and cash balances.
- Prepare various financial, budget, statistical or operational reports as requested.
- Reconcile financial statements with subsidiary records.
- Prepare and post monthly adjusting journal entries to the computer.
- Maintain updated information in all accounts; verify accuracy of accounting transactions and financial reports. Use analytical skills to ensure accounting output is accurate and useful.
- Implement and maintain fixed asset system and subsidiary records.
- Maintain accounting records for capital projects.
- Work with staff to create forms and statistical reports for office use. Compose, input and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Maintain special assessment records including certifying new assessments to be levied, prepayments and balances. Research and prepare special assessment searches.

- Conduct monthly budget & finance meetings to review completed financial statements and budget progress.
- Coordinate and assist with the annual audit. Prepare audit work papers and schedules.
- Supervise year-end closing.
- Prepare annual State Auditor financial reports.

PERIPHERAL DUTIES

- Attend City Council meetings as needed.
- Assist front counter, provide referrals and answer questions as needed.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the department, must have a positive attitude.

Professional Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge: Must have knowledge of city business and financial functions. Must have knowledge and ability to understand and discern legislative, local, state, and federal regulations. Must have working knowledge of computers. Must have considerable knowledge of investment of public funds, working knowledge of governmental accounting principles and practices. Must have the ability to perform arithmetic computations accurately and quickly, ability to communicate verbally and in writing effectively. Must have the ability to establish successful working relationships.

Physical Abilities, Tools and Equipment Used: Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate a personal computer and applicable software (word processing, spreadsheet, accounting), 10-key adding machine or calculator, fax, copier, and telephone. Must be able to sit for long periods of time. May, occasionally, have to lift 25 pounds or more.

Desirable Training and Experience

Four-year accounting degree or related field

Certified Public Accountant

Four years experience as City Clerk and/or City Treasurer (Finance Director).

Minimum Requirements

High School Diploma.

Two (2) years post secondary course in accounting or related field.

Two (2) years accounting fiscal management or related experience (combination education/experience).

Skilled in computerized accounting systems and personal computer applications.

Extent of Supervision or Guidance Provided

Supervised by City Administrator. Works independently and is given considerable leeway in judgment and administering activities.

Responsibility for Public Contact

This position has a considerable amount of public contact. Must have the ability to maintain effective working relationship with other employees and the public.

Supervision of Others

This position supervises the Accounting Clerk and the Utility Billing Clerk.

Position Description Approved:

By _____
City Administrator Date Approved

By _____
Department Director Date Approved

By _____
Human Resources Date Approved

Description Created: 2/97

Revision History: 2/15/01, 10/19/10, 1/6/14

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title:	City Clerk
Department:	Administration
FLSA Status:	Exempt
Union Status:	Non-Union

Position Objective

To perform administrative duties related to the daily management of the city. Manage and maintain official city records, files, correspondence, and elections as outlined in the Minnesota Statutes.

Essential Duties and Responsibilities

ADMINISTRATIVE RESPONSIBILITIES

- Pick-up, sort and distribute all incoming/outgoing mail.
- Schedule appointments.
- Maintain office supply inventory.
- Sign and seal all legal papers on behalf of the City.
- Complete state, federal, and county forms and reports.
- Answer telephones, route calls, take messages, and relay correct information to various departments and staff.
- Maintain an awareness of all city functions, programs, services, operations, procedures and policies.
- Collect payment of utility bills and other accounts receivable.

RESOURCE TO PUBLIC AND STAFF

- Communicate official plans, policies and procedures to staff and the general public.
- Greet callers on the telephone and in person and provide information to visitors.
- Seal and attest signature to ordinances, resolutions, contracts, easements, deeds, bonds and other documents requiring city certification.
- Administer oath of office to public officials.
- Serve as a notary public.
- Provide public records and information to citizens, civic groups, the media and other agencies.
- Register voters and officiate City elections.
- Administer the issuance of municipal licenses, including business, animal, various regulatory licenses as assigned in accordance with applicable city ordinances and other regulations.

- Prepare and advertise meeting agendas, advertisements, and legal notices of public hearings and special meetings.
- Accept legal papers and proper notification as served on the City.
- Responsible for public notification for all regular and special meetings of the Council, meeting agendas, legal notices, and advertisements.
- Prepare reports and related information for decision-making purposes as requested.
- Work with state and county agencies, and other municipalities to solicit and provide information and coordinate City business.
- Assemble City Council Packets and supporting documentation.
- Maintain City Code Books and an accurate record of Resolutions.
- Act as the Data Practices Responsible Authority.

MAINTAIN AND MONITOR RECORDS

- Serve as custodian of official city records and public documents; perform certification and recording for the city as required on legal documents and other records.
- Implement and maintain city filing system.
- Attend regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Certify and file official documents including ordinances and resolutions of the council.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda, and directives.

Decision-Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the organization.

Interpersonal Relationships: Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the organization, must have a positive attitude.

Professional Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agency's staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge: Must have knowledge of city business and financial functions. Must have knowledge and ability to understand and discern legislative local, state, and federal regulations. Must have adequate computer and typing skills.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate a personal computer, 10-key adding machine or calculator, fax, copy machine, and telephone. Must be able to sit for long periods of time. May, occasionally, have to lift 25 pounds or more.

Minimum Requirements

Two years highly skilled secretarial experience.

Two years personal computer experience including word processing, spread sheet, database.

Typing speed of 60 wpm or better.

Ability to accurately take notes and transcribe minutes.

High school diploma or equivalent.

Desirable Training and Experience

Previous experience as a City Clerk.

Previous local government experience.

Knowledge of principles and practices of modern public administration.

Minnesota Municipal Clerk Certification.

Extent of Supervision or Guidance Provided

Supervised by City Council and City Administrator. Works independently and is given considerable leeway in judgment and administering activities.

Responsibility for Public Contact

Considerable amount of public contact. Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

This position provides limited work direction to intern and Deputy City Clerk.

Position Description Approved:

By _____
City Administrator Date Approved

By _____
Human Resources Date Approved

Revision History: 11/96, 8/98, 2/14/01, 11/13/08

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Clerical Technician/Deputy Clerk
Department: Police & Administration
FLSA Status: Non-Exempt
Union Status: Non-Union
Pay grade: Seven

Objective: Work involves the performance of varied clerical duties and the operation of office machines to maintain accurate records. Emphasis is placed upon the careful and accurate processing of documents and data entry to computer systems and proficiency in general clerical skills including the use of a typewriter, word processor, digital transcription equipment, and personal computer. Work is reviewed by supervisors upon observation for content and accuracy, also upon completion of task and comparison of records. Employees work with considerable independence, with superiors available for resolution of more difficult work or unusual circumstances.

Essential Duties and Responsibilities

- Computer/data processing activities, prepare source documents, enter data into personal computer, make inquiries, review output for appearance and errors, use word processing and spreadsheet applications
- Type documents, memos, correspondence, reports, minutes, statements, bills, etc. from handwritten or typed materials or from voice recordings
- Produce legal or technical documents
- Review and edit material for completeness and accuracy, write routine correspondence or reports
- receive and route calls, provide information to the public and other employees
- Takes and transcribes machine dictation, types reports and memoranda from dictating equipment, rough draft, or established procedure using a typewriter or word processor
- Assist in city elections
- Perform switchboard duties and assist with backing up telephones in the absence of the City Clerk
- In the absence of the City Clerk, attend city council meetings and take minutes
- Responsible for Sunshine Club program
- Assist with front counter duties including selling licenses, providing customer assistance, and answering questions as needed
- Responsible for Becker City Newsletter
- Responsible for the City of Becker Calendar
- Responsible for Becker Employee Newsletter
- Responsible for updating the public access cable station bulletin board
 - Tape special events as directed by the City Administrator
- Responsible for the City of Becker and Becker Community Center websites
- Assist with planning commission meetings and minutes
- Assist with city's annual Clean & Green Day including SCORE grant applications
- Responsible for managing changes and updates to the city's marquee sign
- Responsible for city's *Resident Packet* including updating and printing
- Other duties as assigned or apparent

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for prolonged periods of time and talk or hear. The employee is occasionally required to walk, and frequently uses hands and feet to operate office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must be able to read, write, and speak, and comprehend English at sufficient level in order to communicate with the public, understand written directives, hear and transcribe oral communication, prepare reports, and compose or edit assigned written material.

Communications: Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the department, must have a positive attitude.

Professional Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly, efficiently, and productively. Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge: Must have broad knowledge of Microsoft software applications including Word, FrontPage, and PowerPoint. Must have knowledge and ability to understand and discern legislative, local, state, and federal regulations.

Physical Abilities: Must have the ability to read, hear, and discern visual images on a variety of media. Must have the ability to operate a personal computer, fax, copier, and telephone. Must be able to sit for long periods of time. May occasionally have to lift up to 25 pounds or more.

MINIMUM REQUIREMENTS

- High school diploma
- One year of post-secondary education in business, business practices, or data processing, or two years experience in a clerical or related field.
- Must have a high level of proficiency in typing at an appropriate level.

DESIRABLE EDUCATION AND EXPERIENCE

- Experience in responsible clerical work.
- Demonstration of the following knowledge, abilities, and skills is desirable:
 1. Considerable knowledge of business English, punctuation, spelling;
 2. Knowledge of filing principles and procedures;
 3. Knowledge of office equipment, practices, and procedures;
 4. Skill in the use of a typewriter, word processor, and computer;
 5. Ability to make minor decisions in accordance with laws, rules, and regulations;
 6. Ability to maintain moderately complex records and to prepare reports from such records;
 7. Ability to understand and carry out moderately complex oral and written instructions;
 8. Ability to establish and maintain effective working relationships with the public and other employees.

Position Description Approved:

By _____
City Administrator Date Approved

By _____
Department Director Date Approved

By _____
Human Resources Date Approved

Created 7/07

Revision History:

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Accounting Clerk

Department: Administration

FLSA Status: Non-Exempt

Union Status: Non-Union

Position Objective

To process and maintain accounts payable and payroll for the City

Essential Duties and Responsibilities

ACCOUNTS PAYABLE

- Enter vendor invoices into the accounting system and review for accuracy
- Set up new vendors and maintain updated vendor information in computer
- Post invoices
- File unpaid invoices
- Print open payables reports and compare to unpaid invoices
- Ensure bills are paid in a timely manner to avoid penalties and take advantage of discounts
- Reconcile vendor invoices with vendor statements and resolve discrepancies
- Generate computerized accounts payable checks
- Post accounts payable checks to fund accounting
- Print accounts payable reports for City Council approval
- **Track use tax on invoices without sales tax**
- Answer vendor inquiries regarding payment and follow up with department heads to resolve problems

PAYROLL

- Enter hours into computer from approved timecards
- Initiate payroll calculation on computer
- Record employee vacation, sick leave, holiday time, overtime and compensatory time
- Print payroll reports and review information for completeness and accuracy, including hours, rates, benefits and deductions
- Initiate direct deposit transactions and deliver to bank
- Generate payroll journal entries and post to fund accounting
- Generate payroll checks
- Post payroll checks
- Set up new employees and maintain updated payroll information in computer, including pay rates, deductions, taxes, benefit accrual and fund distribution

- Maintain spreadsheets to check/reconcile payroll and leave transactions
- Assist with preparation of W-2's
- **Set up, maintain, and destroy personnel files as per the city's record retention policy**
- **Enroll and maintain employee benefit accounts**
- **Maintain employee COBRA accounts**
- **Monitor PERA exclusions**
- **Reconcile Workers' Compensation claims with payroll and leave records**

PERIPHERAL DUTIES

- Assist with water and sewer billing, including stuffing and mailing bills
- Assist with front counter duties, answering phones, providing customer assistance and answering questions as needed
- Other duties as assigned or apparent

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the department, must have a positive attitude.

Professional Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must be able to meet deadlines. Must be organized. Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge: Must have knowledge of city business and financial functions. Must have knowledge and ability to understand and discern legislative, local, state, and federal regulations.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate a personal computer, 10-key adding machine or calculator, fax, copier, and telephone. Must be able to sit for long periods of time. May, occasionally, have to lift 25 pounds or more.

Minimum Requirements

Two-year accounting degree from a post-secondary institution or equivalent experience.

One year of computerized accounts payable and payroll experience.

Speed and accuracy in operating 10-key calculator.

Speed and accuracy in computer data entry.
Word processing and spreadsheet experience.

Desirable Training and Experience

Working Knowledge of Microsoft Excel and Word
Knowledge of accounting software

Extent of Supervision or Guidance Provided

Supervised by Finance Director.

Responsibility for Public Contact

Considerable amount of public contact. Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

None.

Position Description Approved:

By _____ Date Approved _____
City Administrator

By _____ Date Approved _____
Department Director

By _____ Date Approved _____
Human Resources

Description Created: 10/02

Revision History: 11/13/08

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Administrative Assistant

Department: Parks and Recreation

FLSA Status: Non-Exempt

Union Status: Non-Union

Position Objective

To plan, organize and direct a variety of recreation activities both clerical and administrative.

Essential Duties and Responsibilities

ADMINISTRATION

- Coordinate the office operations of the department.
- Assist with administrative tasks involving personnel and facilities.
- Acts as person "in-charge" in absence of Community Center Manager.
- Supervise part-time Community Center staff.
- Hire, schedule and train staff.

RECREATION

- Assist in the supervision of classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.
- Assist in the acquisition of program leaders for Community Center programs.
- Assist in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers and related communications regarding Community Center programs.
- Assist in the selection, planning, and implementation of Community Center programs, special events, and classes.
- Promote interest and provide information regarding recreation programs to school officials, other recreation officials, community service groups, and the general public.
- Assist in the planning and development of seasonal program flyers.

BUILDING

- Coordinate the use of the Community Center facilities by booking groups.
- Assist in marketing Community Center and City park facilities to the general public.
- Provide tours of banquet and meeting facilities to prospective customers and books Community Room.

- Open and close Community Center when assigned.
- Assist in room set-up for classes and programs in absence of building attendants.
- Monitor security cameras of the Community Center and Grounds.
- Maintain inventory and order concession stand food and supplies.
- Address guest concerns and complaints.
- Implement emergency procedures & policies when needed.

GENERAL

- Respond to public inquiries about Community Center programs made by telephone, written correspondence or in person.
- Provide quality customer service.
- Process all membership applications, assign numbers and maintain accurate files on all Community Center members.
- Provide support and backup to the receptionist(s) in terms of answering phones, greeting the public providing customer service and cashiering.
- Register and collect fees for all Community Center programs.
- Maintain inventory and order office supplies and materials.
- Provide back up to related positions.
- Serve as a member of various employee committees, as assigned.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to effectively supervise part-time Community Center staff. Must be able to maintain cooperative working relationships with employees, various organizations and the public.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have knowledge of recreation programming, planning, and administration. Must have knowledge of equipment, facilities, operation and techniques used in a comprehensive recreation program. Must have knowledge of modern office practices and procedures. Must be able to operate office equipment including telephone/paging system etc.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment up to long periods of time.

Desirable Training and Experience

First Aid and CPR Certification.
One year experience with recreation activities.
Computer experience.

Minimum Requirements

High School Diploma or equivalent.
Valid State Driver's license or the ability to obtain one.

Extent of Supervision or Guidance Provided

Supervised by Community Center Manager.

Works independently and is given considerable leeway in judgment and administering activities.

Responsibility for Public Contact

High degree of public contact. Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

Supervises part-time Community Center staff.

Position Description Approved:

By _____ Date Approved _____
City Administrator

By _____ Date Approved _____
Department Director

By _____ Date Approved _____
Human Resources

Revision History: 12/1/98, 2/14/01
11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

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City of Becker Position Description

Position Title:	Administrative Support Specialist
Department:	Administration
FLSA Status:	Non-Exempt
Union Status:	Non-Union

Position Objective

The position of Administrative Support Specialist provides quality administrative assistance and support services for the City, focusing on duties associated with the building inspections, Community Development, City Administrator's Office, City Council, and Administration. The Administrative Support Specialist provides quality service delivery to the public and other departments.

Essential Duties and Responsibilities

- Provides walk-in and telephone customer service to the public and other departments, serves as the front line customer support person for the City.
- Provides administrative support including data entry, filing, copying, faxing, e-mailing, and drafting, proofing, typing and editing various correspondence and report efficiently and accurately.
- Sorts and distributes incoming mail, and processes and deposits outgoing mail.
- Assists with coordination and preparation of agendas, ensuring materials are in proper format, complete, and accurate.
- Proofreads minutes and other materials for accuracy, grammar, spelling punctuation, and follows up with corrections as needed.
- Prepares and disseminates meeting notices for various departments and committees.
- Assists with special projects as needed including, but not limited to, providing content and proofreading newsletters and web content, resident guides, and brochures.
- Assists City Clerk and Deputy Clerk with election administration including, but not limited to, election judge scheduling, equipment testing, candidate communications and election day polling place support.
- Provides move in/move out document assistance to the Utility Billing Clerk
- Provides assistance processing and monitoring business licenses including alcohol, tobacco, noise exemptions, and peddler licenses.
- Other duties as assigned.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Minimum Requirements

High School diploma or equivalent.

Two years clerical experience including customer service.

Ability to communicate orally in an effective, polite, tactful and neutral manner under any circumstance.

Ability to communicate effectively in writing.

Ability to perform all essential position functions under work conditions as described.

Two years personal computer experience including word processing and spreadsheets.

Must be able to manage multiple tasks, be detail-oriented, meet deadlines, retain confidentiality, and work effectively under pressure.

Desirable Training and Experience

Previous municipal government experience in a similar position.

Ability to transcribe dictation and take meeting minutes.\

Proficiency in database software.

Extent of Supervision or Guidance Provided

Supervised by City Clerk. Works independently and is given considerable leeway in judgment and administering activities.

Responsibility for Public Contact

Considerable amount of public contact. Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

This is a non-supervisory position.

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda, and directives. Must have ability to facilitate effective presentations at public meetings. Demonstrated effective written and oral communication skills.

Decision-Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the organization. Ability to plan and perform duties with minimum supervision.

Interpersonal Relationships: Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the organization, must have a positive attitude.

Professional Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agency's staff and citizens in a professional and respectful manner.

Must be able to effectively represent the organization. Must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the organization; must have a positive attitude. Must represent the organization with a courteous, helpful, accurate and business-like attitude. Must be able to produce quality, accurate work. Must be able to utilize work time properly and productively. Must have the ability to handle detail, meet deadlines and follow through in the completion of projects. Must have the ability to work effectively and respectfully with department heads, elected officials, residents, staff, and other agencies. Must be able to assess problems and situations, and be able to anticipate needs and evaluate alternatives.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must have the ability to maintain records in an accurate and accessible manner. Ability to work evenings and weekends when needed. Ability to work effectively under pressure and to competently handle a number of different tasks in a single period of time. Strong organizational skills and the

ability to accurately record documents, publications and various records for official purposes.

Technical Knowledge: Must have knowledge of business office setting and equipment. Must have excellent computer and typing skills.

Physical Abilities: Position is primarily sedentary in nature. Occasionally must balance, bend, stoop, kneel, stand,, and walk. Must be able to verbally communicate clearly and adequately hear in person and on the telephone in order to perform the essential functions of the job. Must have adequate vision to perform the essential functions of the job. Position involves working closely with other office staff. Ability to lift up to 30 pounds.

Position Description Approved:

By _____ Date Approved
City Administrator

By _____ Date Approved
Human Resources

Created 6/2014
11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Street Superintendent

Department: Public Works

FLSA Status: Non-Exempt

Union Status: Non-Union

Position Objective

To supervise the operation of the street and parks divisions of the public works department and the maintenance of city streets, utilities, parks and other facilities.

Essential Duties and Responsibilities

- Schedules and supervises service work to be done on all City water/sewer lines and services including residential/industrial.
- Evaluates situations, troubleshoots and repairs and reports findings.
- Notifies residents/business owners in areas where services will be temporarily discontinued and informs them the length of time.
- Plans, schedules and implements construction, maintenance, and operation activities designed to provide necessary infrastructure services for the City.
- Supervises the operation of and operates light, medium and heavy construction and power equipment such as mechanized broom, jetter/inductor truck, back hoe/loader and various snow removal equipment.
- Supervises and may perform labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and back filling.
- Supervises street maintenance activities.
- Coordinates and supervises crack filling, roads, and road over lays and patching.
- Coordinates and supervises the adjusting of gate valves and manhole covers.
- Coordinates and supervises tree removal and collection of yard waste and brush.
- Coordinates, supervises and assists in snow removal.

GENERAL

- Evaluates and formulates short and long range plans to meet City needs in the areas of transportation, drainage, lighting, and park maintenance.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the streets and parks divisions.
- Prepares and administers budget in assigned areas of responsibility.
- Identifies future projects for budgeting purposes.
- Prepares grants and other reports as required.
- Reviews private project development plans for compliance with codes, regulations, and standards.
- Oversees project management for the construction of infrastructure to ensure contractor compliance with time and budget parameters.

- Works with consulting engineers on designing and inspecting city projects.
- Establishes and recommends goals, projects and programs for the streets and parks divisions of public works.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Maintains a variety of records relating to inspections, construction activities, and maintenance activities.
- Determines equipment specifications for bidding purposes.
- Supervises and participates in the loading, hauling and unloading of gravel, sand, and equipment.
- Supervises the operation and operates a variety of power construction and maintenance equipment used in the street and parks division.
- Supervises and drives trucks of various sizes and weights.
- Supervises and performs routine inspections and preventative maintenance on assigned equipment.
- Supervises workers to insure all duties are in conformance with appropriate safety and security standards.
- Trains and assists in training of employees in the areas of maintenance, construction and repair of water, sewer, street and storm drainage facilities.
- Hires, assigns, directs, disciplines, evaluates and discharges personnel.
- Serves as a member of various employee committees.
- Schedules daily work assignments for full-time and part-time and/or seasonal employees.
- Coordinates equipment/labor trades with other city departments.
- Facilitates Public Works Committee meetings.
- Represents divisions to City Administration, City Council, committees and the public.
- Must attend meetings as required.
- Responds to emergencies in an appropriate manner.
- Must be able to respond in person to an emergency within 60 minutes.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others' for understanding of their needs and situations. Must have the ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions.

Decision-Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies' staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have two years experience relating to construction, maintenance, or repair or closely related field. Must have basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Must have knowledge in the operation of motorized vehicles and equipment such as dump, pickup, and utility trucks; street sweeper, jetter/inductor truck; street roller, mowers, blowers, snow plows and other related equipment. Must be able to use shovel, saws, pumps, common hand and power tools, wrenches, detection devices, mobile radio, and telephone.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and/or hear. The employee is frequently required to walk; sit; climb or balance; stoop; kneel; crouch; or crawl; and smell. Must have the ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time

Desirable Training and Experience

Four years construction, maintenance, or repair related experience.
Certification as a Water Distribution Specialist D.
Strong mechanical background.

Minimum Requirements

High School Diploma or equivalent.
Valid State Driver's license with CDL endorsement or the ability to obtain one.
Supervisory experience.

Extent of Supervision or Guidance Provided

Supervised by the City Administrator.

Works independently much of the time.

Responsibility for Public Contact

High degree of public contact.

Must have the ability to maintain effective working relationship with other employees and the public.

Supervision of Others

Supervises Maintenance Worker I, II, and III positions.

Supervise mechanic position(s).

Position Description Approved:

By _____
City Administrator

Date Approved

By _____
Department Director

Date Approved

By _____
Human Resources

Date Approved

Revision History:

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Maintenance Worker II

Department: Public Works

FLSA Status: Non-Exempt

Union Status: Union

Position Objective

To operate equipment to construct, repair and maintain City streets, utilities, parks and other facilities. Performs routine manual and semi-skilled work in the operation of light or medium weight trucks and other equipment.

Essential Duties and Responsibilities

WATER/SEWER

- Assists with inspections and/or repairs chlorine machine, booster pumping stations, reservoir, meters, drainage systems, and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of service, fire hydrants and drinking fountains.
- Notify residents/business owners in areas where services will be temporarily discontinued and informs them the length of time.
- Assists in shutting off broken sections of water mains.
- Services water supply, sewer lift and other pumps.

STREETS/PARKS/MAINTENANCE PROJECTS

- Mows grass in ditches, parks and any other areas as requested by supervisor.
- Performs seasonal snow removal tasks such as cleaning sidewalks, fire hydrants, ice rinks and any other area as requested by supervisor.
- Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and back filling.

GENERAL

- Cleans and checks tools and equipment after use to insure proper maintenance.
- Loads, hauls and unloads gravel, sand, and other aggregates.
- Drives trucks of various sizes and weights.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs all duties in conformance to appropriate safety and security standards.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Performs tree removal and collection of yard waste (leaves/grass) and brush.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies' staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have two years experience relating to construction, maintenance, or repair or closely related field. Must have some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Must have knowledge in the operation of motorized vehicles and equipment such as dump, pickup, and utility trucks, street sweeper, jetter/inductor truck, street roller, mowers, blowers, snow plow, man lift and other related equipment. Must be able to use shovel, saws, pumps, common hand and power tools, wrenches, detection devices, mobile radio, and phone.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and/or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Must have the ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability of close vision, distant visions, peripheral vision, depth perception

and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time

Desirable Training and Experience

Two years of experience relating to construction, maintenance, or repair.
Commercial Driver's License Endorsement.

Minimum Requirements

High School Diploma or equivalent unless currently enrolled as a student.
Valid Minnesota State Driver's license or the ability to obtain one.

Extent of Supervision or Guidance Provided

Supervised by the Street Superintendent, Wastewater Treatment Facility Lead Operator or Public Works Director.

Works independently and is given considerable leeway in judgment and administering activities.

Responsibility for Public Contact

Some degree of public contact.

Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

None.

Position Description Approved:

By _____ Date Approved _____
City Administrator

By _____ Date Approved _____
Department Director

By _____ Date Approved _____
Human Resources

Revision History:

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title:	Maintenance Worker III
Department:	Public Works
FLSA Status:	Non-Exempt
Union Status:	Union

Position Objective

To operate equipment to construct, repair and maintain City streets, utilities, parks and other facilities. Performs routine manual and semi-skilled work in the operation of light or medium weight trucks and other equipment and labor-related tasks for City maintenance functions.

Essential Duties and Responsibilities

WATER/SEWER

- Inspects and repairs booster pumping stations, reservoir, meters, and drainage systems at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss or no water.
- Evaluates situations and reports findings to supervisor.
- Notifies residents/business owners in areas where services will be temporarily discontinued and informs them the length of time.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains.
- Assists in shutting off broken sections of water mains.
- Services water supply, sewer lift and other pumps.

STREETS/PARKS/MAINTENANCE PROJECTS

- Inspects and/or repairs streets as needed.
- Runs various snow plow and snow removal equipment as necessary.
- Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and back filling.
- Performs tree removal and collection of yard waste and brush.
- Performs routine maintenance and installation of parks and playground equipment.

GENERAL

- Cleans and checks tools and equipment after use to insure proper maintenance.
- Loads, hauls and unloads gravel, sand, and other aggregates.
- Operates trucks of various sizes and weights.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Cleans equipment as required or instructed.
- Performs all duties in conformance to appropriate safety and security standards.

- Assists in training of employees in the areas of maintenance, construction and repair of water, sewer, street and storm drainage facilities.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Serves as a member of various employee committees, as assigned.
- -Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; must have the ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions.

Decision-Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies' staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have two years experience relating to construction, maintenance, or repair or closely related field. Must have some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Must have knowledge in the operation of motorized vehicles and equipment such as dump, pickup, and

utility trucks, street sweeper, jetter/inductor truck, street roller, mowers, blowers, snow plow, man lift and other related equipment. Must be able to use shovel, saws, pumps, common hand and power tools, wrenches, detection devices, mobile radio, and phone.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and/or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell. Must have the ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time.

Desirable Training and Experience

Two years of experience relating to construction, maintenance, or repair.
One year experience operating heavy equipment and vehicles over #28,000 GVW
Experience and/or education in gasoline or diesel repair.

Minimum Requirements

High School Diploma or equivalent.
Valid State Driver's license with CDL endorsement.

Extent of Supervision or Guidance Provided

Supervised by the Street Superintendent.
May work independently.

Responsibility for Public Contact

Some degree of public contact.
Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

None.

Position Description Approved:

By _____
City Administrator

Date Approved

By _____
Department Director

Date Approved

By _____
Human Resources

Date Approved

Revision History:

11/24/14 – added Access to Not Public Data to Essential Duties and Responsibilities

City of Becker Position Description

Position Title: Maintenance Worker IV

Department: Public Works

FLSA Status: Non-Exempt

Union Status: Union

Position Objective

To operate equipment to construct, repair and maintain City streets, utilities, parks and other facilities. Performs routine manual and semi-skilled work in the operation of light or medium weight trucks and other equipment and labor-related tasks for City maintenance functions.

Essential Duties and Responsibilities

WATER/SEWER

- Inspects and/or repairs chlorine machine, booster pumping stations, reservoir, meters, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss, or no water, evaluates situations and reports findings to supervisor.
- Notify residents/business owners in areas where services will be temporarily discontinued and informs them the length of time.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains.
- Assists in shutting off broken sections of water mains.
- Services water supply, sewer lift and other pumps.

STREETS/PARKS/MAINTENANCE PROJECTS

- Assists with the planning and scheduling construction, maintenance, and other activities designed to provide quality water, sewer, street and drainage service for the City.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/inductor truck or back hoe/loader and various snow removal equipment.
- Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and back filling.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Repairs potholes and fills cracks in streets.
- Performs tree removal and collection of yard waste (leaves/grass) and brush.
- Assists with snow removal.

GENERAL

- Maintains a variety of records relating to inspections, maintenance activity, water supply, and consumption.
- Cleans and checks tools and equipment after use to insure proper maintenance.
- Loads, hauls and unloads gravel, sand, and equipment driving trucks of various sizes and weights.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Assists in training of employees in the areas of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned or apparent.

ACCESS TO NOT PUBLIC DATA

- The employee may encounter not public data in the course of regular duties or other duties as assigned. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill their work responsibility. While data are being accessed, the employee should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the provisions of Minnesota State Statutes, Chapter 13.

POSITION ANALYSIS

Essential Knowledge, Skills and Abilities

Communications: Must have the ability to actively listen to others for understanding of their needs and situations; must have the ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions.

Decision-Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the

organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge: Must have two years experience relating to construction, maintenance, or repair or closely related field. Must have some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Must have knowledge in the operation of motorized vehicles and equipment such as dump, pickup, and utility trucks; street sweeper, jetter/inductor truck; street roller, mowers, blowers, snow plow, manliest and other related equipment. Must be able to use shovel, saws, pumps, common hand and power tools, wrenches, detection devices, mobile radio, and phone.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Must have the ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time

Desirable Training and Experience

Four years of experience relating to construction, maintenance, or repair.
Commercial Driver’s License Endorsement. Certification as a Water Distribution Specialist D.
Strong mechanical background.

Minimum Requirements

High School Diploma or equivalent.
Valid State Driver’s license with CDL endorsement or the ability to obtain one.

Extent of Supervision or Guidance Provided

Supervised by the Street Superintendent.
May work independently.

Responsibility for Public Contact

Some degree of public contact.
Ability to maintain effective working relationship with other employees and the public.

Supervision of Others

None.

Position Description Approved:

By _____
City Administrator

Date Approved

By _____



Position: City Administrator

Department: Administration

Appointing Authority: City Council

Status: FLSA Exempt

POSITION OBJECTIVE:

This position acts as the Chief Executive Officer for the City Council, and is accountable to the City Council for the day to day operation of the city organization, including the supervision of employees and contracted staff, and ensuring the implementation of council policies. This position is also responsible for the statutory city clerk functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Council Assistance

- Act as Executive Officer for the City Council, to include attending Council meetings, preparation of agendas, minutes, and organize and maintain accurate and complete records of all official city documents.
- Ensure that all necessary notices of meetings and ordinances are published and/or posted as required by law.
- Assist the Council in the coordination and administration of City policies and procedures; research and assist in the development of solutions to problems.
- Handle all correspondence on behalf of the City and Council.
- Attest the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.
- Maintain notary public status.
- Research information for implementing laws and rules or developing programs and policies as directed by Council.

Representative of the City to the Public

- Serves as Public Information Officer for the City.
- Maintains contact with federal, state, and county agencies in regard to local relationships between the City government and other agencies.
- Represents the City to other agencies, organizations, and citizens.
- Builds and strengthens relationships with the community.

Financial

- Responsible for all financial records and reporting requirements of the City.
- Prepares the annual operating budget and capital improvement program plan budget, with input from the city council and department heads.
- Monitors expenditures and receipts during fiscal year.
- Assists outside auditing firm with annual audit.
- Responsible for the investment of city funds, and ensuring the best return, as allowed by statute.

- Responsible for the reconciliation of all checking and saving accounts.
- Responsible for the preparation of the monthly and annual sales and use tax reports.
- Work with financial advisors on City bond issues; complete all necessary paperwork and reports as required. Ensure that all bond payments are made in a timely manner.
- Annually review the City's fee schedule, ensuring that appropriate fees are being charged in accordance with State Statutes and the City's ordinances. Proposed changes will be presented to the City Council for consideration and action as required by statute.
- Responsible for evaluating water and sewer rates, ensuring that appropriate fees are charged to cover debt and operation and maintenance of the utility facilities.
- Monitor transactions facilitated with the City's ½% sales & use tax.

Personnel and Payroll

- Acts as the Human Resource Manager for the City.
- Responsible for all payroll functions, including all appropriate recording and filing of bi-weekly, monthly, and annual reports.
- Responsible for the management and oversight of all employee benefits.
- Leads the selection process for new employees and recommends hiring criteria.
- Ensures accountability of employees and alignment of department activities with council policies and directives.
- Makes recommendations for competitive wages to attract and retain competent employees.
- Responsible for performance evaluations of city employees.

Elections

- Responsible for City Elections in accordance with State and County requirements and applicable laws.
- Recruits election judges as needed, and ensures that they are properly trained.
- Maintain election records and files as appropriate.

Other

- Prepare Requests for Proposals and Bids as required for projects or purchases as directed by the City Council.
- Responsible for seeking applicable grants and funding sources available to the City.
- Oversee contract personnel and consultants as directed by the Council.
- Assist in coordination of citywide projects.
- Acts as, or assists with the duties of the Sewer Authority Clerk/Finance Director.

Boards, Commissions and Committees of the City

- Attend meetings as needed for committees, boards and commissions as may be established by the City. These include, but may not be limited to Park Commission, Public Service Activities, Jt. Planning, EDA, Planning and Zoning, Sewer Authority, Library Board, and Personnel Committee.

Knowledge, Skills and Abilities

- Considerable knowledge of municipal financial management including investment of funds, accounting, payroll procedures, billing practices, records management and financial record keeping.
- Considerable knowledge of laws, rules, and regulations affecting City government.
- Knowledge of human resource management.
- Working knowledge of data privacy as it relates to the release of City data.
- High level of skill in operating office equipment including operation computer payroll and accounting systems with speed and accuracy.
- Excellent writing and interpersonal communication skills.

- Considerable ability to handle public contact with a high degree of tact, courtesy, confidentiality, and sound judgment.
- Highly developed problem-solving skills.
- Demonstrated spreadsheet, database and word processing skills.
- Strong organizational skills with attention to detail and accuracy.
- Considerable ability to analyze information and develop alternatives for consideration.
- Considerable ability to work independently as well as part of a team.
- Considerable ability to take initiative and manage multiple projects efficiently.
- Considerable ability to work with multiple deadlines and diverse responsibilities.

Minimum Qualifications

- Three years of experience as a department head level supervisor or above.
- Five years of progressively responsible financial management experience.
- Five years public sector administrative experience if no Bachelor's degree in public administration, business or related field; three years' experience of public sector if in combination with a Bachelor's degree.
- Experience with accounting and payroll software, preferably with Banyon.
- MN Driver's License.



Position: Deputy Clerk / Utility Billing/ Zoning Administrator
Department: Administration
Appointing Authority: City Council

SUPERVISOR:

This position shall be under the direct supervision of the City Administrator, or in the absence of an Administrator, this position shall be under the supervision of the City Clerk.

DESCRIPTION OF WORK:

This position is responsible for a wide variety of functions, including but not limited to the utility billing process, planning and zoning administration, oversees all permitting requirements of the City, and serves as member of the Fire Relief Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed duties shall include, but are not limited to, the following. Duties may vary from time to time and at the discretion of the City Council and/ or the Supervisor to this position.

Administrative Duties

1. Oversees the processing and issuing of the various permits and licenses, including but not limited to liquor, charitable gambling licenses, dog licenses, temporary signs, business licenses, and special event permits.
2. Responsible for special assessment searches, providing the County with information regarding paid assessments, additions and deletions of assessments, researching and notifying City and County of any discrepancies with the special assessments and assisting residents with questions in regards to their assessments.
3. Assists with and prepares a variety of correspondence and reports.
4. Assists with the development of office procedures and protocol.
5. Assists with the annual fee schedule.

Utility Billing Clerk

1. Manage and process all utility billing functions, including billing, collections and customer service.
2. Coordinate with Public Works the reading of meters, disconnections and re-connections, and other work orders as may be generated.
3. Recommend, develop and implement goals, policies, and procedures for all utility billing functions.
4. Review billings for correctness and accuracy and re-calculate bills which have been issued to customers improperly.

5. Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, door hangers, shut-off and turn-on orders, certifications, establishing and monitoring payment schedules; adjusts errors and complaints.
6. Prepare delinquent account data for preparation of assessment rolls for tax certification.
7. Responsible to monitor and assure compliance with all state and federal regulations governing utility billing and interpreting City ordinances and Minnesota Statutes as related to utility services.
8. Receive daily utility batches through Payment Service Network (PSN); enter appropriate data in computerized billing systems, receipt payment into batch form and transfer to fund accounting.

Zoning Administration and Enforcement

1. Administers and enforces the provisions of the City's Municipal Code.
2. Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to City Attorney if unresolved.
3. Coordinates and oversees the issuance of all building permits, ensuring that all setbacks and city code standards are met.
4. Oversees the issuance of City permits for temporary signs, fencing and accessory structures under 120 square feet.
5. Reviews and ensures proper processing of all zoning applications, including but not limited to conditional use permits, variances, lot splits, subdivision developments, zoning amendments and appeals.
6. Coordinate application review with the appropriate staff and contracted consultants, ensuring compliance with the 60-day rule, when applicable.
7. Coordinates assistance on planning and zoning issues with City Engineers, City Building inspector, City Planner etc.
8. Maintain permanent and current records; including but not limited to maps, amendments, variances and conditional uses.
9. Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
10. Assists in developing long-range strategic plans, updating the City's comprehensive plan, and amending the Zoning Ordinances.
11. Attends Planning Commission meetings; prepares agenda items, minutes and resolutions, and other information as requested by Planning Commission and Council.
12. Prepares public hearing notices for local paper and prepares articles as directed.
13. Performs other duties as apparent or as delegated.

POSITION REQUIREMENTS

Ability

- Must have the ability to maintain accurate and complete records and files.
- Must have the ability to handle public contact with friendliness, responsiveness and professionalism.
- Must have the ability to speak, read and write English proficiently and professionally, with proper grammar to proofread material and communicate effectively.
- Must have the ability to compose correspondence, minutes, reports and other written materials.
- Must have the ability to prioritize work, multi-task, research and solve problems.
- Must be detail oriented, adaptable, and flexible to multi task.

- Ability to read and understand maps and site plans.
- Ability to account for and handle money.

Knowledge, Experience and Education

- Proficient in Windows, Word and Excel.
- Experience with Power Point and Publisher.
- Experience with Banyon Accounting Software is preferred.
- Experience with billing and collection processes.
- Knowledge of construction and development processes.
- Knowledge of laws, rules and regulations affecting City government.
- Minimum of three years of work experience in a public or non-profit setting.
- Preferred two years of experience with zoning and land use procedures.
- Preferred three years of work experience in billing and clerical procedures in a municipal government.
- High school diploma or equivalent.
- Certified Municipal Clerk or ability to receive certification is preferred.



Position: Administrative Assistant / Accounting Clerk

Department: Administration

Appointing Authority: City Council

SUPERVISOR:

This is a part time position that shall be under the direct supervision of the City Administrator, or in the absence of an Administrator, this position shall be under the supervision of the City Clerk.

DESCRIPTION OF WORK:

This position is responsible for meeting/greeting the public, answering the telephones, responding to inquiries from the public or routing to the appropriate individuals. This position will perform a variety of clerical activities including, but not limited to facility scheduling, processing licenses and permits, assisting with utility billing, and performing accounting functions, and maintaining the City's web site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed examples may not include all duties performed. Duties may vary from time to time and at the discretion of the City Council and/or the City Administrator (or City Clerk).

1. Greets the public and directs visitors to the appropriate individuals.
2. Answers phones, provides accurate information, or directs the calls to the appropriate individual.
3. Receives, opens, date stamps and distributes all incoming mail to appropriate departments.
4. Maintains public information such as maps, phone numbers, county and township referral information, list of local utilities, recycling calendar and guidelines, counter literature and bulletin boards.
5. Receives requests, complaints and information from the public and transmits to City Administrator or appropriate department head to process as needed.
6. Maintains knowledge of State Record Retention guidelines and applies them to City record keeping.
7. Responsible for the scheduling rental of city facilities, such as parks and meeting areas. Process and track payments, deposits and access codes. Ensure that the facilities are ready for use on the desired date.
8. Responsible for the City's recycling program and the City's Clean Up Day. This will include coordination and scheduling; and preparing and submitting quarterly reports to the County.
9. Responsible for creating and updating monthly calendars that identify city meetings and events, along with staff training events and time off requests.

10. Updates and maintains the City's web site as directed or as necessary. Evaluates, suggests improvements, and implements them.
11. Assist in the compilation and distribution of City Council and Commission agenda packets, including posting to the City web site.
12. Assist with the processing and issuing of all types of building related permits, including but not limited to building, mechanical, plumbing, fencing, and sign permits. Submit quarterly Permit Surcharge Reports to State.
13. Create and maintain address files for new construction, and any other pertinent information relative to a specific property.
14. Assist with special assessment searches.
15. Assist with the issuance of the various permits and licenses, including but not limited to liquor, charitable gambling licenses, dog licenses, temporary signs, business licenses, excavating, and refuse haulers.
16. Maintain office supply inventory and order supplies as needed.
17. Arrange for repairs and maintenance of office equipment and maintain funds in the postage meter.
18. Assist with and provide back up for utility billing processes.
19. Responsible for accounts receivables.
20. Responsible for accounts payable.
21. Assist with month end bank reconciliation and reconciliation of petty cash.
22. Assist with and provide back up when needed to prepare bi-weekly payroll and make appropriate tax liability and benefit payments.
23. Assist with year-end accounting procedures and certification of delinquent utility bills.
24. Assists as needed in the preparation of material for the annual audit.
25. And other duties as may be assigned.

POSITION REQUIREMENTS

Ability

- Must have the ability to perform secretarial and accounting duties with accuracy and speed.
- Must have the ability to handle public contact with friendliness, responsiveness, professionalism, and tact.
- Must have the ability to speak, read, and write English proficiently and professionally, with proper grammar to proofread materials and communicate effectively.
- Must have the ability to organize ideas and information into logical written documents and reports.
- Must have the ability to organize and prioritize one's own work.
- Must have the ability to multi task several things at one time throughout the day.

Knowledge, Experience and Education

- High School diploma or equivalent.
- Proficient with Windows, Excel and Word.
- Experience with Power Point and Publisher.
- Minimum of three years of work experience in a public or non-profit setting.
- Municipal experience is preferred.
- Experience with Banyon Accounting Software is preferred.
- Two year degree in administration, executive secretary or related field preferred.

CITY OF CLEARWATER

PUBLIC WORKS EMPLOYEE

Position: Public Works Employee

Reports To: Public Works Supervisor

Summary

This position assists with the performance of general utility and public works activities, maintaining all city infrastructure, utilities, streets, buildings, property, and equipment.

General Duties

Duties of this position may vary from time to time and are at the discretion of the Public Works Supervisor or the City Administrator in the absence of the Public Works Supervisor. These examples are intended only as illustrations of the various types of work performed and are not necessarily all-inclusive.

1. Operate and maintain city owned vehicles and heavy equipment.
2. Operate and maintain light equipment and power tools.
3. Perform street maintenance and repairs, and installation of street signs.
4. Removal of snow and ice on streets, parking lots, trails and other city owned properties.
5. General repair and maintenance to city facility and buildings, including carpentry type duties.
6. Parks and grounds maintenance, including mowing, weed whipping, ice rink maintenance.
7. Check wells, water storage tanks, metering stations and lift stations and record readings.
8. Assist with the flushing of hydrants and the cleaning of wastewater lines.
9. Attend all maintenance and safety training as required.
10. Perform duties in a safe manner following generally accepted safety guidelines and equipment.
11. Perform other duties as may be assigned.

Education and Training Required

1. High School diploma or GED.
2. Valid CDL (Class A) Minnesota driver's license or ability to obtain within 60 days of hire.
3. Class C Water License, or ability to obtain within 12 months of hire.
4. Class D Wastewater License, or ability to obtain within 24 months of hire.

Physical Abilities / Attributes / Responsibilities

1. Must have ability to climb a ladder.
2. Must be able to work in areas with exposure to chemicals, and various environmental conditions such as dust, dirt, noise, and disagreeable odors.
3. Ability to work in all weather conditions, which may result in the exposure to extreme temperatures.
4. Ability to work with minimal supervision.
5. Good organizational skills.
6. Ability to pass drug test.
7. Must have a flexible schedule and be willing to be on call to work some weekends, evenings, early mornings, and be on-call for emergencies as needed.
8. Ability to read maps.
9. Must have the ability to be physically able on a daily basis to bend, walk, occasionally lift and carry up to 100 pounds.
10. Possess good public relations skills and be able to communicate effectively.
11. Computer skills are helpful.

POSITION DESCRIPTION
City of Corcoran
Last Updated October 2011

POSITION TITLE: Public Works Maintenance/Equipment Operator
DEPARTMENT: Public Works
ACCOUNTABLE TO: Public Works Superintendent

SUMMARY STATEMENT:

To maintain City property and roadways in a manner, which will provide safe, passable access to all residential and commercial properties and parks served by the City.

MAJOR AREAS OF ACCOUNTABILITY:

1. Operates Public Works equipment in a safe, responsible manner to maintain roads and parks.
2. Operates snow removal equipment in a safe, responsible manner in order to provide a condition of passability and maximum safety on public roadways and property.
3. Performs with the repair and maintenance of road equipment in order to minimize repair costs and maximize equipment availability.
4. Operate appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, patch potholes, erect signs, repair frost boils, remove and replace concrete curbs and asphalt roadways and other duties relating to park and roadway maintenance. Blacktop work will include sub cutting, removal, installation and compaction of asphalt. Concrete work will include removal of concrete, forming, curb pouring, and finishing.
5. Performs with the maintenance of the City Park.
6. Performs manual labor in the maintenance of streets, parks and equipment as directed by the Public Works Superintendent.
7. Performs with maintenance of the City property and public buildings, and equipment in order to preserve the useful life and minimize costs.
8. Drives medium, heavy, and light trucks in order to deliver and pick up materials and supplies.
9. Abide by all safety regulations and policies in order to prevent injuries to self or others.
10. Maintain detailed records of time and jobs in order to provide data for required records and management decision making and well as providing reports for determining costs for services.
11. Suggest improved methods and practices for public works when experience and common sense dictates.

12. Perform other duties or work on special projects as assigned by the Public Works Superintendent or City Administrator, including but not limited to, storm sewer and sewer maintenance activities.
13. Directs the activities of other Public Works Maintenance/Equipment Operator (s) based on policy and past practice, as assigned by the Public Works Superintendent and/or the City Administrator.

PERFORMANCE CRITERIA:

1. Employee shall place a priority on road maintenance and snowplowing, with other assigned tasks performed as time allows.
2. Employee shall not use any narcotics or hallucinogens except when prescribed in treatment by a physician or dentist. When narcotics or hallucinogens are prescribed, employee shall notify the City Administrator.
3. Employees shall not appear for work or be at work while under the influence of alcoholic beverages.
4. Employees shall operate city equipment in a careful and prudent manner and shall obey all state and city orders pertaining to such operation. Loss or suspension of driver's license shall promptly be reported to the Public Works Superintendent and City Administrator. Employee shall not driver his/her own vehicle during his workday or at any other time for City business until his/her license is reinstated.
5. Willingness and ability to work long and unusual hours when conditions require snow removal, when gravel roads are suitable for grading or for other emergency or unusual road maintenance requirements.
6. The ability to withstand working in severe weather conditions and extreme temperatures, including dressing in appropriate clothing for the weather conditions.
7. Willingness to be on call when weather conditions may dictate early starts, both on regular working days and on weekends.
8. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.
9. Ability to work effectively and communicate with the public, City employees and elected/appointed officials in a positive and respectful manner and perform duties accordingly.

EQUIPMENT USED:

Included but not limited to:

Medium, heavy, and light trucks, loaders, bobcats, tractors, backhoes, graders, steamers, lawn mowers, chain saws, welders, air compressors, hot tar kettles, rollers, pavers, jack hammers, compactors, brush chippers, misc. hand tools, and the operation of man lift station.

WORK ENVIRONMENT:

Works in or on public works equipment in a variety of weather conditions on roadways, road right-of-way, and city park locations. May be required to work long and unusual hours in inclement weather conditions.

MINIMUM REQUIREMENTS

1. Must be able to work fulltime
2. Education: High School graduate or Equivalent
3. Minimum 4 years practical experience
4. Commercial Drivers License. (Class – B minimum)

PHYSICAL REQUIREMENTS:

1. Strength and movement: Work requires lifting, reaching, bending, pushing, shoveling, pounding, digging, and sweeping.
2. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be at a level to detect all warning signals.
3. Level of exertion: Work is occasionally heavy requiring lifting of up to 80 or more pounds and frequent arm motion. Also may include repetitive, strenuous activities, such as shoveling, raking, lifting, etc.

MENTAL REQUIREMENTS:

1. Reading ability: Must be sufficient to read instructions and warning labels. Requires the ability to read and understand rules and procedures.
2. Writing: Required to fill out forms on maintenance sheets and MN DOT C.D.L. forms for inspection of heavy trucks.
3. Verbal skills: Must be at a level to provide general information on road conditions, update on projects, and the ability to communicate by City radio and telephone to staff, council, and the public.
4. Reasoning ability: Must be able to use sound judgment when operating heavy equipment, pounding posts, or operating backhoe near power lines, gas lines, or fiber optic lines.

EMPLOYMENT SELECTION CRITERIA:

High School Diploma or equivalent required. Some level of post secondary vocational education is desired. Valid Minnesota Class B driver's license with appropriate endorsements required. Must obtain a Class A CDL within three (3) months of employment. Ability to respond to emergency calls within 30 minutes. DOT Physical Health Card required

Dayton Job Title: City Administrator

LMC Salary Survey Comparison: City/County Administrator/Manger/Coordinator

Job Level: Top administrator in municipality, county or related government unit.

Minimum Qualifications: Requires managerial, administrative, and educational experience necessary for the management of a governmental unit.

Duties: Carries out the policies established by the City Council for the efficient administration of the municipality's business. Duties include coordinating the administration of all municipal departments, developing the annual budget, preparing for and attending council meetings, providing information to the public concerning government business, supervising the maintenance of records and making recommendations for the improvement of efficient administration of the affairs of the governmental unit. (City Manager (Administrator)/Clerk-Administrator)

Metro Area

Municipality	Population	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Circle Pines	5279	City Administrator	85,612.80	112,632.00	40	No	City Council & Utilities Comm.	1/1/2014
Columbus	4104	City Administrator	65,771.59	89,094.12	40	No	Mayor, City Council	1/1/2013
Falcon Heights	5762	City Administrator			40	No	Mayor & Council	1/1/2014
Medina	5026	City Administrator	79,248.00	100,963.20	40	No	City Council	1/1/2014
Minnetrista	6296	City Administrator	95,347.20	114,420.80	40	No	City Council	1/1/2013
North Oaks	4720	City Administrator	86,600.00	98,000.00	40	No	City Council	10/1/2013
Oak Park Heights	4653	Administrator	101,379.20	101,400.00	40	No	Council	1/1/2014
Scandia	4195	City Administrator	73,320.00	91,650.00	40	No	City Council	1/1/2014
Spring Lake Park	6768	Administrator/Clerk/Treasurer	80,288.00	102,939.20	40	No	Council	1/1/2014
St. Paul Park	5221	City Administrator	89,544.00	107,452.80	40	No	City Council	1/1/2014
Victoria	6727	City Manager	88,878.40	111,987.20	40	No		1/1/2014
Watertown	4129	City Administrator	80,000.00	110,000.00	40	No	City Council	4/1/2014
Un-aged Average			\$84,180.84	\$103,685.39				
Aged Average								

Current Salary Range: Grade 15 \$94,603 - \$119,703 (\$45.48-\$57.55/hr.) Position is exempt.

Current Hourly Rate: City is currently contracting an Interim Administrator.

Proposal:

It is proposed this position is moved from grade 15 to a grade 13 at \$82,630 - \$104,553 (\$39.73-\$50.27) to better match comparable cities.

Dayton Job Title: City Clerk

LMC Salary Survey Comparison: City Clerk

Job Level: Duties are a combination of clerical support, record-keeping, administrative detail, and inter-function organizing.

Minimum Qualifications: Varies

Duties: Personally performs or directs the performance of duties associated with voter registration, election arrangements, minutes of council meetings, other official records, licenses, etc., as required by law.

Metro Area

Municipality	Pop.	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
St. Paul Park	5221	City Clerk	58,094.40	67,600.00	40	Yes	City Administrator	1/1/2014
Victoria	6727	City Clerk	53,705.60	67,662.40	40	Yes	City Manager	1/1/2014
Un-aged Average			\$55,900.00	\$67,631.20				
Aged Average								

Current Salary Range: Grade 8 \$58,914 - \$74,545 (\$28.32-\$35.84/hr.) Position is exempt.

Current Hourly Rate: \$35.84

Proposal:

The current rate of pay is high when compared to similar cities. Given that the current employee is nearing retirement, staff has negotiated a succession plan with the current employee. This is a multi-step proposal as follows:

1. The City will implement an official retirement plan from the current City Clerk.
2. In exchange, the Clerk will work full time through 2015 at full wage and benefits.
3. Starting January 2016, the Clerk will work half time and receive full medical/dental benefits. Vacation and sick time will be pro-rated based on the part time hours worked.
4. Due to the current salary being roughly 10% above comparable cities, this position is not eligible for any pay increases. Future salary range of this position for the next employee may receive a salary range adjustment.

Dayton Job Title: Finance Clerk

LMC Salary Survey Comparison: Accountant - Senior

Job Level: Top non-supervisory accounting work.

Minimum Qualifications: Bachelor's degree in Accounting, Finance, Business Administration or equivalent plus at least five years of experience OR equivalent. Typically possesses a CPA.

Duties: Performs high-level accounting work in all areas of the department. Also performs more complex checking, balancing, and calculating operations on one or more segments in a complete and systematic set of records or accounts. Judgment may be required in applying and/or occasionally interpreting policy or procedures. May reconcile accounts, bulls, prepare monthly statements, and generate routine computer reports, etc. Requires broad operations knowledge and ability to work independently. Directs special projects as scheduled or assigned.

Metro Area

Municipality	Pop.	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Newport	3534	Accountant	43,652.00	52,345.00	40	No	City Administrator	1/1/2014
Oak Park Heights	4653	Sr. Accountant	43,992.00	62,816.00	40	Yes	Finance Director	1/1/2014
Un-aged Average			\$43,822.00	\$57,580.50				
Aged Average								

Current Salary Range: Grade 4 \$44,945 - \$56,870 (\$21.61-\$27.34/hr.) Position is non-union and non-exempt.

Current Hourly Rate: \$27.35

Current Job Description: *Please see job description beginning on next page.* For comparison in this compensation study, we compared this position to a Senior Accountant based on actual job duties performed. In addition to the job duties outlined above, the current employee also acts as HR Manager and back-up to the City Clerk. This includes benefits enrollment, personnel file management, compensation changes, data privacy, special assessment requests, election assistance, etc.

Proposal:

The proposal is to present a job title/description change for this position. The current title and job description of the Dayton Finance Clerk does not reflect actual job functions for this position. The current job description is more reflective of a position who is responsible for one job function. Example: payroll clerk, utility billing clerk, etc. The salary range is proposed to receive no change.

**CITY OF DAYTON
POSITION DESCRIPTION**

**POSITION TITLE: FINANCE CLERK
FLSA STATUS: NON-EXEMPT
FULL-TIME POSITION**

POSITION OBJECTIVES:

Perform financial and accounting activities and functions as directed and in line with Generally Accepted Accounting Principles. Understand and prepare complicated financial and accounting work papers and reports. Undertake special projects as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform accounts receivable processing including utility billing and tracking water meter sales, miscellaneous invoicing, assessment receivables, bond proceeds and other miscellaneous receivables. Provide a high level of professional customer service to customers, including front counter work and minor permit issuances. Ensure accuracy and use available technology to its highest capacity.

Perform accounts payable processing including invoices, account coding of invoices, follow up on missing or incomplete support documents, reconcile vender statements, and process of account payable checks. Generate account payables ledgers, and other necessary reports.

Process all aspects of City's payroll including preparation of payroll checks with all appropriate deductions, maintain payroll records in accordance with City's Record Retention Schedule, assist with administration of plans for health, life, long and short-term disability and dental coverage, Flexible Benefit Plan, COBRA.

Perform specialized accounting duties and responsibilities required to execute all aspects of the utility billing operation with respect to water, sewer and storm water. Perform complicated reconciliation of utility accounts and transactions where good judgment must be used. Compile financial billing statements and generate and review computer reports at regular intervals. Significant public contact which includes answering telephone calls and responding to walk-in inquiries regarding utility bills and service, and permit issuances.

- Coordinate the Utility Billing system, including update of utility billing customer account information, initiate and enter monthly meter readings, calculate bills, verify accuracy of readings/bills, generate monthly reports.
- Coordinate the collection and posting of payments to established individual accounts. Enter daily receipts and post.
- Coordinate the process for past-due notices by adhering to the City's statement generation process. Initiate shut-off service on delinquent accounts in accordance with policy.

- Handle customer inquiries and complaints. Effectively communicate verbally and in writing with customers related to monthly billing and invoicing questions.
- Assist in maintenance of complete and accurate records on water consumption, peak demand hours, and other data upon which operational decisions may be made. Provide information to assist in the evaluation of utility rates.

Post, balance, calculate, file and reconcile accounts. Prepare trial balances and perform general fund and enterprise fund accounting activities.

Assist in annual budget preparation and generate progress reports to a variety of individuals.

Assist in annual audit. Assist with preparation of work papers and schedules. Provide documentation and work the auditing consultant to ensure that an accurate and detailed annual financial statement is prepared. Maintain financial statement information on the City website.

Assist with debt issuance projects and related bond proceeds tracking. Assist with annual calculation and certification of tax levies for special assessments. Track special assessment receivable including deferred and delinquent special assessments.

Generate and review computer reports at regular intervals. Assist in maintenance of complete and accurate records and be familiar with records management and retention schedules.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Extensive knowledge of spreadsheet, database and word processing software.
- Extensive experience with fund accounting software and related municipal modules.
- Ability to provide excellent customer care to all city customers.
- Ability to perform accurate and detailed calculations.
- Ability to perform general bookkeeping/accounting work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures.
- Ability to work under own initiative with minimal supervision. Ability to research issues and problem solve.
- Ability to operate a personal computer and other office equipment, including telephone, fax machine, binding machine, 10-key calculator, postage machine and copier.
- Ability to type with speed and accuracy. Ability to provide considerable attention to detail.
- Ability to maintain confidentiality.
- Ability to work cooperatively within the department and with other departments as needed to complete assigned tasks.
- Ability to communicate with supervisors, staff, customers, vendors, and the general public in an effective, tactful, and courteous manner, both verbally and in writing.
- Work week is a 40-hour week - may periodically be required to work extended hours, weekends, or holidays.
- Ability to attend work punctually and regularly.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED. Two (2) years of post-secondary education in accounting and/or business field preferred.
- Three years experience in a municipal finance department setting.
- Significant experience in processing municipal payroll, administering benefit programs and COBRA benefits.
- Successful completion of aptitude testing covering areas outlined in this job description.
- Extensive knowledge of accounting terms, principles and practices.
- Significant experience with a municipal financial and accounting software program(s)
- Ability to think progressively and within an e-government perspective
- Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.
- May be required to successfully complete a criminal background check.
- Ability to read, write, speak and comprehend the English language.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

Must possess and maintain valid Minnesota Class C Driver's License.

DESIRED QUALIFICATIONS:

- Knowledge/experience with municipal accounting software programs.
- Knowledge/experience in payroll processing.
- Working knowledge of electronic records management.
- Customer Service experience.
- Working knowledge of Banyan Data Systems software.

PHYSICAL DEMANDS:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee is frequently require to sit and talk or hear, use hands to finger handle or feel objects, tools, or controls; and reach with hands and arms.

Considerable ability is required to use large motor skills to bend, stoop, crouch, kneel, push and pull.

Considerable ability is required to use fine motor skills to manipulate objects requiring manual dexterity.

The employee may be required to lift and/or move objects up to 25 pounds for tasks such as carrying supply boxes and equipment and emptying recycle bins. The employee may be required to lift and/or move up to 50 pounds for tasks such as folding tables, lifting and moving files.

Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading manuals, processing paperwork, and viewing a computer monitor.

Some ability work with and around irritants, fumes, and cleaning supplies.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee is required to sit for extended periods at a desk or personal computer, using repetitive movements and small motor skills. The noise level is quiet to moderate.

NON-DISCRIMINATION POLICY:

The City of Dayton will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance.

(These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Dayton reserves the right to change and/or eliminate any and all job duties if needed.)

Dayton Job Title: Police Administrative Assistant

LMC Salary Survey Comparison: Records Management/Office Technician

Job Level: Performs a variety of detailed and responsible technical clerical work in support of law enforcement activities.

Minimum Qualifications: High school graduate or equivalent. Ability to obtain MN Bureau of Criminal Apprehension Terminal Operators Certification and one to two years of responsible clerical experience, preferably within a law enforcement agency.

Duties: Responsible for a variety of office support activities including: Completing and coding initial complaint and arrest reports; enters information into the computer system; transcribes narratives, statements, correspondence, etc. used for investigation and prosecution purposes; conducts and reviews criminal history and background checks in conjunction with processing permits and licensing documents and ensures proper management of such documents.

LMC Salary Survey Comparison: Administrative Assistant

Job Level: Professional administrative assistant position.

Minimum Qualifications: Bachelor's degree in Business Administration, Public Administration OR equivalent.

Duties: Assists higher-level administrators in a specific phase of government administration, such as personnel, finance, planning, public works, police, etc., or may perform a variety of projects as assigned.

Metro Area Records Management/Office Technician

Municipality	Pop.	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Oak Park Heights	4653	Dispatcher	37,190.40	53,123.20	40	Yes	Chief of Police	1/1/2014
Un-aged Average			\$37,190.40	\$53,123.20				
Aged Average								

Metro Area Administrative Assistant

Municipality	Pop.	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Medina	5026	Assistant to City Administrator	43,804.80	61,734.40	40	Yes	City Administrator	1/1/2014
Minnetrista	6296	Administrative Aide	38,459.20	49,982.40	40	Yes	City Administrator	1/1/2013
Victoria	6727	Executive Assistant	40,913.60	51,542.40	40	Yes	City Manager	1/1/2014
Un-aged Average			\$41,059.20	\$54,419.73				
Aged Average								

Current Salary Range: Grade 3 \$42,005 - \$53,149 (\$20.19-\$25.55/hr.) Position is non-exempt.

Current Hourly Rate: \$25.55

Dayton Job title: Lead Maintenance Worker

LMC Salary Survey Comparison: Lead Worker - Public Works

Job Level: Performs technical work in the operation and maintenance of light to heavy duty equipment and other specialized equipment and in the lead supervision of one or more other workers and/or performance of skilled construction, maintenance and repair work.

Minimum Qualifications: Four years of journey-level experience in public works and a High School diploma OR any equivalent combination of experience and training.

Duties: Coordinates and participates in skilled and semi-skilled construction, maintenance, and repair work of public works services including streets, park, facilities, and equipment maintenance and operation as assigned. Oversees and performs landscaping and gardening duties by diagnosing problems and prescribing proper treatment or solutions. Coordinates and participates in the operation of small engine equipment and light and heavy equipment in the maintenance of city streets and parks as assigned.

Metro Area

Municipality	Pop.	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Falcon Heights	5762	Public Works Lead Worker			40	Yes	Parks and Public Works Director	1/1/2014
Medina	5026	Public Works Foreman	56,513.60	71,988.80	40	Yes	Public Works Director	1/1/2014
Spring Lake Park	6768	Lead Worker	54,745.60	60,819.20	40	Yes	Director Of Public Works	1/1/2014
Watertown	4129	Senior Maintenance Worker	35,663.00	44,538.00	40	Yes	Public Services Superintendent	4/1/2014
Un-aged Average			\$48,974.07	\$59,115.33				
Aged Average								

Current Salary Range: This position is a newly created position. The current employee was promoted from Maintenance Worker, and received a \$2/hr. increase in pay. A \$2/hr. increase to the Maintenance Worker salary range would reflect \$46,155 - \$57,304 (\$22.19-\$27.55/hr.) Position is non-exempt.

Current Hourly Rate: \$27.55

Proposal:

When the current employee's probationary period is completed and successful, it is proposed the position is increased to grade 5 at \$48,091 - \$60,851. Additionally, it is proposed the employee is placed at a step 6, \$28.13/hr.

Dayton Job Title: Maintenance Worker

LMC Salary Survey Comparison: Maintenance Worker - Single Classification

Job Level: This position performs a wide range of moderately complex repair, construction and public works maintenance activities requiring the operation of various types of heavy and light equipment and hand tools.

Minimum Qualifications: High School diploma or GED, Class B Commercial Driver's License AND the ability to obtain a Class A Driver's License. Minimum of two years of experience in work related area.

Duties: Inspects, maintains, and repairs streets, storm sewer systems, sanitary sewer systems and water systems at frequent intervals to ensure that all aspects of the systems are functioning properly. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Metro Area

Municipality	Population	Organization's Job Title	Range Minimum	Range Maximum	Hrs/Week	Overtime Eligible	Reports To	Data Effective Date
Columbus	4104	Public Works Maintenance Worker	39,956.80	53,248.00	40	Yes	Public Works Superintendent	1/1/2013
Minnetrissa	6296	Maintenance Worker	38,459.20	49,982.40	40	Yes	Public Works Superintendent	1/1/2013
Oak Park Heights	4653	Public Works Maintenance Worker	36,732.80	52,478.40	40	Yes	Public Works Director	1/1/2014
St. Paul Park	5221	Public Works Maintenance Worker	45,593.60	56,451.20	40	Yes	Public Works Supervisor	1/1/2014
Un-aged Average			\$40,185.60	\$53,040.00				
Aged Average								

Current Salary Range: Grade 3 \$42,005 - \$53,149 (\$20.19-\$25.55/hr.) Position is non-exempt. Employee receives \$1/hr. extra if licensed in water and sewer.

Current Hourly Rate: \$23.62, \$25.55, \$26.55*

Proposal:

There are no proposed changes.

*The City has one employee who receives the \$1/hr. extra for having a water and sewer license.

CITY ADMINISTRATOR
City of Greenfield

Title of Class: City Administrator-Clerk/Treasurer

Works under the general and administrative supervision of the Mayor and City Council.

Duties: Carries out the policies established by the Council for the efficient administration of the City's business. Duties include coordinating the administration of all municipal departments, supervising department heads and human resource policies and procedures, directing preparation of the annual budget, preparing for and attending all council meeting, providing information to the public concerning government business, supervising the maintenance of records and recommending policy and ordinance changes. The City Administrator is annually appointed as the City Clerk/Treasurer and acts as executive officer, keeps records of all council proceedings, handles all correspondence on behalf of the council, draws up agendas and executes any assignments given by the council. Performs the duties associated with voter registration, election arrangements, official records and licenses, as required by law. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Supervises the preparation of financial records and payroll. Invests city funds as directed by council. Supervises planning and zoning issues and documentation.

Supervision exercised: Exercise general and technical supervision over all city staff.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Performs the duties of the municipal clerk and municipal treasurer as broadly as stipulated by MN Statutes 412.151 and 412.141.
2. Supervises the preparation of accounts payable and receivable transactions for positing, verifies account information and checks for bill payments. Supervises payroll, payroll deductions, payroll reports and records, etc.; processes claims and warrants for all funds. Supervises and authorizes deposits and transfers money between accounts. Supervises and maintains updated information in all accounts and ensures all accounts are balanced. Establishes policies and procedures relating to all financial matters for City Council approval and implements approved policies and procedures.
3. Identifies money available to be invested, tracks due dates of investments, and invests funds in accordance with sound financial practices. Supervises monthly investment reconciliation.
4. Develops and administers annual City budget; presents budgets to Council for adoption; monitors expenditures and receipts; complies with Truth in Taxations and all reporting requirements.
5. Establishes administrative policies and procedures for City Council approval and implements all administrative policies and procedures. .
6. Prepares correspondence, reports, memos, letters, resolutions, ordinances, etc. on behalf of the Council.
7. Attends Council meetings and records Council actions; prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances and resolutions.
8. Arranges and publishes notices of meetings and ordinances as required by law.
9. Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.
10. Provides certified copies of proceedings and public records of the City upon request.
11. Receives requests, complaints and information from the public and transmits to staff and/or Council to process as needed.
12. Acts as liaison with state, county, school districts, community organizations, watershed commissions and groups.

City of Greenfield
Administrator-Clerk-Treasurer
Job Description

13. Supervises the Deputy Clerk/Assistant to the City Administrator in all matters regarding local elections in accordance with state and county requirements, scheduling and training of elections judges and maintenance of election records
14. Supervises the processing of building permits for approval by the Council.
15. Supervises city staff by assigning and reviewing work, conducting training sessions, performing annual review of staff members, make recommends regarding hiring; documents disciplinary issues and makes recommendations regarding disciplinary actions, prioritizes work, maintains records for time worked and absenteeism, salary history, and, makes recommendations regarding amending the city salary schedule to remain consistent with other cities.
16. Researches available grants and completing grant and loan applications, administers grant money that is received and prepares related reports
17. As required, answers city phones and provide information and assistance to the public.
18. Represents the City at meetings, conferences, and other assigned public affairs; is informed on legislative issues pertinent to the City.
19. Prepares a variety of reports and files with appropriate state, federal or county offices.
20. Carries out assignments and directives of the City Council.
21. Reviews and oversees all contracts, agreements and contracting services.
22. Researches the impact of mandates, law and relation changes affecting the City; presents proposals for Council response.
23. Supervises the Deputy Clerk/Assistant to the City Administrator in all matters regarding planning and zoning.
24. Responsible for assuring compliance with federal and state mandates i.e. ADA, AWAIR, OSHA, Right to Know, Records Retention, Data Privacy.
25. Serves as the Emergency Management Director and assists in Emergency Management in a declared emergency.
26. Other duties as assigned or directed.

KNOWLEDGE, SKILLS AND ABILITIES

- o Knowledge of governmental accounting including A/P, A/R, payroll, internal control, budgeting, annual audits preparation, investment practices and bonding for capital improvements.
- o Knowledge of City Code, ordinances, resolutions and policies.
- o Knowledge of state and county elections, procedures and operations.
- o Knowledge of laws, rules and regulations affecting City government.
- o High level of organizational skills to facilitate accurate and complete records and files.
- o Ability to analyze information and develop alternatives for consideration.
- o Posses excellent communicate skills, both orally and written, when communicating with City staff; state, county and school district officials; elected officials; and the public.
- o High motivation level and possess the ability to prioritize work, perform research and resolve problems effectively.
- o Ability to prepare a variety of financial reports and to prepare and oversee administration of City budget.
- o Ability to prioritize City needs and to coordinate operations and services.
- o Ability to supervise staff.
- o Skilled at using Microsoft Word, Excel, Access, Publisher, PowerPoint, Outlook, and Banyon

MINIMUM QUALIFICATIONS

- o Requires managerial, administrative, and educational experience necessary for the management of a governmental unit, including but not limited to a bachelor's degree in business, public administration, accounting, finance, or, ten (10) years or more of municipal government or business related experience.

ASSISTANT TO THE CITY ADMINISTRATOR/DEPUTY CLERK
City of Greenfield – 11/25/2013

Title of Class: Assistant to the City Administrator/Deputy Clerk

DESCRIPTION OF WORK:

Works under the general and technical supervision of the City Administrator.

Duties: Responsible for Planning Commission and Park Advisory and preparation of the Planning Commission and Park Advisory agendas, packets and minutes. Attends all Planning Commission meetings including joint City Council and Planning Commission meetings. Attends all Park Advisory meetings. Prepares and distributes public hearing notices for meetings. Works with City Planner and City Engineer on various City projects and private developments. Provides information to City staff and the general public pertaining to planning and zoning issues. Works with building inspector on zoning issues. Provides assistance to the City Administrator where directed. Provides skilled clerical and technical support to the office program and/or staff.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Greets the public, answers phone and deals with complaints in a tactful and a courteous manner.
2. Considerable knowledge of city code and policy in order to respond to inquiries.
3. Responsible for accounts payable and accounts receivable.
4. Responsible for the preparation of payroll.
5. Assist with coding and verify vouchers and vendor invoices for all invoices.
6. Participates in annual budget preparation including attending budget work sessions.
7. Provides coverage and support to all office staff and public works staff.
8. Responsible for opening and distribution of mail.
9. Responsible for maintaining the postage account.
10. Responsible for elections administration including election judge training, election machine testing, public accuracy test, pre-election day, election day, and post-election day activities.
11. Provides support for special assessment projects, certifications, assessment payoffs, etc.
12. Responsible for assigning new addresses both residential and commercial.
13. Provides research information to the City Administrator as directed.
14. Attends City Council meetings as required by the City Administrator.
15. Performs utility billing for 53 properties located on the Lake Sarah sewer line, street lighting located in the business district, and one annual recycling bill.
16. Responsible for maintaining office and equipment supply inventory and processes all supply orders.
17. Processes applications for cigarette and liquor licenses and various permits.
18. Oversees building permits and building permit list.
19. Attends Planning Commission meetings and records Commission actions; prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances and resolutions.
20. Attends Park Advisory meetings and records Park Advisory actions; prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, packets .
21. Tracks assessments paid, verifies and coordinates record keeping with county.
22. Other duties as assigned and directed.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinator of Clean Up Day and works with other staff and City Council for that event.
- Coordinator of National Night Out and works with other staff for that event.
- Performs the duties of the Recycling Coordinator for the City.

KNOWLEDGE, SKILLS, AND ABILITIES

- o Considerable knowledge of City Code, ordinances, resolutions, policies and procedures.
- o Considerable knowledge of all matters relating to planning and zoning.
- o Considerable knowledge of all elections matters.
- o Considerable ability to keep accurate and complete records and files.
- o Considerable ability to communicate effectively, both orally and in writing, with staff, elected officials, commissioners and the public.
- o Considerable knowledge of computer applications.
- o Considerable knowledge of all office equipment.
- o Skilled at using Microsoft Access, Excel, Word, Publisher, PowerPoint, Outlook, and Banyon software.
- o Considerable ability to organize, prioritize, research and solve problems.
- o Considerable ability to supervise and direct co-workers.

MINIMUM QUALIFICATIONS

- o High School diploma, GED
- o Knowledge in computer techniques and software including Microsoft Word, Access, Excel, Publisher, Access, Outlook
- o Typing ability of 60 wpm
- o Two years of accounting experience in a small or larger municipality/
- o Excellent communications skills both oral and written.
- o Two years minimum experience working with the public to resolve issues.

DESIRED QUALIFICATIONS

- o Post secondary degree.
- o Prior work experience with a municipality which includes experience with planning and zoning issues.
- o Training in computer technology and/or accounting systems.
- o Human relations skills and problem solving abilities.
- o Experience with planning and zoning issues with a municipality.

**PUBLIC WORKS/
MAINTENANCE WORKER
City of Greenfield**

Title of Class: Maintenance Worker
Effective Date: 2-2-2012

DESCRIPTION OF WORK:

Works under the direction of the Public Works Supervisor

Duties: Responsible for performance of general maintenance/public works activities. Participates in maintenance of buildings, streets, ditches, culverts and public lake accesses. Operates and maintains all equipment for construction, reconstruction, snow removal and maintenance of all city streets and trails. Assists in operation and maintenance of sewage treatment plant and public water system as needed.

Supervision Exercised: Exercises general and technical supervision over part-time and seasonal public works employees and contractees for road construction and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed examples may not include all duties performed by all positions in this class. Duties vary from time to time and are at the discretion of the City Council.

1. Performs street maintenance functions including, but not limited to, grading, snow plowing, drainage, patching pot holes, filling cracks, laying gravel; determines street sign placement, straightens and replaces street signs that are damaged; plows and shovels city property; approves permits for the placement of driveways onto city streets.
2. Assists in developing a preventative maintenance plan for city vehicles and equipment and ensures that it is followed; maintains and updates equipment records and performs minor to major repair of equipment and motors.
3. Performs mowing of city roads and ditches; sprays weeds; plants and removes trees as needed; trims trees and shrubs.
4. Maintains city street signs; replaces and repairs as needed.
5. Inspect roadways and picks up road side debris throughout the City.
6. Assists in organizing and maintaining city garage/shop facilities. Performs general custodial duties for all municipal equipment and buildings.
7. Operates small, medium or large hand tools; maintains all such equipment to ensure full operation.
8. Purchases parts, equipment and supplies for street and building maintenance; obtains approval when needed (purchases over \$100.00).
9. Responds to citizen concerns and complaints; resolves issues.
10. Obtains accurate information and communicates appropriately with citizens, Council and staff regarding public works business by utilizing tact, diplomacy and/or restraint to negotiate, persuade or motivate as necessary.
11. Carries out assignments and directives of the Public Works Supervisor.
12. Assists in reviewing contracts, agreements and contracting services related to the public works department.
13. Assists in maintenance of maps and street information, culverts and drain tile.
14. Maintains all City owned park and public use land by mowing, cleaning and maintain working order all parks and park equipment.
15. Other duties as assigned and directed.

OTHER DUTIES AND RESPONSIBILITIES

1. Represents the City with state and county officials such as the local utility company, MnDot, the County Highway Department and local Road Warrior group.
2. Makes comparison checks on items to be purchased; submits information and makes recommendations to the Public Works Supervisor or City Administrator for City Council approval.
3. Serves as the Safety Coordinator to ensure compliance of O.S.H.A work place safety requirements, performs periodic building safety inspections for safety violations, responsible for maintaining the City Safety Manual and files, works with other staff members to follow policies, procedures, practices and training to ensure safety and efficiency in work environment.
4. Serves as Assistant Weed Inspector to ensure compliance of Minnesota Noxious Weed Laws on both public and private properties; inspects, cuts, treats infested areas of road right of way and other public property, performs private property inspections for violations and sends out notices of non-compliance and follows compliance procedures by documenting and maintaining all records; handles public complaints regarding noxious weeds.
5. Participates in Emergency Management and Preparedness planning as directed by the Public Works Supervisor or City Administrator.
6. Caries out assignments and directives of the Water/Wastewater Treatment Plant Supervisor to include: rotating on call weekends at both plants, must be familiar with operations and be able to trouble shoot to resolve problems, perform building maintenance as needed at both plants.

KNOWLEDGE, SKILLS AND ABILITIES

- o Considerable knowledge of City Code, ordinances, resolutions and policies.
- o Considerable knowledge of the safe use of department equipment.
- o Considerable knowledge of surface water management and drainage control
- o Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
- o Considerable knowledge of traffic laws as they pertain to operating autos, trucks and street equipment.
- o Considerable skill in operating equipment for snow removal, sanding and general street work.
- o Working skill in building and vehicle maintenance.
- o Considerable ability to perform street construction, maintenance and repair.
- o Considerable ability to lift and carry heavy objects, crawl, stand, bend, reach, climb ladders, sit for extended periods of time and manipulate tools and objects requiring manual dexterity.
- o Ability to tolerate extensive periods of time working outdoors.
- o Considerable ability to analyze information and develop alternatives for consideration.
- o Considerable ability to communicate effectively, both orally and in writing, with City staff, state and county officials, elected officials and the public.
- o Considerable ability to read and interpret technical manuals and to determine solutions to a variety of maintenance and repair problems.
- o Considerable ability to prioritize City needs and assist in coordinating public works operations and services.
- o Considerable ability to supervise part-time and/or seasonal staff.

MINIMUM QUALIFICATIONS

- o High school diploma or GED is required.
- o Minnesota Class B driver's license and Commercial Driver's License are required.
- o Two years of heavy equipment and general road maintenance experience. Some municipal experience and experience as a crew leader or lead person is desired.

City of Medina Position Description
CITY ADMINISTRATOR

Position Title: City Administrator
Department: Administration
Supervisor's Title: City Council

Pay Grade: 11
FLSA Status: EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Serves as City's top-appointed official with primary responsibility to oversee the daily operations and administration of the City. Regularly informs the City Council about municipal operations; conducts detailed analyses, makes recommendations and provides advice; and implements Council policies and directives. Supervises all department heads.

ESSENTIAL FUNCTIONS OF POSITION

- Provides executive and professional support to the City Council drawing on staff/consultant resources as appropriate: conducts detailed analyses and prepares memoranda, reports, and other documents; makes recommendations and provides advice; and carries out Council policies and directives.
- Participates in, and facilitates, Council work sessions, and the City's goal-setting and strategic planning processes; serves as staff liaison to other City boards, commissions, and committees.
- Represents the City before various outside entities; serves as the City's chief spokesperson to residents and media, including the issuance of press releases and oversight of the City website, City newsletter, and project newsletters.
- Evaluates existing programs and services and recommends new ones; establishes administrative policies and procedures; and develops organization as needed.
- Manages the City's human resources program, including administration of the City recommendations for personnel hiring, promotion, disciplinary action, or termination.
- Serves as City's lead negotiator in collective bargaining; and negotiates various service and capital contracts and agreements.
- Facilitates city-wide budgeting process: provides guidance to department heads for preparation of a recommended budget document, including capital improvement and equipment replacement plans; meets with Council to review recommended budget; and administers/monitors approved budget.
- Performs or assigns statutory requirements of City Clerk.

OTHER DUTIES AND RESPONSIBILITIES

- Oversees cash and investment management programs as well as other financial programs such as TIF districts and coordinates public improvement and bond issues.
- Oversees risk management processes.
- Submits grant applications for City projects and provides administration of grant agreements.
- Implements the City's sustainability initiatives
- Administers developer letters of credit or other related development securities.
- Performs other duties and responsibilities as assigned by the City Council or as needed to compliment staff resources.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

City of Medina Position Description
CITY ADMINISTRATOR

- Skill in communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and conflict resolution depending on the situation.
- Knowledge of public administration, municipal finance, personnel administration, public safety, public works, and community development.
- Thorough knowledge of the City's organizational structure and operations, programs, and services.
- Thorough knowledge of the City's policies and ability to interpret the policies with uniformity and consistency.
- Skill in forecasting the City's operating and capital needs and preparing/administering municipal budgets.
- Skill in leading/supervising subordinate personnel, fostering teamwork, and delegating work.
- Skill in coordinating the flow of information/communication between the City Council, department heads, and employees through staff meetings and other ongoing contact.
- Ability to analyze complex data, exercise independent judgment, and prepare/present reports.
- Ability to make independent decisions, oftentimes with imperfect information.
- Ability to obtain advanced training in public administration and keep up-to-date on relevant topics.
- Ability to use computer and peripherals, software applications, and other office equipment.
- Ability to manage multiple projects and multi-task.
- Ability to execute and clearly communicate Council policies and directives.
- Ability to establish/maintain effective work relationships with a wide variety of groups and individuals.
- Ability to be flexible and adapt to changing situations/priorities.
- Ability to work beyond normal hours, evenings and weekends.
- Ability to travel and attend meetings within and outside the City.

Machines, tools, and equipment used: City or personal vehicles, computer and printer, phone, calculator, and other typical office equipment.

MINIMUM REQUIREMENTS

- Bachelor's degree in public administration, business administration, finance or related program **and** three years of relevant work experience. (An equivalent combination of education and experience may be considered.)
- At least two years of supervisory/leadership experience.
- Valid Minnesota driver's license or ability to obtain one prior to start date.

DESIRABLE QUALIFICATIONS

- Master's degree in public administration, business administration, or closely-related program.
- Three to five years of supervisory experience.

SUPERVISION OF OTHERS

Supervises, directly, Police Chief, Public Works Superintendent, Finance Director, City Planner, and Assistant to City Administrator; indirectly, all other City employees and contract personnel.

WORKING CONDITIONS

Most work is performed indoor at city hall. The exception is trips to meetings, training, conferences and site visits to other City property. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.

City of Medina Position Description
ASSISTANT TO CITY ADMINISTRATOR

Position Title: Assistant to City Administrator
Department: Administration
Supervisor's Title: City Administrator

Pay Grade: Step 3-4, DOQ
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Provides administrative support to the City Administrator. Serves as Deputy Clerk. Coordinates elections. Issues solicitor permits, special event permits, tobacco licenses and liquor licenses. Maintains files of personnel, contracts, projects, resolutions, ordinances, city code and other documents for general city administration. Assists in the preparation of a variety of documents including internal and external newsletters, meeting and information packets, reports, memos, and surveys. Administers projects primarily under the oversight of the City Administrator.

ESSENTIAL FUNCTIONS OF POSITION

- Acts as Deputy Clerk; duties including but not limited to issuing solicitor permits, special event permits, tobacco licenses and liquor licenses, and notarizing public documents.
- Acts as City liaison for the Hamel Community Building; communicates with the Hamel Lions. Works at keeping the operating agreement and rental agreements current. Answers questions by the general public relating to the community building.
- Acts as Recycling Coordinator for the City by attending quarterly Hennepin County meetings, compiling tonnage reports, applying for annual SCORE funds, and responding to public concerns.
- Acts as the City's primary IT and communications contact and facilitates trouble-shooting or other system errors with City's contracted consultant.
- Acts as a secondary receptionist for city hall including answering phones and in-person requests for information, greeting and referring citizens to proper source.
- Acts as secondary public relations representative before various outside entities in the absence of the City Administrator.
- Assists in preparation of department correspondence and memos for City Administrator; assists with the preparation and mailing of information packets and agendas.
- Assists in the creation, printing, and distribution of the *Medina Message* and intra-office newsletter.
- Assists in Human Resource functions such as administering employee benefits, COBRA, non-discrimination testing, GASB 45 actuarials, and hiring processes.
- Assists in maintaining letters of credit, certificates of insurance, and payment and performance bonds.
- Assists in coding bills and annual budget planning for various administration department accounts.
- Attends meetings as needed and provides staff support including recording minutes.
- Coordinate materials for the Park Commission and maintain minutes and files.
- Coordinates the rental of various park facilities and athletic association contracts.
- Coordinates the City elections including preparing notices, arranging for printing of City ballots, election training, recruitment of judges, staffing polling sites and administering absentee ballots.
- Maintains personnel files, while being aware of the data privacy act.
- Maintains the city code book and updates the City Clerks official copy and the website updated at all times. Coordinates the distribution of codebooks and updated sections as needed.
- Maintains city ordinances, resolutions, and city council minutes.
- Maintains the distribution of the City of Medina's Personnel Policies to all employees.
- Maintains the filing system for contracts and other permanent documents.
- Maintains address database of all Medina residents.
- Oversees and assembles City Council packets including agendas, minutes, memorandums and attachments.
- Maintains the city website with current events, announcements, and agendas.

City of Medina Position Description
ASSISTANT TO CITY ADMINISTRATOR

- Performs secretarial and clerical duties for Administration functions including: typing, word processing, mailing documents, copying, maintaining files, and preparing routine correspondence.
- Plans and coordinates community events and intra-office functions.
- Prepares the Council Chambers for meetings and cleanup following the meeting.
- Provides verbal, written, or electronic correspondence to consultants and colleagues.
- Provides clean and professional work office and atmosphere for Administration areas of work.
- Represents the City of Medina in a tactful manner that commands respect of the public, contractors, developers and others.
- Responds to public data requests.
- Serves on the Safety Committee and coordinates OSHA forms, first reports of injury, and workers compensation claims.

OTHER DUTIES AND RESPONSIBILITIES

- Provides Clerk duties in his/her absence.
- Facilitates work with city interns or part-time employees under guidance of supervisor.
- Performs other duties as delegated by supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general municipal operations, City policies and procedures.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines/practices related to records retention.
- Knowledge of data privacy and open meetings law requirements.
- Knowledge of Minnesota election laws.
- Knowledge of human resource compliance laws.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Skills in the operation of computers and pertinent software packages.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with completeness and accuracy.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.
- Ability to use various office equipment.

Machines, tools, and equipment used: City or personal vehicles, computers, calculator, copier, fax, scanners, postage machine, multi-line phone system, election equipment, and various other office tools/equipment. Ability to operate general Microsoft applications and other municipal software programs.

MINIMUM QUALIFICATIONS

- Bachelors degree in Office Administration, Public Administration, Business Administration, Community Development, Public Relations or related field.
- Two-years of general administrative experience in a local government setting involving public contact, internships, coordinating files, facilitating/managing projects, processing technical documents.

DESIRABLE QUALIFICATIONS

- Three years of responsible municipal experience involving general administration, public relations,

City of Medina Position Description
ASSISTANT TO CITY ADMINISTRATOR

project management.

- Experience in assisting with or coordinating elections.
- Completion of Minnesota Municipal Clerks Institute training and certification.

WORKING CONDITIONS

Most work is performed indoor at city hall. The exception is trips to meetings, training, conferences and site visits to other City property. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.

City of Medina Position Description
ACCOUNTANT

Position Title: Accountant
Department: Administration/Finance
Supervisor's Title: Finance Director

Pay Grade: Step 4-5 DOQ
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Performs all phases of payroll preparation, validation, security, and distribution. Completes all compliance reporting related to payroll and benefits. Maintains special assessment system and associated records in conjunction with the county. Performs intermediate professional and administrative accounting work reviewing and analyzing accounting transactions; maintaining records of financial activity and ensuing compliance with legal guidelines and generally accepted accounting principles; does related work as required. Work is performed under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS OF POSITION

Payroll

- Establishes and maintains employee listings and master records in payroll system.
- Maintains proper wage rates, benefit accruals and benefit deductions in payroll system.
- Provides verification of employment as requested by employees.
- Processes payroll within established deadlines using an automated payroll application.
- Maintains current status of tax deduction rates and tables.
- Processes calculation of payroll register.
- Issues notice of deposits, pay checks and benefit payments.
- Prepares within required deadlines all monthly, quarterly and year-end payroll related tax and benefit reporting.
- Provides accurate accounting labor distribution interface.
- Provides accurate reporting of payroll cash activity.
- Prepares annual workers compensation audit reports and reconciliations.
- Prepares salary payable and benefit payable accruals.
- Executes maintenance changes as directed by application vendor.
- Identifies and resolves application issues with vendor.

Receipts

- Handles and processes cash for payments from checks or cash and refunds and performs cashier duties.
- Receives payments for licenses, assessments, rents, tickets, fees, beverages, and invoices.
- Assures accurate receipting and timely deposits.
- Maintains petty cash and change funds in accordance with policy.
- Provides accurate account coding on receipts.
- Processes returned check or NSF notices for collection.
- Receives payments for City receivables and properly validates amounts against current balances.

Special Assessments

- Prepares and records final assessment rolls with Hennepin County.
- Records receipts, deletions, and additions to assessment rolls on a current basis.
- Responds to public inquiries for public information and certifications.
- Coordinates accuracy of special assessment information with Hennepin County Auditor including deferred assessments and utility certifications.
- Integrates special assessment records with financial system.

City of Medina Position Description
ACCOUNTANT

Fixed Assets

- Maintains fixed asset purchased files and assists in annual recording of assets to ledgers.
- Provides annual year end reporting of balances and year-to-date activity for all general and proprietary fixed assets and associated depreciation.
- Compares fixed asset records to statement of values for insurance.

OTHER DUTIES AND RESPONSIBILITIES

- Assists the Finance Director in support of finance activities.
- Performs systematic backup of files and volumes on computer systems.
- Develops and maintains record retention procedures in accordance with City retention policies and other legal regulations.
- Monitors and purges files and records in accordance with applicable regulations.
- Prepares and enters journal entries.
- Enters and reconciles adopted and amended budgets to the financial system.
- Facilitates work with city interns or part-time employees under guidance of supervisor.
- Performs verbal and written communications and public contact activities.
- Maintains office community and associated facilities and equipment.
- Operates office equipment to perform copying, binding, mailing, emailing and other office skills.
- Quality of services performed meets required standards for neatness, accuracy, and completeness.
- Ability to work under pressure and meet required deadlines and schedules.
- Anticipates work needs and prepares in advance.
- Maintains a pleasant, tactful and courteous manner in dealing with both the public and City staff.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Performs other duties as delegated by supervisor or apparent.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of bookkeeping terminology, methods, procedures and equipment.
- Ability to understand and follow oral and written directions.
- Ability to perform mathematical computations with speed and accuracy.
- Establish and maintain effective working relationships with associates and the general public.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines and practices related to records retention.
- Knowledge of data privacy and open meetings law requirements.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with completeness and accuracy.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or related field.
- Understanding of governmental accounting with two years of accounting experience (local government experience preferred).
- Excellent 10-key and keyboard skills.
- Ability to use judgment to recognize, trace and correct errors in accounting entries.
- Proficient experience using Microsoft applications.

DESIRABLE QUALIFICATIONS

- Certification as a public accountant.
- Two to five-years of governmental accounting experience in a local government setting.
- Working knowledge of laws, rules and regulations related to City financial management.

City of Medina Position Description

ACCOUNTANT

- Experience in working with municipal database programs, including Banyon Data Systems (BDS).

WORKING CONDITIONS

Most work is performed indoor at city hall. The exception is trips to training, local bank, and other City property. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.

City of Medina Position Description
ADMINISTRATIVE ASSISTANT

Position Title: Administrative Assistant
Department: Planning and Public Works
Supervisor's Title: City Planner/PW Director

Pay Grade: Step 2 - 3
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Position performs non-supervisory administrative, secretarial, and clerical work to assist the City Planner and Public Works Director with the department's daily administrative duties. Position has primary responsibility for providing customer service through answering and directing city phone calls, as well as to the general public at the front counter. Position provides filing of documents and paperwork for the planning and public works departments. Position assists in the preparation of a variety of documents including meeting and information packets, reports, memos, and surveys. This position serves as a confidential employee for Department of Transportation (DOT) drug and alcohol testing under the supervision of the Public Works Director. Position administers projects primarily under the oversight of the City Planner or Public Works Director.

ESSENTIAL FUNCTIONS OF POSITION

- Acts as receptionist for city hall including answering phones and in-person requests for information, greeting and referring citizens to proper source.
- Performs secretarial duties for the Planning and Public Works departments including: typing, word processing, mailing documents, copying, maintaining files, and preparing routine correspondence.
- Prepares agendas, packets and information for Planning Commission meetings.
- Provides clean and professional work office and atmosphere for Planning and Public Works areas of work.
- Assists in processing building and zoning permits including taking questions, explaining requirements and either issuing permits and collecting fees when applicable.
- Maintains filing system for address files/plat maps/easements and other Planning and Public Works functions.
- Maintains office supplies and building operation supplies for all departments and facilities.
- Distributes mail for all City Departments and Staff; prepares outgoing correspondence as needed.
- Processes boat launch, hunting, parking, and picnic shelter permits.
- Represents the City of Medina in a tactful manner that commands respect of the public, contractors, developers and others.
- Prepares Homestead and New Resident packets, and assists in completing Homestead applications.
- Assists Public Works Director in preparing and mailing DNR Water Usage and Consumer Confidence Reports each year.
- Assists Public Works Director in preparing and mailing paperwork for bids and quotes, as well as preparing new contracts.
- Assists Public Works Director on annual MS4 Permit reporting.

OTHER DUTIES AND RESPONSIBILITIES

- Acts as City liaison for the German Liberal Cemetery and all related responsibilities.
- Notarizes documents for the public, documents for the City and also affidavits of mailing for Planning Department public notices.
- Assists Public Works Director in yearly budget decisions, as well as coding all bills for the Public Works Department.
- Serves as liaison between Public Works staff and other city staff when repairs are needed on City buildings and City vehicle.
- Reviews Planning minutes, Newsletters, as well as other correspondence mailed to the public.

City of Medina Position Description
ADMINISTRATIVE ASSISTANT

- Plans and coordinates Medina Celebration Day and City Cleanup Day, as well as assisting in planning and coordinating intra-office functions.
- Assists in grant administration pertaining to Public Works projects including research, filing, coordinating with participants and contractors, and reporting.
- Assists in record keeping for Septic System inspections.
- Acts as liaison with contracted cleaning company, orders supplies, and forwards cleaning complaints.
- Provides support to the Planning Assistant as directed by City Planner and performs duties in Planning Assistant's absence.
- Facilitates work with city interns or part-time employees under guidance of supervisor.
- Performs other duties as delegated by supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of English, spelling, arithmetic and vocabulary.
- Considerable knowledge of City operation and organization, or the ability to acquire such knowledge in a relatively short period of time.
- Considerable knowledge of the legal and technical forms and terminology affecting Public Works or Planning, or the ability to acquire such knowledge in a relatively short period of time.
- Ability to maintain and review records and to control their use and presentation.
- Ability to perform complex administrative or research tasks, as assigned, in an effective manner.
- Ability to maintain filing system.
- Knowledge of City's geography, businesses and residential areas.
- Knowledge of data privacy and open meeting law requirements.
- Knowledge of general database programs and applications.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to handle multiple ongoing tasks/interruptions and complete work in a timely manner.
- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.
- Performs other duties and responsibilities as apparent, or assigned by supervisor.
- Ability to establish and maintain effective working relationships with elected officials, City employees, and the public with courtesy and an appropriate degree of tact.

Machines, tools, and equipment used: City or personal vehicles, computers, calculator, copier, fax, scanners, postage machine, multi-line phone system, and various other office tools/equipment. Ability to operate general Microsoft XP applications.

MINIMUM QUALIFICATIONS

- High school degree or equivalent
- Post-secondary training in secretarial or administrative assistant and two years of administrative experience. An equivalent combination of education and experience may be considered.
- Ability to successfully complete on-the-job training and be cross-trained in all office functions. Must undertake any other employer-required training.

DESIRABLE QUALIFICATIONS

- Two-year degree in administrative assistant, executive secretary, office management or related program.
- Previous clerical or secretarial experience in a municipality or comparable public agency. Experience in working with municipal database programs, including Banyon Data Systems (BDS).

OFFICE ASSISTANT TO PLANNING AND PUBLIC WORKS

WORKING CONDITIONS

Most work is performed indoor at city hall. The exception is trips to training, other City property, and community events. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.

City of Medina Position Description
PUBLIC WORKS DIRECTOR

Position Title: Public Works Director
Department: Public Works
Accountable To: City Administrator

Pay Grade: 9
FLSA Status: EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Directs the daily administrative, technical, and supervisory operation of all public works functions that includes the Water and Wastewater Systems, Stormwater, Streets, and Parks Departments. Performs highly responsible and independent professional work related to public works applications, including the supervision of public works employees and oversight of contractors hired by the City. Prepares reports & makes recommendations to the City Administrator, Park Commission & City Council on water, wastewater, parks & streets projects. Promotes and implements principles of conserving the community's vital natural resources. Works outside normal hours regularly as needed.

ESSENTIAL FUNCTIONS OF POSITION

- Serves as a department head with responsibility to oversee the City's public works department and carry out a preventive maintenance program for the municipal water, stormwater and wastewater systems, City streets and parks, and assigned buildings/facilities/grounds.
- Determines work schedules and assigns/prioritizes daily work tasks to department employees.
- Ensures employees obtain proper safety training and promotes safe work practices in the work place ensuring federal, state, and City requirements are followed.
- Undertakes or effectively recommends supervisory functions such as hiring, interviewing, evaluating performance, disciplining, and rewarding.
- Participates with the City Administrator in establishing goals, budget plans and implementation strategies to ensure the desired level of public works activities are being provided.
- Administers the department budgets and funds through accounting and utility billing activities.
- Prepares and presents clear reports on public works related items to the Administrator, Parks Commission and the City Council, assuring that proposals are complete and adequate information is available to make proper decisions.
- Attends Park Commission meetings and Council meetings as needed.
- Represents the City of Medina in a tactful manner that commands respect of the public, contractors, developers and others.
- Plans for short- and long-term maintenance and repair work, developing a variety of maintenance programs; ensures resources are efficiently and effectively used; and maintains records for reporting and decision making purposes.
- Secures contracted services as necessary to perform a variety of maintenance activities.
- Responds to emergency situations by coordinating employees and other resources.
- Purchases supplies and materials, prepares specifications for capital items, and maintains public works inventory through continual monitoring and periodic checks.
- Develops departmental policies & procedures & makes recommendations to Administrator.
- Works in conjunction with engineers and consultants on public works projects including the design of roads, drainage, trails; and conducts inspections for City or other compliance.
- Oversees and participates in the creation of complete and accurate documentation and maintains all departmental files and records.
- Responds to and resolves citizen complaints.
- Attends relevant training to keep current on required knowledge areas and skills.
- Oversees and implements the City's Storm Water Pollution Prevention Program
- Reviews new or different construction material and procedures; informs Administrator and Council of changes made or makes recommendations as appropriate.
- Inspects field operations to determine work progress, changing priorities, problems and material and equipment needs.

City of Medina Position Description
PUBLIC WORKS DIRECTOR

- Prepares/analyzes bid specifications for large purchases or obtains bids & quotes in accordance with statute; purchases equipment & supplies in accordance with budget & maintains related records.
- Participates in planning and zoning matters related to land use requests; reviews and provides comments on infrastructure or other public works considerations of new developments.
- Promotes conservation management practices through easements, wetland mitigation preservation/dedication of open spaces, as well as water conservation.
- Oversees the operations of the City's water treatment facilities, wells, pumps, pump houses, lift stations and all other water or wastewater facilities.

OTHER DUTIES AND RESPONSIBILITIES

- Prepares memos, articles, or updates on public works activities for the City's newsletter.
- Represents City on task forces, committees, or meetings involving public works issues.
- Performs all essential functions of a water/wastewater operator and street maintenance worker when necessary.
- Ensures trucks are properly inspected and licensed.
- Serves as a liaison with DNR, OSHA, MN Department of Health, MPCA, utilities; prepares required forms and reports; maintains required water, wastewater, well and land use permits.
- Establishes the snow removal schedule and route.
- Ensures proper care and safe operation of equipment and vehicles.
- Supervises and participates in maintaining and repairing city streets including patching holes and sealing cracks using a bituminous cold mix or hot mix; rakes and grades streets and blades alleys; oversees the design and reconstruction of roads.
- Oversees or participates in operating a one-ton truck with a hoist, pickup trucks, street sweeper, backhoe, road grader, dump truck, pony grader, blacktop and self-propelled rollers, tractor loader, tractor-snow blower, lawn mowers, weed wacker, pumps, leaf blower, and generator.
- Oversees the maintenance of the city compost site.
- Oversees and straightens, repairs, and replaces street signs that are damaged to ensure public safety; removes hazards in roadways.
- Oversees all park maintenance activities.
- Maintains maps of valve locations, water and sewer pipe locations, etc.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, & policy.
- Assists in writing and editing public works-related ordinances.
- Performs other duties and responsibilities as apparent, or assigned by the City Administrator.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of tools, methods, operations and materials used in water and wastewater operations.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Knowledge of water and wastewater testing and treatment.
- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
- Knowledge of the operation of Class C water and wastewater plants.
- Knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater collection systems.
- Knowledge of the location of City streets, easements and alleys.
- Knowledge of civil engineering principals and road construction procedures.
- Knowledge of erosion control and conservation management practices.

City of Medina Position Description
PUBLIC WORKS DIRECTOR

- Skill in coordinating the flow of information/communication between staff, consultants, City Administrator, Park Commission, and City Council, with the ability to effectively manage time and work to meet deadlines.
- Skill of excellent verbal and written communication.
- Ability to be public service oriented with tactful and effective conflict resolution skills.
- Ability to establish/maintain effective work relationships with a variety of groups and individuals.
- Ability to have a creative, inquiring and innovative manner willing to explore new approaches, implement new methods, and be receptive to suggestions of others.
- Ability to see and hear to operate the equipment, to use depth perception when plowing streets, to distinguish color when operating equipment panel lights, and to have good night vision when plowing at night or early morning.
- Ability to read control panels, meters and gauges, to be able to detect when problems are occurring, and respond appropriately.
- Ability to operate a telephone or radio to communicate effectively with City staff, elected officials, state and county agencies and the public.
- Ability to work at heights of 10 feet and to maintain balance, sometimes in confined spaces when above empty tanks or when working in the lift station, and occasionally to climb a water tower.
- Ability to stand, walk, sit, bend, stoop, crouch, shovel, push and pull, twist and turn for long periods of time, sometimes using repetitive movement.
- Ability to work with and around hazardous chemicals and strong fumes, and to work with some exposure to infectious disease.
- Ability to work around noise and vibration generated from equipment and blowers.
- Ability to frequently use both large and fine motor skills and to be able to hear, touch, and be able to smell to perform the work.
- Ability to prepare a budget and maintain records.
- Ability to work nights, weekends &/or holidays, be on call & respond to calls during non-work hours.
- Ability to occasionally work with the potential for electric shock.
- Ability to perform mathematical calculations and to use a typewriter and computer.
- Will have a high degree of integrity and a high sense of personal and professional ethics.

Machines, tools, and equipment used: Any and all public works equipment.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Five years of progressive experience in all phases of public works functions.
- Valid Class A Minnesota driver's license or ability to obtain one prior to start date.
- Class C water and wastewater licenses (or able to obtain within two (2) years).

DESIRABLE QUALIFICATIONS

- Eight years of progressive experience in all phases of public works functions (a Higher Education Degree will be considered as a substitution for equivalent years of experience).
- Five years of experience as a supervisor, superintendent, director (or other equivalent title and responsibility) of public works functions.

SUPERVISION OF OTHERS

Supervises administrative assistant, water/wastewater operator(s), street construction worker(s), and other needed full-time and part-time employees in the public works department.

WORKING CONDITIONS

Work is performed both indoors at city hall and in the public works facility office and outdoors in potentially inclement weather involving all functions of public works. Generally, the position requires light lifting, usually less than 10 pounds, with up to 150 pounds on occasion and operation of all public works equipment. Some hazardous materials or chemicals are used on this job.

City of Medina Position Description
PUBLIC WORKS FOREMAN

Position Title: Public Works Foreman
Department: Public Works
Supervisor's Title: Public Works Superintendent

Pay Grade: 6
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

To perform supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works areas. To operate a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities. To respond to emergency situations and work beyond normal hours. To be responsible for assigning/prioritizing daily work tasks to PW department employees and the safe operation of the shop, as well as City infrastructure.

ESSENTIAL FUNCTIONS OF POSITION

- Inspects the water plant for proper operation and takes readings; maintains records of amount of water pumped and chemicals used in water treatment.
- Installs, cleans, takes readings and repairs or replaces water meters and records information; checks meters, gauges, pumps, and control panels to verify correct operation of equipment.
- Performs tests on water samples for chlorine, fluoride, and iron; collects and sends water samples in to the Health Department for bacteria, fluoride, manganese and nitrate testing; adjusts chemical feed rates as needed.
- Operates and maintains pumps, control panels, chlorinators, chemical feeders, cleans tanks, mixes chemicals and changes the chlorine cylinders.
- Inspects and monitors lift stations for proper operation of motors and pumps.
- Inspects and monitors city wells for proper operation and elevation; places packing in the pumps, maintains and repairs motors, replaces fuses as needed.
- Performs maintenance at the lift stations including cleaning, replacing or repairing filters, fuses, fans, submersible pumps; inspects, cleans and changes oil on motors; cleans lift stations.
- Monitors and repairs plant equipment including changing fuses, checking amps, cleaning and servicing wastewater tanks and performing annual inspections.
- Locates main breaks and repairs water mains.
- Maintains fire hydrants including flushing, lubricating, repair and painting; winterizes fire hydrants. Performs basic maintenance and repairs to tower and pump house buildings.
- Performs routine maintenance and tests backup generator; hooks up emergency water/wastewater generators during storms on occasion.
- Mixes and fills drums with phosphate and fluoride.
- Orders chemicals, equipment, and supplies as needed.
- Repairs or replaces utility covers and sewer grates; cleans storm sewers, catch basins, and sand traps; rods and jets sewer lines; places chemicals in utility holes and lift stations as needed.
- Assists with maintaining and repairing streets including patching potholes, filling cracks, laying gravel, and sweeping.
- Assists in plowing, shoveling, de-icing, sanding, and blowing snow on city-owned property.
- Assists in installing, repairing, and replacing street signs.
- Performs preventative maintenance and repair work on city street equipment and vehicles.
- Performs building maintenance including painting, basic carpentry, and plumbing; maintains lawns and grounds including mowing and trimming.
- Assists other departments as needed.
- Maintains certification in water and sewer collection. Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.
- Communicates with other public works employees, administrative staff, police officers contractors, consultants, sales representatives, and residents.
- Oversees the maintenance of the City's safety manual; inspection of City grounds, buildings, and

City of Medina Position Description
PUBLIC WORKS FOREMAN

equipment for safety hazards; coordination of safety committee and safety-related training and meetings.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as delegated by the Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant City ordinances, policies, and procedures.
- Knowledge of OSHA-related rules and ability to follow applicable safety guidelines while performing works tasks.
- Knowledge of City's geography and various infra- and super-structure.
- Knowledge of operation and maintenance of City's water system, including procedures for the proper collection of samples and testing.
- Ability to maintain pumps, valves, and fire hydrants.
- Ability to locate water lines and make necessary repairs/replacements.
- Knowledge of City's wastewater collection system.
- Knowledge of state and federal laws, rules and regulations relating to public works.
- Skill to operate all equipment and tools of public works department including in inclement weather and various traffic situations.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team; ability to serve as lead worker when needed.
- Ability to exert moderate to considerable effort to perform the position's essential functions.
- Ability to perform various movements such as lifting, bending, carrying while performing the position's essential functions.
- Ability to respond quickly and decisively to emergency situations in absence of supervisor.
- Ability to safely enter and work in confined spaces.
- Knowledge of chemical mixing and analysis and skill in using chemicals safely.
- Skill in operating equipment for snow removal/sanding/sweeping/patching City streets.
- Skill in repair and maintenance of public works tools, equipment, and facilities.
- Ability to communicate effectively with other City employees and the general public.
- Knowledge of tools, methods, operations and materials used in water and wastewater operations.
- Knowledge of water and wastewater testing and treatment.
- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with water and wastewater collection systems.
- Knowledge of the operation of Class D water and wastewater plants.
- Knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater collection systems.
- Knowledge of tools, methods, operations, and materials used in street and park maintenance.
- Skill in the repair and maintenance of water and wastewater collection equipment and facilities.
- Skill in testing and treating water and wastewater samples and performing water tests.
- Skill in operating equipment for snow removal, sanding, and sweeping City streets.
- Skill in building maintenance, welding, carpentry, and painting.
- Ability to see & hear to operate equipment, to use depth perception when plowing streets, to distinguish color when operating equipment panel lights, & to have good night vision when plowing at night or early morning.
- Ability to read meters & gauges, be able to detect when problems are occurring, & respond appropriately
- Ability to communicate effectively by telephone or radio or in-person with other City employees, and the general public.

City of Medina Position Description
PUBLIC WORKS FOREMAN

- Ability to work at heights of 10 feet and maintain balance, sometimes in confined spaces when above empty tanks or when working in lift station, and occasionally to climb the water tower.
- Ability to stand, walk, sit, bend, stoop, crouch, shovel, push and pull, twist and turn for long periods of time, sometimes using repetitive movement.
- Ability to frequently lift and carry objects weighing up to 60 pounds and occasionally lift and move objects weighing 150 pounds when lifting electric motors, pumps or chlorine cylinders.
- Ability to work with and around hazardous chemicals and strong fumes, and to work with some exposure to infectious disease.
- Ability to work around noise and vibration generated from equipment and blowers.
- Ability to follow oral and written instructions and to work independently with minimal directions.
- Ability to perform excavation using a backhoe or shovel.
- Ability to frequently use both large and fine motor skills and to be able to hear, touch, and be able to smell to perform the work.
- Ability to see control panels, and to distinguish color when performing water tests.
- Ability to work nights, weekends &/or holidays, be on call & respond to calls during non-work hours.
- Ability to perform street maintenance and repair.
- Ability to work outside year-round, including during inclement weather.
- Ability to occasionally work with the potential for electric shock.
- Ability to perform mathematical calculations and to use a computer.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to exert moderate to considerable effort to perform the position's essential functions.
- Ability to safely work around chemicals and other hazardous substances.

Machines, tools, and equipment used: Pick-up, dump truck, loader, sweeper, lawn mower, jetter/vac, water sample/testing equipment, locators, shovel/pick/mall, welder, various saws, drills and other hand/power tools.

MINIMUM REQUIREMENTS

- High school diploma or equivalent **and** some knowledge/skills related to public works through farm or other experience operating equipment and machinery.
- Mechanical aptitude.
- Class C water and Class S-C sewer licenses.
- Class B commercial driver's license.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.

DESIRABLE QUALIFICATIONS

- Five years of experience in municipal government public works operations.
- Training, certifications, or degrees in public works administration.

SUPERVISION OF OTHERS: At the discretion of the Public Works Superintendent, will provide direction to Public Works maintenance employees. May serve as acting Superintendent in the Superintendent's absence.

WORK ENVIRONMENT: The Public Works Foreman functions in a varying work environment depending on the circumstances. Work is achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and consistently outdoors often under adverse weather conditions. Position requires the use of paving and patching materials during hot or humid weather conditions, application of, and exposure to, a variety of hazardous chemicals, contact with sanitary sewage, and exposure to noise due to maintenance activities. The Foreman works in confined places, and is exposed to raw sewage and hot asphalt which may contain a variety of hazardous and toxic materials, and will occasionally work at high elevations such as water towers. The position is highly visible to public while performing work tasks.

City of Medina Position Description
PUBLIC WORKS MAINTENANCE WORKER

Position Title: Public Works Maintenance Worker
Department: Public Works
Accountable To: PW Superintendent/ PW Foreman

Pay Grade: 4
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

To perform non-supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works areas. To operate a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities. To respond to emergency situations and work beyond normal hours.

ESSENTIAL FUNCTIONS OF POSITION

- Assists in street maintenance activities: patches potholes and fills cracks; cleans/repairs storm sewers/catch basins; paints crosswalks; and repairs street lights/signals. Operates sweeper to clean street surfaces, maintains signs and trims trees in right-of-way; and uses traffic control procedures.
- Participates in snow plowing tasks: plows with trucks and loaders, hauls and blows snow; and applies sand/salt on roads as needed.
- Performs preventive maintenance and basic repairs on vehicles/equipment and keeps written records; cleans public works garage and maintenance areas.
- Assists in park maintenance activities: mows grass and trims grass/trees/bushes; inspects playground equipment and areas and keeps free of trash and other hazards; repairs and cleans buildings/facilities; and maintains courts, ball fields and ice rinks.
- Assist in the maintenance of the municipal water system and components: checks wells and chemical feeding equipment, making repairs as needed; checks water valves through operation; and flushes and repairs hydrants.
- Assist in the maintenance of the municipal wastewater system and components: checks, cleans and repairs lift stations, assists in cleaning sewer lines, and responds to calls regarding plugged sewers or other emergencies.
- Inspect new and old utilities and handles utility locates for water and sewer lines as well as street lighting; reads water meters and makes repairs as necessary; and responds to, or refers to appropriate staff person, complaints regarding high utility bills.
- Assists in the maintenance of City buildings: cleans/sanitizes, performs basic carpentry, and works with building systems/equipment, assisting in troubleshooting problems.
- Performs preventative maintenance and repair of Street Department vehicles and heavy and light equipment including minor repair or adjustment to hydraulic systems, motors, brakes, steering, electrical and cooling systems, starters, etc.; maintains vehicle maintenance records.
- Maintains and repairs city streets including patching holes and sealing cracks using a bituminous cold mix or hot mix; rakes, grades, and operates the roller.
- Installs tile lines if roads are soft and digs tile lines if there are water pressure problems.
- Operates a one-ton truck with a hoist, pickup trucks, street sweeper, backhoe, road grader, dump truck, pony grader, blacktop and self-propelled rollers, tractor loader, tractor-snow blower, riding and push lawn mowers, string trimmer, pumps, leaf blower, and generator.
- Operates a cutting torch and welder as needed in repairing equipment; makes some repairs to vehicle and equipment bodies.
- Removes snow from sidewalks, intersections, catch basins, municipal parking lots, and around City buildings.
- Assists in repairing and replacing sewer and water mains.
- Cleans, installs, repairs, and replaces utility covers; cleans and repairs culverts.
- Assists in responding to sewer backups, water main breaks, or other public works emergency.
- Maintains inventory of shop and equipment supplies, including small engines and hand tools.
- Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.

City of Medina Position Description
PUBLIC WORKS MAINTENANCE WORKER

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as delegated by the Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant City ordinances, policies, and procedures.
- Knowledge of OSHA-related rules & ability to follow applicable safety guidelines while performing works tasks.
- Knowledge of City's geography and various infrastructures.
- Skill in operating equipment for snow removal/sanding/sweeping/patching City streets.
- Skill in repair and maintenance of public works tools, equipment and facilities.
- Ability to exert moderate to considerable physical effort to perform the position's essential functions.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions.
- Skill to operate all equipment and tools of public works department including in inclement weather and various traffic situations.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to regularly lift/carry objects weighing up to 60 pounds & occasionally lift objects weighing up to 150 lbs.
- Ability to perform various movements such as lifting, bending, carrying while performing essential functions.
- Ability to respond quickly and decisively to emergency situations in absence of supervisor.
- Ability to safely enter & work in confined spaces; work at heights including occasionally climbing water tower.
- Ability to safely work around chemicals and other hazardous substances.

Machines, tools, and equipment used: Pick-up, dump truck, loader, backhoe, sweeper, skid-steer, grader, roller, lawn mower, shovel/pick/mall, grinder, various saws, drills and other hand/power tools.

MINIMUM REQUIREMENTS

- High school diploma or equivalent **and** some knowledge/skills related to public works.
- Mechanical aptitude.
- Class A commercial driver's license.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.

DESIRABLE QUALIFICATIONS

- Ability to run heavy equipment, including graders, front end loaders and backhoes.
- Possession of a Class C water and Class S-D Sewer license or willingness to obtain in a reasonable time frame.

WORK ENVIRONMENT: The Public Works Maintenance Worker functions in a varying work environment depending on the circumstances. Work is achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and consistently outdoors often under adverse weather conditions. Position requires the use of paving and patching materials during hot or humid weather conditions, application of, and exposure to, a variety of hazardous chemicals, contact with sanitary sewage, and exposure to noise due to maintenance activities. The Maintenance Worker works in confined places, and is exposed to raw sewage and hot asphalt which may contain a variety of hazardous and toxic materials, and will occasionally work at high elevations such as water towers. The position is highly visible to public while performing work tasks.

CITY OF WATERTOWN JOB DESCRIPTION

POSITION/TITLE: City Administrator

DEPARTMENT: Administration

FLSA STATUS : Exempt

EFFECTIVE DATE: 2012

IMMEDIATE SUPERVISOR: City Council

HOURS WORKED: 8:00 a.m. to 4:30 p.m. 40+ hrs. M – F and evenings for meetings.

PRIMARY OBJECTIVE:

Following City Council goals and policies, oversees general government operations, planning and zoning, and participation in Human Resources to ensure efficient operation of City including, but not limited to the following:

Supervise the administration of all functions including Administration, Government Operations, policing, Fire Department, Public Works Department, utility operations, and Planning and Zoning. Operate with considerable discretion in normal administration functions and in implementing policies of the Council with the authority to delegate duties as needed. Execute any assignments and duties assigned by the Council, State Statute, or City Ordinance, in areas of general government operation, planning and zoning, and human resources.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, dictaphone, fax, calculator, postage meter and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

Governmental Operation

- Develop and administer the rules, regulations and procedures necessary to insure the proper functioning of all departments to meet goals and objectives established by the City Council.
- Supervise and manage all City operations, including, but not limited to, the departments of Administration, Government Operations, Police, Fire, Public Works, Planning and Zoning, and Utility Operations within the policies and budget constraints of the City.
- Advise the City Council as to the future needs of the City, making recommendations to the Council in a five-year capital improvement program reviewed and updated annually.
- Attend and take part in discussion at all meetings of the City Council and other official bodies as directed by the Council. City Administrator shall also represent the City at all official or semi-official functions as may be directed by the City Council or the Mayor. Represents the City and cooperates with other governmental agencies and officials in areas of mutual interest.
- Oversees handling of complaints, concerns, issues and requests for services to ensure prompt and courteous response to citizens. See that all codes and ordinances are duly fully enforced.
- Coordinates the preparation of agendas and supporting documents for all City Council meetings.
- Prepares a variety of reports and makes presentations to the City Council and Advisory Commissions, recommends as appropriate the adoption of measures necessary for the health, safety, and welfare of the community or for the improvement of government operation.
- Serves as liaison between department heads and City Council, and City Advisory Commissions and City Council.

Finance

- Prepare and submit the annual budget to the City Council.
- Responsible for the administration of all City funds including the enterprise funds.
- Keep the City Council advised of the financial condition of the City and make such recommendations as he/she may from time to time, determine desirable and necessary to insure effective management of financial assets.
- Works with the City Clerk and City Council to insure favorable investment of available funds, effective and proper accounting practices, appropriate insurance and effective financial planning.
- Maintain a familiarity with alternate revenue sources including federal and state aids, loans, grants, and other possible sources, and submits recommendation to the City Council for actions necessary to pursue such sources.
- Manages City investments according to State and City guidelines; researches and analyzes investment possibilities, determines cash available and length of each investment, invests and tracks funds and withdraws funds as needed.
- Works with financial consultants when necessary.

Planning and Zoning

- Supervises the duties of the planning department, coordinate development application with City Staff and Consultants, handles issuance of building permits, variance requests, conditional use permit requests, and other matters relating to planning and zoning.
- Prepares and submits grant applications, as directed by the City Council.
- Perform other duties as may be required by the City Council and consistent with Minnesota Statutes and City Ordinances.
- Maintains zoning maps and records, prepares public notices.
- Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the City Council.

Human Resources

- Supervises and participates in the selection of employees, evaluates employees and recommends salary adjustment, determines staffing and structure needs.

- Represents the City Council exclusively in all human resource and collective bargaining matters and negotiates with representatives of employee organizations.
- Coordinates the work of all contracted Consultants, including, the City Attorney, City Engineer, and Building Inspector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Ability to build and maintain a team oriented work environment.
- Problem solving skills.
- The ability to manage and make decisions using skills, knowledge and reasonable judgment.
- Considerable knowledge of laws, rules and regulations applicable to City government.
- Considerable knowledge of budgeting, accounting and government financing.
- Considerable knowledge of government processes, service, economic development and planning.
- Considerable knowledge of management principles and practices as they apply to the public sector including personnel management, organizational development, and project management.
- Thorough ability to prepare, present, and administer budgets, to invest funds and manage finances.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.
- Considerable ability to research and prepare accurate and thorough reports.
- Considerable ability to perform mathematical calculations and to analyze data.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- A Bachelors Degree in Public Administration, business, planning community or economic development or a related field and four (4) years of related experience or a Masters Degree in Public Administration and four (4) years of related experience.
- Four (4) years of public sector administrative experience.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Deputy Clerk-Treasurer
DEPARTMENT: Administration/Finance
FLSA STATUS: Non-Exempt
JOB MATCH SCORE: 141
HOURS WORKED: 8:00 a.m. to 4:30 p.m. M – F and Evening Meetings as Required

DEFINITION:

The Deputy Clerk-Treasurer assists in administrative and professional work managing finances, maintaining accounting records, processing payroll, maintaining accurate record keeping, conducting elections and performs related duties as required.

SUPERVISION RECEIVED:

Works under the general and administrative oversight of the City Administrator.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, fax, calculator, postage meter, copy machines and document imaging equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

City Clerk:

- Processes and maintains all licenses issued by the city including but not limited to: liquor licenses, pet licenses, tobacco licenses and rental permits. Works with necessary outside agencies in the performance of these duties.

- Prepares special assessment rolls and conducts assessment searches; maintains related records and files.
- Assists as secretary for the City Council including attending Council meetings and taking minutes; assists in preparing agenda packets and other necessary paperwork for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
- Prepares and maintains minutes for the Planning Commission.
- In the Absence of the City Clerk attests the Mayor's signature on official documents wherever required; maintains responsibility for the City Seal and notarizes documents as required.
- Provides certified copies of proceedings and records of the city upon request.
- Maintains all city records both electronic and physical.

Elections:

- Assists with direction of local elections including preparing ballots and receiving candidate filings, providing supplies for polling places, posting and publishing notices of election, coordinating details with County, certifying results for Council, etc.
- Selects schedules, trains and advises elections judges and maintains election records and files.

Finance:

- Assists in the preparation of accounts payable and receivable transactions including coding and posting information to automated journals; verifies account information; and generates checks for bill payments.
- Assists in the maintenance and processing of payroll, payroll deductions, payroll records and reports, audits, prints and signs checks in the absence of the City Clerk-Treasurer.
- Assists in the preparation of federal and state reports, W-2's, 1099's, PERA, and medicare withholding.
- Assists with annual audit.
- Assists in the preparation or generation of financial reports for the City Administrator and Council on budget status and bonds.
- Assists in providing financial information for completion of grant applications and for comprehensive plan development and modification.
- Assists in the timely payment of bonds and maintains bond payment records.
- Assists in preparing bookkeeping records and annual financial report for Fire Department and Fire Relief Association, assists in completing annual financial report to the state.
- Responsible for all utility billing functions.
- Accepts payments for water and sewer bills. Balances batches and makes deposits. Prints water and sewer reports. Prepares monthly water and sewer bills by calculating, printing, reviewing, sorting and mailing. Handles customer complaints, questions and adjustments as needed. Balances utility batches.

- Maintains updated customer account information including setting up new accounts and final billing outgoing customers. Enters water and sewer receipts, runs penalty notices on delinquent accounts. Prepares and sends shut-off and warning notices to customers; contacts customers not responding to notices and arranges for payment, Council appearance, and/or assessment to tax rolls.

MARGINAL OR NON-ESSENTIAL FUNCTIONS:

- Performs other duties as requested by the City Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edits documents.
- Knowledge of accounting, payroll and billing practices and procedures.
- Knowledge of City ordinances, resolutions, and policies.
- Considerable knowledge of state and county elections procedures and operations.
- Knowledge of laws, rules, and regulations affecting city clerk responsibilities.
- Considerable knowledge of modern office practices, procedures and equipment including knowledge of computer operation and software packages.
- Considerable knowledge of Microsoft Excel Accounting Software.
- Considerable ability to keep accurate and complete records and files.
- Considerable ability to research files and analyze problems and develop appropriate recommendations.
- Considerable ability to see and hear to answer phones, assist the public and work with city records and on the computer.
- Considerable ability to prepare a variety of financial reports and prepare accounting records using a personal computer an accounting/financial software.
- Considerable ability to provide courteous and efficient customer service.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Two year Associate of Arts or equivalent in accounting or related field
- Two years of municipal work experience.
- Minnesota Municipal Clerk Certification or ability to obtain certification in 3-4 years after hire.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in one of above fields
- Knowledge of Banyon Data System Fund Accounting, Payroll and Utility Billing Software.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Clerk-Treasurer
DEPARTMENT: Administration
EFFECTIVE DATE: June 10, 2003
FLSA STATUS: Exempt
HOURS WORKED: 8:00 a.m. to 4:30 p.m. M - F

DEFINITION:

Performs administrative and professional work managing finances, maintaining accounting records, processing payroll, and conducting elections; and performs related duties as required.

SUPERVISION RECEIVED:

Works under the general and administrative oversight of the City Administrator.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes but is not limited to personal computer, printer, dictaphone, fax, calculator, postage meter and copy machines.

ESSENTIAL FUNCTIONS OF THE JOB:

General:

- Assists City Engineer, City Attorney, Financial Advisor, and Administrator with city projects including researching history and precedents, providing financing information and establishing processes.
- Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles himself/herself.
- Acts as liaison with state, county, and other community officials.
- Performs duties as set forth by Minnesota statutes for the Clerk/Treasurer position.

Finance:

- Prepares accounts payable and receivable transactions including coding and posting information to automated journals; verifies account information; and generates checks for bill payments.
- Maintains and processes payroll, payroll deductions, payroll records and reports; audits, prints, and signs checks.
- Prepares federal and state reports, W-2's, 1099's, PERA, and medicare withholding.
- Assists outside auditing firm with annual audit.
- Prepares or generates financial reports for the City Administrator and Council on budget status and bonds.
- Provides financial information for completion of grant applications and for comprehensive plan development and modification.
- Ensures timely payment of bonds and maintains bond payment records.
- Assists Liquor Store Manager balance records with bank accounts and prepare accounting records for auditor's review.
- Assists in preparing bookkeeping records and annual financial report for Fire Department and Fire Relief Association; assists in completing annual financial report to the state.

City Clerk:

- Maintains Liquor Control Division forms; orders more as needed; processes liquor license requests with County Sheriff's office.
- Prepares special assessment rolls and conducts assessment searches; maintains related records and files.
- Acts as secretary for the City Council including attending Council meetings and taking minutes; assists in preparing agendas and other necessary paperwork for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
- Attests the Mayors signature on official documents wherever required; maintains responsibility for the City Seal; and notarizes documents as required.

- Provides certified copies of proceedings and records of the city upon request and administers oaths.
- Oversees applications and approval for cigarette, refuse, dog and cat, and 3.2 beer licenses; ensures certificates of insurance are obtained.

Elections:

- Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of election; coordinating details with County, certifying results for Council, etc.
- Selects schedules, trains, and advises elections judges and maintains election records and files.

MARGINAL OR NON-ESSENTIAL FUNCTIONS:

- Performs other duties as requested by City Council and/or City Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Considerable knowledge of municipal financial management and investment practices and procedures.
- Considerable knowledge of accounting, payroll and billing practices and procedures.
- Considerable knowledge of City ordinances, resolutions, and policies.
- Considerable knowledge of state and county elections procedures and operations.
- Considerable knowledge of laws, rules, and regulations affecting city government finances and city clerk responsibilities.
- Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages.

- Considerable ability to keep accurate and complete records and files.
- Considerable ability to research files, and analyze problems and develop appropriate recommendations.
- Considerable ability to see and hear to answer phones, assist the public and work with city records and on the computer.
- Considerable ability to prepare a variety of financial reports and prepare accounting records using a personal computer an accounting/financial software.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 25 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- One to two years of municipal work experience.

PREFERRED QUALIFICATIONS:

- Associate degree in business, finance, accounting or related degree and two years f general ledger accounting or bookkeeping experience.
- Bachelor's degree in one of above fields.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Administrative Assistant

DEPARTMENT: Office

EFFECTIVE DATE: June 10, 2003

FLSA STATUS: Non-Exempt

HOURS WORKED: 8:00 a.m. to 4:30 p.m., M - F, 40+ hours per week

DEFINITION:

Acts as receptionist for the city. Performs broad and varied secretarial duties, which may be of confidential nature. Assists the City Administrator, City Planner and Clerk-Treasurer as directed performing assigned duties in designated administrative areas.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, fax machine, calculator, postage meter, copy machine, and typewriter.

ESSENTIAL FUNCTIONS OF THE JOB:

- Greets the public, determines the nature of business, provides information, answers questions, researches files and/or refers as appropriate; may explain policies, procedures, and ordinance requirements.
- Answers telephone calls from individuals; provides information and/or refers as appropriate; takes messages.
- Schedules meetings and appointments as directed by City Administrator.
- Sorts and distributes mail.
- Receives and sends faxes and makes copies as needed.
- Assists public in completing building permit applications; processes permits for re-roofing, residing, replacing window, and furnace installation.
- Types building permit applications, computes fees and accepts payment for building permits. Distributes permits to building officials and County Assessor's Office.
- Explains requirements and answers questions when Planner is unavailable; maintains related records.
- Accepts payments and answers questions for water and sewer bills; refers difficult or complicated issues to Utility Billing Clerk.
- Posts and mails checks at appropriate time after Clerk-Treasurer prepares checks and Council approves payment.
- Assists in preparing agendas and other necessary paperwork for meetings; organizes and maintains records of minutes and resolutions.
- Prepares City Council Meeting minutes.
- Publishes and posts notices of meetings.
- Receives requests, complaints, and information from the public and handles or transmits to staff to handle.
- Opens and closes City Hall, ensures doors and petty cash drawer are locked, machines and lights are off, and phones are forwarded to voice mail.
- Schedules community center rooms, accepts money, and distributes keys.
- Coordinates scheduled community center functions with cleaning personnel.
- Monitors clean-up and damages following community center functions.
- Assists with annual audit as directed by Clerk-Treasurer.
- Assists with local elections as directed by Clerk-Treasurer and acts as an election judge if necessary.
- Creates and updates city documents and/or informational materials.
- Programs SCALA.
- Creates PSA's (channel 12).
- Renews annual licenses, i.e., liquor, cigarette, pawnshop, mobil home, park, etc.
- Performs filing duties of vendors, central filing, and records retention.
- Orders office supplies.
- Performs planning for catering and parties.
- Maintains and schedules hockey rink attendants for work.
- Vacuums, sweeps, and shovels snow as necessary for city hall office building.

- Sets up meeting rooms for Senior cards, Chamber luncheons, etc.
- Answers the base station radio, provides information, and locates City Staff.
- Sells pet licenses.
- Informs owners of impounded animals of fine amounts and collects fines.
- Drafts various correspondence, prepares periodic reports and conducts special projects.
- Types documents upon request.
- Performs miscellaneous clerical assistance to departments as needed.
- Acts as notary public.
- Maintains records and files.
- Prepares revisions to personnel policy.
- Handles “Gopher State One Call”; records information for Public Works Department.
- Assists City Administrator and administrative duties and special projects; performs other duties as requested by City Administrator, City Planner and Clerk-Treasurer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the public and other governmental agencies.
- Available to work overtime as needed to complete required work.
- Ability to recognize and comply with appropriate task deadlines.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread and edit documents.
- Working knowledge of modern office practices, procedures, and equipment including use of computers.
- Considerable ability to communicate effectively both orally and in writing in English to customers, local agencies, elected officials, City staff, and the general public.
- Considerable knowledge of City ordinances, resolutions, and policies.
- Working ability to read and interpret basic building plans and city service maps.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Considerable ability to type and enter data with speed and accuracy.
- Working ability to prioritize work and work independently with frequent interruptions and deadlines.
- Availability to work overtime as needed to complete required work.

- Ability to perform essential functions of the position during required hours of work.
- Ability to create, proofread and edit documents.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with customers by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens, print reports and customer account cards and ledgers.
- The employee must frequently lift and/ or move up to ten (10) pounds and infrequently lift or move up to 100 pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent.
- One year of experience in office setting.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.
- Must possess a valid Minnesota Class C driver’s license or equivalent out-of-state license.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

EFFECTIVE DATE: June 10, 2003

FLSA STATUS: Exempt

HOURS WORKED: 8 hours a day; 40+ hours/week; Subject to after hours duties.

DEFINITION:

Performs supervisory and skilled maintenance work managing the operations of the Public Works Department including street, water, wastewater, and parks operations; and performs related duties as required.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent good value and good quality in a timely fashion; to provide a work environment that encourages employee training and growth; to promote a supervisory environment that listens, is sensitive to employee issues and practices a proactive approach to work place issues; to treat fellow employees with respect and consideration; to provide water that promotes the health and well being of the citizens of Watertown; to produce wastewater effluent that provides a safe aquatic environment; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community; and to provide clean, safe streets that are maintained in a professional manner.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

Has actual authority to perform the following supervisory functions over public works employees:

- Assignment of duties
- Performance evaluations
- Prioritization of Department Tasks

Has recommendation authority to perform the following supervisory functions over public works employees:

- Transfer
- Suspension
- Promotion
- Hiring
- Rewards

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions including direct and fume exposure to paint, sprays, chemicals, and treatment chemical for waste. Works with power tools of various weights and sizes. May work around moderate levels of dirt, chemicals, and outside air dust. Exposure to moderate levels of noise from machinery, trucks, equipment, etc. Reads various gages, meters, and measuring devices. This job requires periods of heavy physical efforts. Occasionally works indoors at the treatment plant building. Primarily works at Public Works Building, using a common computer to prepare reports, and other related duties. Equipment, hand tools, and power tools are utilized in this position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, organizes, directs, and coordinates the operation and staffing of the Public Works Department.
- Prepares weekly and monthly work schedules; monitors operations to ensure compliance with applicable laws, regulations, rules, and policy.
- Supervises Public Works staff in the performance of their duties including: Assigning, prioritizing, and reviewing work; approving time off; jointly interviewing prospective employees with City Administrator; training and coaching; giving input

on performance, reward, and discipline issues; recommending hiring and dismissal of employees.

- Establishes and oversees policies, procedures, goals, and practices to ensure safety and efficiency in work environment.
- Oversees and responds to calls involving plugged sewers, sewer backups, water main breaks, leaks, and frozen water lines; responds to citizens concerns and complaints.
- Maintains and operates water and wastewater systems; ensures systems perform in compliance with all State standards.
- Purchases parts, equipment, and supplies; obtains council approval for major purchases and approves bills.
- Prepares budget information and projections for water, parks, streets, and building maintenance for annual budgeting and monitors expenditures and fund balances during the year.
- Oversees and/or performs street maintenance and repair including patching potholes and cracks, laying gravel, blading alleys, excavating, and sweeping; straightens and replaces damaged street signs and removes snow from city-owned property.
- Oversees and maintains a preventative maintenance plan for equipment and vehicles and ensures it is followed; maintains repair records and a ten-year equipment upgrade plan.
- Oversees and assists in maintenance and upgrading of parks; assists in designing and landscaping park improvements.
- Attends council meetings as needed; and makes oral and/or written presentations when requested.
- Represents the City with state and county officials such as the Minnesota Pollution Control Agency, Minnesota Health Department, local utility companies, MNDOT, and DNR; acquires and retains necessary facility license.
- Makes comparison checks on large items to be purchased, prepares project proposals for council including detailed estimations of costs and recommendations and prepares specifications for equipment purchases.
- Maintains a record-keeping system of valve locations, and water and sewer pipe locations.
- Obtains necessary permits prior to beginning work on a project.
- Maintains employee “Right-to-Know” program for the Public Works Department.
- Oversees and operates a jetter and/or rodder to clean sewer lines.
- Works with Carver County Seniors, Sentence to Serve and Summer Youth Programs and oversees work performed by program members.
- Performs miscellaneous welding, carpentry, and repair work as needed to City buildings.
- Locates and removes stray animals and transports to kennel.
- Assists in enforcing city codes including those involving weeds, dogs, trees, cats, and abandoned cars.
- Performs other duties as assigned by City Administrator and/or Council.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Administrator, the public and other governmental agencies.
- Considerable knowledge of tools, methods, operations, and materials used in municipal public works maintenance.
- Considerable knowledge of water and wastewater testing and treatment.
- Considerable knowledge of Minnesota Pollution Control Agency, Minnesota Health Department, MNDOT, and DNR requirements.
- Considerable knowledge of traffic laws as they pertain to operating autos, trucks or heavy equipment on streets.
- Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the street, water, sewer, and parks systems.
- Considerable ability to oversee and perform street maintenance and repair.
- Considerable ability to communicate tactfully and effectively with the general public, regulatory agencies, elected officials, department staff, and other City staff.
- Considerable ability to organize, plan and direct the work of others.
- Working ability to operate a telephone, radio and computer.
- Working ability to hear alarms and mechanical malfunctions.
- Working ability to effectively read, write and speak the English language to communicate with staff and the public.
- Ability to perform essential functions of the position during the required hours of the position and the ability to work overtime as necessary.
- Working skill in operating heavy equipment for snow removal, sanding, sweeping, and patching City streets.
- Working skill in building maintenance, welding, and painting.
- Working ability to maintain equipment and vehicles, record information, and to develop and maintain a preventative maintenance program.
- Working ability to work with some exposure to infectious diseases.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- SITTING: In vehicles and at training sessions.
- STANDING: On job sites and hard slippery surfaces.
- REPETITIVE MOVEMENT: With hand/wrists while driving, using tools and equipment.
- SIGHT: Performing work and operating equipment safely including ability to see, read and interpret blueprints reports when monitoring pumps and panels in the treatment plant and lift stations.
- HEARING: Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- SPEECH: Answering telephones and radios, speaking with supervisor, other personnel and the public.
- LIFTING: Tools, supplies, materials, and equipment. Considerable ability to lift up to 50 pounds.
- WALKING: Performing maintenance duties within job sites.
- CLIMBING: Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- REACHING: Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- PULLING/PUSHING: Using tools and equipment of various sizes, weights, and shapes.
- GRASPING: Pens, pencils, radios, tools, and various equipment.
- TWISTING/TURNING: Performing work at job sites and on equipment.
- KNEELING: Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- NOISE: Moderate to high level from machinery, trucks, and heavy equipment.
- FUMES: Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- DUST: Moderate levels of wood dust, dirt, fertilizers, outside air dust.
- CHEMICALS: Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Must have a valid Minnesota Driver's License, Class B, with airbrake and tanker endorsements.
- Must possess and maintain a Class B Water and Wastewater license and Class C Water License.
- Must have three years of maintenance experience in public works including water, sewer, and street operations or have two years street maintenance experience and have completed vocational-technical schooling in the water and wastewater field.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 50 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Public Services Superintendent

DEPARTMENT: Public Works

EFFECTIVE DATE: October 2011

FLSA STATUS: Exempt

HOURS WORKED: 8 hours a day; 40+hours/week; Subject to after-hours duties.

DEFINITION:

Performs supervisory and skilled maintenance work managing the operations of the Public Works Division including facilities, streets, and parks operations; and performs related duties as required.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent high value and quality in a timely fashion; to provide a work environment that encourages employee training and growth; to promote a supervisory environment that listens, is sensitive to employee issues and practices a proactive approach to work place issues; to treat fellow employees with respect and consideration; to provide an environment that promotes the health and well being of the citizens of Watertown; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community; and to provide clean, safe streets that are maintained in a professional manner.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

Has actual authority to perform the following supervisory functions over public works employees:

- Assignment of duties
- Performance evaluations
- Prioritization of Department Tasks

Has recommendation authority to perform the following supervisory functions over public works employees:

- Transfer
- Suspension
- Promotion
- Hiring
- Rewards

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions including direct and fume exposure to paint, sprays, chemicals, and treatment chemical for waste. Works with power tools of various weights and sizes. May work around moderate levels of dirt, chemicals, and outside air dust. Exposure to moderate levels of noise from machinery, trucks, equipment, etc. Reads various gages, meters, and measuring devices. This job requires periods of heavy physical efforts. Responsible for facility maintenance at all municipal buildings. Primarily works at Public Works Building, using a common computer to prepare reports, and other related duties. Equipment, hand tools, and power tools are utilized in this position.

ESSENTIAL FUNCTIONS OF THE JOB:

General Functions of Position:

- Plans, organizes, directs, and coordinates the operation and staffing of the Public Works Division.
- Supervises Public Works staff in the performance of their duties including: Assigning, prioritizing, and reviewing work; approving time off; jointly interviewing prospective employees with City Administrator; training and coaching; giving input

on performance, reward, and discipline issues; recommending hiring and dismissal of employees.

- Establishes and oversees policies, procedures, goals, and practices to ensure safety and efficiency in work environment.
- Oversees and responds to calls for service involving parks, streets, facilities, and general utility questions; responds to citizens' concerns and complaints.
- Purchases parts, equipment, and supplies; obtains council approval for major purchases and approves bills.
- Prepares budget information and projections for parks, streets, and facility maintenance for annual budgeting and monitors expenditures and fund balances during the year.
- Oversees and maintains a preventative maintenance plan for equipment and vehicles and ensures it is followed; maintains repair records and a ten-year equipment upgrade plan.
- Attends council meetings as needed; and makes oral and/or written presentations when requested.
- Represents the City with state and county officials such as the Minnesota Pollution Control Agency, Minnesota Health Department, local utility companies, MNDOT, and DNR; acquires and retains necessary facility license.
- Makes prepares project proposals for council including detailed estimations of costs and recommendations and prepares specifications for equipment purchases.
- Maintains employee "Right-to-Know" program for the Public Services Department.
- Locates and removes stray animals and transports to kennel.
- Proactively manages inventory of Public Services Department.
- Assists the Utility Division, as time permits or as the priority of each job comes along (i.e. disaster).
- Performs other duties as assigned by City Administrator and/or Council.

Streets

- Oversees and/or performs street maintenance and repair including patching potholes and cracks, laying gravel, blading alleys, excavating, and sweeping; straightens and replaces damaged street signs and removes snow from city-owned property.
- Manages snow and ice removal operations to ensure public safety.
- Inspects street improvement projects and contracted work within City.

Parks

- Oversees and assists in maintenance and upgrading of parks; assists in designing and landscaping park improvements.
- Proactively maintains turf to a high quality standard.
- Maintains parks and park equipment to a high quality standard.

Facilities

- Performs miscellaneous welding, carpentry, and repair work as needed to City buildings.
- Keeps all buildings secured and locked when not in use.
- Performs building maintenance, repair and cleaning as necessary.
- Performs exterior maintenance of municipal buildings, and keeps areas presentable and orderly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to read and comprehend detailed construction plans.
- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Administrator, the public and other governmental agencies.
- Considerable knowledge of tools, methods, operations, and materials used in municipal public works maintenance.
- Considerable knowledge of Minnesota Pollution Control Agency, Minnesota Health Department, MNDOT, and DNR requirements.
- Considerable knowledge of traffic laws as they pertain to operating autos, trucks or heavy equipment on streets.
- Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with the facility, street, and park systems.
- Considerable ability to oversee and perform street maintenance and repair.
- Considerable ability to communicate tactfully and effectively with the general public, regulatory agencies, elected officials, department staff, and other City staff.
- Considerable ability to organize, plan and direct the work of others.
- Working ability to operate a telephone, computer, and other technical equipment.
- Working ability to hear alarms and mechanical malfunctions.
- Working skill in operating heavy equipment for snow removal, sanding, sweeping, and patching City streets.
- Working skill in building maintenance, welding, and painting.
- Working skill to maintain equipment and vehicles, record information, and to develop and maintain a preventative maintenance program.
- Working ability to work with some exposure to infectious diseases.

- Knowledge of best practices in pavement maintenance.
- Knowledge of best practices in park maintenance.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- SITTING: In vehicles and at training sessions.
- STANDING: On job sites and hard slippery surfaces.
- REPETITIVE MOVEMENT: With hand/wrists while driving, using tools and equipment.
- SIGHT: Performing work and operating equipment safely including ability to see, read and interpret blueprints reports when monitoring pumps and panels in the treatment plant and lift stations.
- HEARING: Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- SPEECH: Answering telephones and radios, speaking with supervisor, other personnel and the public.
- LIFTING: Tools, supplies, materials, and equipment. Considerable ability to lift up to 50 pounds.
- WALKING: Performing maintenance duties within job sites.
- CLIMBING: Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- REACHING: Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- PULLING/PUSHING: Using tools and equipment of various sizes, weights, and shapes.
- GRASPING: Pens, pencils, radios, tools, and various equipment.
- TWISTING/TURNING: Performing work at job sites and on equipment.
- KNEELING: Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- NOISE: Moderate to high level from machinery, trucks, and heavy equipment.
- FUMES: Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- DUST: Moderate levels of wood dust, dirt, fertilizers, outside air dust.
- CHEMICALS: Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Must have a valid Minnesota Driver's License, Class B, with airbrake and tanker endorsements.
- Ability to obtain Class D Water and Wastewater license and Class D Water License within two years of hire.
- Must have five years of maintenance experience in public works including water, sewer, park, facility and street operations and schooling in a related field.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 50 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.
- Must be an experienced operator of all department equipment.
- Must possess a high degree of mechanical aptitude.
- Must be able to communicate clearly and effectively.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

CITY OF WATERTOWN JOB DESCRIPTION

JOB TITLE: Maintenance Worker II

DEPARTMENT: Public Works

EFFECTIVE DATE: June 10, 2003

FLSA STATUS: Non-Exempt

HOURS WORKED: 8 hours a day; 40+ hours/week; Subject to after hours duties.

DEFINITION:

Performs routine to skilled maintenance work with city parks, grounds, buildings, vehicles, equipment, streets, sewer and water, wastewater treatment facilities, and other duties as assigned.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent good value and good quality in a timely fashion; to provide a work environment that encourages employee training and growth; to promote a supervisory environment that listens, is sensitive to employee issues and practices a proactive approach to work place issues; to treat fellow employees with respect and consideration; to provide water that promotes the health and well being of the citizens of Watertown; to produce wastewater effluent that provides a safe aquatic environment; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community; and to provide clean, safe streets that are maintained in a professional manner.

SUPERVISION RECEIVED:

Works under the general and technical direction of the Public Works Director and Wastewater Treatment Plant Operator.

SUPERVISORY FUNCTIONS:

In the absence of the Public Works Director or Wastewater Treatment Plant Operator, may perform the following supervisory functions over temporary summer staff:

- Assignment of duties
- Performance evaluations
- Prioritization of Department Tasks

In the absence of the Public Works Director, has recommendation authority to perform the following supervisory functions over departmental staff as necessary:

- Transfer
- Suspension
- Promotion
- Discharge
- Hiring
- Rewards
- Discipline

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions. Works with large industrial equipment and power tools of various sizes and weight. This job requires periods of heavy physical efforts. Occasionally, works in the Supervisor's office to use a computer for various reports. Level I and Level II equipment, hand tools, and power tools.

ESSENTIAL FUNCTIONS OF THE JOB:

- Maintains parks including building and grounds maintenance, repairs and installs equipment, installs snow fences, empties trash barrels in parks, and maintains the bathrooms.
- Mows and trims grass in parks and right-of-ways, sprays for weeds, plants flowers and trees, places and maintains flowers barrels in downtown area, removes diseased trees as needed, trims trees and shrubs, and winterizes park water system.
- Plows, shovels, de-ices, sands and blows snow on city-owned property.

- Assists with street maintenance and repairs including patching potholes and cracks, laying gravel, blading alleys, excavating, and sweeping.
- Assists with repair or replacement of manholes and sewer grates; cleans storm sewers, catch basins, and sand traps.
- Assists water/wastewater operator with daily and weekly duties at the facility.
- Responds to calls involving plugged sewer lines, water main breaks, leaks, and frozen water lines: operates a sewer jetter and/or rodder to clean sewer lines.
- Collects samples to be tested in on-site lab or mailed to a private lab.
- Checks and maintains pumps and liftstations; puts chemicals in liftstations as needed; checks pump house to see that wells are pumping.
- Checks and records daily chlorine and fluoride readings; mixes chlorine and fluoride to maintain proper levels.
- Straightens and replaces damaged street signs.
- Paints curbs and white stripes on streets to designate parking areas and crosswalks.
- Performs preventative maintenance and repair work on city street equipment and vehicles; maintains repair records.
- Performs maintenance of Public Works Buildings; cleans restrooms, offices and shop area
- Operates wastewater treatment facility when operator is on vacation.
- Reads water meters and record information; checks meters and gauges, pumps, and control panels to verify correct operation of equipment.
- Locates and removes stray animals and transports to kennel.
- Performs miscellaneous welding, carpentry, and repair work as needed on city buildings.
- Purchases routine items as needed.
- Assists with water meter installation.
- Assists with weekend duty rounds of water/wastewater facilities. Tests water/wastewater and records.
- Sweeps and shovels sidewalks
- Trims trees
- Provides work direction to summer employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.

- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Administrator, the public and other governmental agencies.
- Working knowledge of tools, methods, operations, and materials used in public works maintenance, including lawn care.
- Working knowledge of the safe operation of department equipment including operation of power mowers.
- Working knowledge of occupational hazards and safety precautions necessary to perform manual maintenance work with the park, street, water, and sewer systems.
- Working skill in operating heavy equipment for snow removal, sanding, sweeping, and patching city streets.
- Working skill in building maintenance.
- Working skill in lawn moving and park maintenance.
- Working ability to perform street maintenance and repair.
- Working ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.
- Working ability to learn the daily and weekly process of the water/wastewater department.
- Working ability to read meters and gauges, to detect problems, and respond appropriately.
- Working ability to assign and review work.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- **SITTING:** In vehicles and at training sessions.
- **STANDING:** On job sites and hard slippery surfaces.
- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely during the day and night with or without corrected vision.
- **HEARING:** Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.

- **SPEECH:** Answering telephones and radios, speaking with supervisor, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Considerable ability to regularly lift and carry objects weighing up to 25 to 35 pounds and less frequently lift and carry objects weighing up to 100 pounds.
- **WALKING:** Performing maintenance duties within job sites.
- **CLIMBING:** Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- **REACHING:** Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- **PULLING/PUSHING:** Using tools and equipment of various sizes, weights, and shapes.
- **GRASPING:** Pens, pencils, radios, tools, and various equipment.
- **TWISTING/TURNING:** Performing work at job sites and on equipment.
- **KNEELING:** Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- **NOISE:** Moderate to high level from machinery, trucks, and heavy equipment.
- **FUMES:** Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- **DUST:** High levels of wood dust, dirt, fertilizers, outside air dust.
- **CHEMICALS:** Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Must have a valid Minnesota Driver's License, Class B, with airbrake and tanker endorsements.
- Must possess and maintain a Class D Water and Wastewater License within six months of hiring date.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 50 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)



City of Wayzata Job Description

Job Title: City Manager

Department/Division: Administration

Supervisor's Title: Mayor

Exempt/Non-exempt: Exempt

Position Objective

The City Manager is the chief administrative officer of the City. The City Manager is appointed by the Mayor and City Council and oversees the operation, programs and personnel of all City departments. The City Manager develops and issues administrative rules and procedures necessary to ensure proper functions of all departments and all duties and responsibilities granted by law, the City Charter, and City Ordinances consistent with the Charter.

Essential Job Functions:

- Coordinate activities of the City Council including preparation of agendas, provision of analysis, recommendations on legislative matters, preparation of reports, coordination of public relations and communications
- Work with City Commissions, report on City affairs and present recommendations concerning policies, objectives and specific actions
- Ensures the development of an effective municipal organization, including recommending changes in organizational structure as appropriate
- Establish goals and objectives for department heads, prepares work plans, assignment of work, and delegation of authority/responsibility
- Creates, establishes and monitors City policies and procedures, ordinances and resolutions
- Responsible for effective management and use of City assets, including effective investment of available funds, proper accounting practices to control financial assets, and providing for financial planning
- Prepares and presents the annual operating budget and capital improvement budget
- Authorizes purchases and expenditures

- Provides professional support to the City Council by attending meetings to report on City affairs; presents recommendations concerning policies and objectives, as well as specific actions; participates in discussion, and implements council decisions
- Attends all City Council meetings and other public meetings as needed; ensures council decisions are implemented
- Ensures proper public relations by following-up with all departments to ensure public services are efficiently provided and that all complaints, concerns and public contacts are effectively handled
- Assist with legal activities such as monitoring, drafting legislation and coordinating with the City Attorney
- Stays current with developments in both the public administration and organizational development fields, and cooperates with other governmental units and municipalities on matters of mutual interest
- Maintains effective relationships with community organizations and members, representing the City of Wayzata in a positive manner

Other Job Functions:

- Manage and administer personnel policies and programs, including compensation practices, labor/employee relations, contract negotiations and staff recruitment. Perform overall employee management including evaluations systems and compensation adjustments per City Council approved budget guidelines
- Responsible for the hiring, directing, development and discipline of employees
- Resolves employee problems, addresses complaints, and sets the organization culture
- Ensures the proper execution and oversight of City contracts
- Performs or assigns statutory requirements of City Clerk

Knowledge, Skills and Abilities

Knowledge of:

- Public Administration and Business Administration
- Big-picture budgeting experience with thorough knowledge of financial government management including public financing techniques (TIF, bonds, grants, CIP)
- Strategic planning, thinking and implementation
- Project management with attention to detail
- Personnel management principles and practices and experience in staff development, performance evaluations, and labor unions
- Infrastructure repair and replacement
- Governmental processes, services; especially considerable understanding of planning, zoning, and applicable state laws governing municipalities
- Highly skilled and effective at oral and written communication (including preparing reports and making formal presentations)
- Information technology
- Municipal liquor operation or other fund generating city enterprise

Skilled in:

- Oral and written communication (including preparing reports and making formal presentations)
- Working with other units of government and creating effective partnerships
- Downtown development/redevelopment
- Representing a variety of viewpoints and approaches to issues

Ability to:

- Build a trusting relationship with the Council, staff, and community
- Embrace the community and engage with the public and community groups while participating in activities
- Be personable, possessing excellent communication skills with the ability to facilitate discussions with a diversely rich community
- Pitch in to help in all tasks whenever needed
- Be a respectful, approachable leader who listens carefully and thoughtfully to others
- Be adaptable to working effectively with a variety of personalities
- Be a pro-active visionary who can assist the Council and lead the staff
- Be able to offer and execute practical ideas while fostering a climate/culture of innovation
- Promote and develop positive relations with staff, the Council, and the community at-large
- Prioritize work, meet deadlines and manage multiple tasks (project management)
- See the organization from a big picture perspective considering the flow of work, needs of the community, constraints of resources, and the abilities of staff
- Provide department heads and supervisors autonomy while holding staff accountable for their leadership, development and work quality
- Promote staff leadership and development by encouraging creativity, ownership, and skill development
- Work outside of Council meetings (workshops, etc.) to make progress on the goals, mission, and vision that the Council has established

Minimum Qualifications:

- Master's Degree in Public Administration, Business Administration or related field
- Minimum of 7 years of public sector administrative and managerial experience
- Minimum of 4 years as a city manager or administrator or as an assistant in a larger community
- Strong fiscal background
- Exceptional communication skills

Desired Qualifications:

- Experience in redevelopment, strategic planning and enterprise funds



**City of Wayzata
Job Description**

Job Title: Deputy City Clerk- Office Manager
Department/Division: Administration
Supervisor's Title: Administrative Services Director
Exempt/Non-exempt: Exempt

Position Objective

To coordinate and execute administrative duties of the City Manager's office and oversee the operations of official records management, elections, municipal licenses, general management of the front office, and assist the City Manager with administrative duties as requested.

Essential Job Functions:

1. Responsible for management of the day-to-day operation of the administration front office, including the supervision of one full-time and one part-time employee.
2. Provide responsible and confidential administrative support for the City Council and City Manager including scheduling appointments, arranging for meetings and meeting rooms as required, gathering information in anticipation of such meetings and contacting participants.
3. Prepare agendas for City Council meetings and ensure materials are in proper form in advance of such meetings.
4. Review the transcription of City Council meeting minutes.
5. Sign, certify and/or notarize official documents as required.
6. Oversee and manage the administration of official city records including City Council minutes, ordinances, city code, resolutions, and agreements.
7. Oversee and coordinate the operations of the city's involvement in federal, state and local election activities. Perform the duties associated with voter registration, absentee voting and election administration.

8. Administer and direct the issuance of municipal licenses and permits such as car wash, food, food cart vendor, food stand, gasoline filling station, lodging, therapeutic massage, tobacco, liquor, kennel, gas fitter's, tree removal and treatment, swimming pool, special event food, peddler solicitor and transient merchant, seasonal sidewalk café, Christmas tree lots, and charter boat.
9. Oversee the processing of boat slip lottery applications and the annual boat slip lottery.
10. Schedule appointments: Community Room, Conference Room and backup for inspection appointment scheduling.
11. Receive, record and process lawsuits, formal summons, and liability claims and forwards to appropriate parties.
12. Perform other duties and assume other responsibilities as apparent or as assigned.

Other Job Functions:

- Provide other administrative support as assigned.
- Provide backup coverage during the absences of the Administrative Assistant.

Knowledge, Skills and Abilities

Knowledge of:

- Municipal government policies and procedures
- Election laws and procedures
- Customer relations

Skilled in:

- Outstanding customer service
- Organizational relations
- Effective communication both orally and in writing
- Proofreading and producing accurate work
- Microsoft Word, Excel, Access, PowerPoint and Outlook
- Proficient with use of internet and email
- Effective management and leadership

Ability to:

- Effectively work in a team environment and to maintain effective working relationships with city staff and citizens.
- Multi task; effectively manage workload and time commitments
- Work collaboratively with others
- Self start and work independently
- Be reliable and dependable
- Maintain confidentiality

Minimum Qualifications

- Two years college or technical school in related field plus a minimum of four to five years of job related work experience.
- A commitment to high quality work product and excellent customer service
- Possesses or ability to obtain prior to employment, a valid and unrestricted MN Drivers License
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain a good working relationship with the general public and city staff
- Ability to maintain confidentiality
- Must be able to manage multiple tasks, meet deadlines and work effectively under pressure
- Demonstrated ability to type 70 wpm
- Previous experience working with election activities
- Previous supervisory experience
- Ability to sit and use computer equipment on a continuous basis
- Work requires occasional lifting (25-30 lbs.), reaching and handling of files and reports
- Frequent keyboard use involves repetitive motions of arms, wrists and fingers
- A moderate amount of time is spent moving within the building to communicate with staff
- Must pass a criminal background examination

Desired Qualifications

- Local government work experience
- Previous experience working with election activities
- Adobe Acrobat experience
- Ability to maintain a flexible work schedule
- Municipal Clerk of Minnesota Certification



**City of Wayzata
Job Description**

Job Title: Administrative Assistant/Payroll Clerk

Department/Division: Administration

Supervisor's Title: Deputy City Clerk/Office Manager;
Finance Manager for payroll related duties

Exempt/Non-exempt: Non-exempt

Position Objective:

This position is responsible for performing varied clerical duties including: front counter reception; telephone reception; processing utility payments; processing and issuance of licenses and permits; new hire and payroll processing; assisting with election administration; scheduling of appointments; ordering of supplies; and mail distribution.

Essential Job Functions:

1. Provides first point of contact at front counter reception desk of city hall during absence of part-time Office Assistant. Provides assistance and information via mail, e-mail, fax and in person.
2. Answers phones and responds to inquiries, making referrals to appropriate staff when required, uses judgment and knowledge of city operations.
3. Daily processing of utility payments.
4. Accurate processing of building, heating, plumbing, sign, and other permits, licenses and the payments associated with each.
5. New hire and payroll processing. Perform on-line filing and payments for taxes, PERA and retirement accounts
6. Provides broad and varied administrative support.
7. Schedules appointments: Community Room, Conference Room and inspection appointment scheduling.

8. Process annual renewal of liquor licenses.
9. Works with Office Assistant for supply (office supplies, break room supplies, forms, etc) inventory maintenance and supply order for all city departments.
10. Performs the duties associated with voter registration, absentee voting and election administration.
11. Responsible for completion of daily report of receipts and daily cash reconciliation.
12. Assist with management of official City records including document retention and document destruction, including but not limited to filing, storage, etc.
13. Process Homestead applications.

Other Job Functions:

1. Processes boats slip lottery applications.
2. Distributes mail during absence of part-time Office Assistant.
3. Motor vehicle check issuance and bank transfer as assigned during absence of Finance Manager.
4. Updating daily deposit spreadsheets as assigned during absence of Finance Manager.
5. Post utility payments and other payments in Banyon software as assigned during absence of Finance Manager.

Knowledge, Skills and Abilities:

Knowledge of:

- Municipal government policies and procedures
- Payroll processing, employment law, and new hire requirements
- Election laws and procedures

Skilled in:

- Outstanding customer service
- Organizational relations
- Effective communication both orally and in writing
- Proofreading and producing accurate work
- Microsoft Word, Excel, Access, PowerPoint and Outlook
- Proficient with use of internet and email

Ability to:

- Effectively work in a team environment and to maintain effective working relationships with city staff and citizens.
- Multi task; effectively manage workload and time commitments
- Work collaboratively with others
- Self start and work independently
- Be reliable and dependable
- Maintain confidentiality

Minimum Qualifications:

- High School Diploma or equivalent
- A commitment to high quality work product and excellent customer service
- Two to three years of related municipal government work experience
- Possesses or ability to obtain prior to employment, a valid and unrestricted MN Drivers License
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to establish and maintain a good working relationship with the general public and city staff
- Ability to maintain confidentiality
- Must be able to manage multiple tasks, meet deadlines and work effectively under pressure
- Experience processing payroll
- Demonstrated ability to type 70 wpm
- Frequent keyboard use involves repetitive motions of arms, wrists and fingers.
- Ability to sit and use computer equipment on a continuous basis
- Work requires occasional lifting (25-30 lbs.), reaching and handling of files and reports
- A moderate amount of time is spent moving within the building to communicate with staff.
- Must pass a criminal background examination.

Desired Qualifications:

- Previous experience working with election activities
- Adobe Acrobat experience
- Ability to maintain a flexible work schedule



**City of Wayzata
Job Description**

Job Title: Director of Public Service

Department/Division: Public Works

Supervisor's Title: City Manager

Exempt/Non-exempt: Exempt

Position Objective

This position is responsible for the overall administration and management of the Public Works and the Engineering Departments who provide the City of Wayzata with effective and efficient delivery of public services which include streets, parks, water, waste water, and storm sewer.

Essential Job Functions:

1. Evaluate public service needs and develop short and long range plans to meet those needs:
 - a. Oversee development/update of capital improvement plans and other projects involving municipal infrastructure.
 - b. Oversee preparation of plans and specifications, bidding, competency of contractors and vendors and the selection criteria for various public contracts.
 - c. Oversee the maintenance of infrastructure and other records.
 - d. Maintain regular contact with consulting engineers, County, State and Federal agencies, professional and technical groups, and the general public.
2. Provide direction and perform administrative work in planning, and organizing Public Works departments (Streets, Parks, Utilities, and Engineering):
 - a. Manage and evaluate personnel.
 - b. Monitor and make recommendations for department annual budgets including fleet and equipment purchases.

3. Other Duties as assigned by the City Manager include:
 - a. Act as City Sexton of City Cemeteries.
 - b. Authorize Special Event Applications in City and coordinate events with Police and Fire Chiefs.
 - c. Emergency Management Coordinator for City.
 - d. Oversee various City Capital Improvement Projects and Special Projects as assigned by the City Manager.
 - e. Oversee Utility Billing
 - f. Oversee Garbage and Recycling

Other Job Functions:

1. Responsibility for work of others:
 - a. City Engineer/Assistant Director of Public Works
2. Performs other duties and assumes responsibilities as apparent or assigned.
3. Maintain all required licenses and certifications.

Knowledge, Skills and Abilities

Knowledge

- Comprehensive knowledge of current principles, practices, and operations of public works operations.
- Comprehensive knowledge of current principals and practices of public administration.
- Comprehensive knowledge of the laws and regulations related to department activities.
- Comprehensive knowledge of budgetary principles within a municipality.
- Considerable knowledge of departmental policies and procedures.

Skills

- Skilled in written and oral communication with citizens, staff, designers, contractors, developers and other local, state and federal agencies.
- Strong business, strategic planning, and project management skills.
- Skilled in presenting information to management, public groups, and/or boards and commissions.

Abilities

- Ability to establish and maintain working relationships with employees, other private and public agencies and the general public.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to create, manipulate and utilize spreadsheets, word, and processing programs.
- Ability to resolve public works problems with tact and courtesy.

Physical/Mental demands of the work environment:

- Employee must be capable of operating miscellaneous tools and equipment relative to this position which shall include but not be limited to; motor vehicles, communication equipment, computers, copy machines, fax machines, measuring devices, leveling devices and calculators.
- This position involves work inside, outside, in confined spaces, on uneven ground, on slippery surfaces, alone, with others, around others, and in contact with the public.
- Employee may be exposed to noise, high elevation, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours/day) are talking, hearing, using near / far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours/day) are walking, problem solving, communicating verbally, using interpersonal skills, and time management.
- Activities that occur occasionally (from 1 to 3 hours/day) are sitting, standing, climbing staircases, handling, smelling, using analytical ability, communicating in writing, using organizational skills, concentrating, using creativity, and working with interruptions.
- Activities that occur infrequently (up to 60 minutes/day) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, fine manipulating, using sense of touch. Carrying, lifting and moving objects up to twenty-five (25) pounds sometimes required, with a maximum of seventy-five (75) pounds infrequently required.

Minimum Qualifications

- Bachelor's Degree in Engineering, Public Administration, or other related field.
- A minimum of (7) seven years of progressive responsible experience in municipal, engineering, or public works administration or related field.
- Minimum of at least (4) four at a supervisory/management level.
- Valid MN Driver's license.

Desired Qualifications

- Strong executive leadership, project management, and communications skills important. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job is desirable.
- Proficiency in personal computer programs: Microsoft Word for Windows, Excel for Windows, MS Office and/or other software programs.
- Knowledge of local systems is preferred.

May, 2014



**City of Wayzata
Job Description**

Job Title: Public Works Superintendent

Department/Division: Public Works

Supervisor's Title: City Engineer/Assistant Director of Public Works

Exempt/Non-exempt: Exempt

Position Objective

To supervise the day-to-day operations of Wayzata's Public Works Departments as necessary in order to keep the City's streets, parks, water and waste water and storm water utilities in good working order and sound condition.

Essential Job Functions:

1. Plans, supervises and continually evaluates the effectiveness of streets, parks, and utility operations:
 - a. STREETS
 - i. Including the repairs, sweeping, and snowplowing, sanding, signage, and boulevard maintenance.
 - ii. Responsible for the operation and maintenance of all street department equipment and maintenance of almost all other public works equipment from other public works departments including minor maintenance of police department fleet.
 - iii. Coordinates closing and opening of cemetery graves and maintenance of cemetery grounds.
 - b. PARKS
 - i. Including maintenance of turf, shrubs, and flowers.
 - ii. Provides the necessary food, water, and growing environment including mowing, fertilizing, pruning, and inspecting for disease and insects.
 - iii. Maintain and upgrade ground maintenance recreational facilities in the parks, beach and marina area and other public locations.
 - iv. Remove snow from residential sidewalks, clean and maintain ice skating rinks.

c. UTILITIES

- i. Including the operation, repair, replacement, and maintenance of all utility system facilities.
 - ii. Participates in the development of studies, including reports and plans concerning changes to insure optimum system upgrades.
 - iii. Maintains appropriate state mandated systems certificates and required technical knowledge through continuing education.
 - iv. Handles inquiries and responds to utility emergencies.
 - v. Maintains effective metering and meter reading program including appropriate records.
 - vi. Responsible for the operations and some maintenance of all utility equipment.
2. Works in conjunction with other appropriate departments and agencies including all local Public Utility Companies, Hennepin County, and Mn/DOT.

Other Job Functions:

1. Responsibility for work of others:
 - a. Streets, Parks, and Utilities Lead Public Service Workers
2. Performs other duties and assumes responsibilities as apparent or assigned.
3. Maintain all required licenses and permits.

Knowledge, Skills and Abilities

Knowledge

- Comprehensive knowledge of current principles, practices, and operations of street, parks, and utility operations.
- Knowledge of the laws and regulations related to of public administration.
- Knowledge of budgetary principles within the street, parks, and utility departments.
- Knowledge of street, parks, and utility departmental policies and procedures.

Skills

- Skilled in written and oral communication as required for the position.
- Skilled in planning, and project management.
- Skilled in presenting information to management as required for the position.

Abilities

- Ability to establish and maintain working relationships with employees, other private and public agencies and the general public.
- Ability to define problems, collect data, establish facts, and recommend conclusions.

- Ability to create, manipulate and utilize spreadsheets, word documents.
- Ability to resolve public works problems with tact and courtesy.

Physical/Mental demands of the work environment:

- Employee must be capable of operating miscellaneous tools and equipment relative to this position which shall include but not be limited to; motor vehicles, communication equipment, computers, copy machines, fax machines, measuring devices, leveling devices and calculators.
- This position involves work inside, outside, in confined spaces, on uneven ground, on slippery surfaces, alone, with others, around others, and in contact with the public.
- Employee may be exposed to noise, high elevation, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours/day) are talking, hearing, using near / far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours/day) are walking, problem solving, communicating verbally, using interpersonal skills, and time management.
- Activities that occur occasionally (from 1 to 3 hours/day) are sitting, standing, climbing staircases, handling, smelling, using analytical ability, communicating in writing, using organizational skills, concentrating, using creativity, and working with interruptions.
- Activities that occur infrequently (up to 60 minutes/day) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, fine manipulating, using sense of touch. Carrying, lifting and moving objects up to twenty-five (25) pounds sometimes required, with a maximum of seventy-five (75) pounds infrequently required.

Minimum Qualifications

- High School Diploma or general degree (GED).
- Valid MN Driver's license.
- No physical limitations.
- Have extensive experience in day to day public works operations.
- Have appropriate vocational/technical training.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered. A minimum of (10) ten years of progressive responsible experience in public works operations or a related field.
- Minimum of at least (5) five years at a supervisory/management level.
- Strong executive leadership, project management, and communications skills important. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered.
- Valid MN Driver's license.

Desired Qualifications

- Knowledge of local systems is preferred.

May, 2014



**City of Wayzata
Job Description**

Job Title: Public Service Worker/Park Department

Department/Division: Public Works

Supervisor's Title: Public Service Lead Worker/Park Department

Exempt/Non-exempt: Non-Exempt

Position Objective

This position performs a variety of skilled and unskilled tasks associated with the maintenance of the city's Park system; operates a wide range of motorized and non-motorized equipment and tools; performs inspection and maintenance on tools and equipment that is assigned; assists other departments when assigned; and performs a variety of maintenance tasks associated with the day to day operations of the city's park department. Available for extended workdays and call backs as required to carry out the responsibilities of the Parks Department.

Essential Job Functions:

1. Parks; Klapprich, Post Office, Margaret Cir, and Beach and Marina:
 - a. Grass mowing & trimming
 - b. Fertilizing, watering, and planting
 - c. Maintenance and inspection of playground equipment
 - d. Beach house maintenance and daily cleaning
 - e. Boardwalk maintenance and inspection
 - f. Maintenance and inspection of tennis courts
 - g. Warming House; cleaning and maintenance
 - h. Ice Rink; flooding, cleaning and maintenance during winter season
 - i. Scheduling of rink attendants
 - j. Ball fields; daily and weekly maintenance and inspection
 - k. Playgrounds; maintenance, repairs, and inspections
2. City Grounds and Boulevards:
 - a. Trash containers; maintain as needed
 - b. Grass mowing and trimming
 - c. Picnic tables, benches, wooden planters, and wrought iron fence maintenance
3. Roadside Tree Trimming
4. Garden and Planters:

- a. Plan garden layouts
 - b. Plant or oversee planting of gardens
 - c. Weed, fertilize, and water as needed
- 5. Cemeteries:
 - a. Grass mowing and trimming
- 6. Sidewalks:
 - a. Snow removal of all residential sidewalks
 - b. Minor maintenance of City Sidewalks
 - c. Inspection of City Sidewalks
- 7. City Docks:
 - a. Perform maintenance to city docks
 - b. Perform weekly inspections of city docks
 - c. Setup and maintain aerators during winter months
- 8. Irrigation Systems:
 - a. Operate and provide minor maintenance
- 9. City Buildings:
 - a. Snow removal of building openings
 - b. Perform minor maintenance as required
- 10. Forestry:
 - a. Maintain, plant, and remove trees on all public right-of-ways as needed
 - b. Inspection of city canopy for diseased and hazardous trees
 - c. Review and comment on landscape plans and tree removal permit requests
- 11. Operation of light and heavy equipment and other equipment as necessary.
- 12. Perform maintenance and cleaning of shop facilities and equipment.
- 13. Plows and hauls snow.
- 14. Operate chainsaws and other small equipment.

Other Job Functions:

- 1. Performs other maintenance tasks and assists other public works departments as assigned, including emergency situations or to balance seasonal workloads and schedules.
- 2. Able to obtain and/or maintain all licenses required for a parks worker in the parks department.
- 3. Performs other duties and assumes responsibility as apparent or *assigned*.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of the operation and maintenance of trucks, light equipment, motors, and machines.
- Knowledge of equipment and hand tool usage.
- Comprehensive knowledge of current principles, practices, and operations of park department operations.

Skills

- Skilled in the safe and efficient use of tools used in a public works department.
- Skilled in general carpentry.
- Skilled in the operation of light and heavy equipment.

Abilities

- Ability to follow oral and written instructions.
- Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
- Ability to work in a team setting as well as independently.
- Ability to adhere to all City and departmental policies and requirements.
- Ability to perform manual labor for extended periods of time.
- Ability to conduct all business with the public on behalf of the City in a courteous and respectful manner.
- Ability to establish and maintain working relationships with fellow employees and the general public.
- Ability to perform job responsibilities in all Minnesota weather including climatic extremes.
- Ability to respond timely to call out situations.

Minimum Qualifications

- High School Diploma or general degree (GED).
- Valid MN Driver's license.
- Possess (or be able to obtain with 6 months) a valid MN Class B commercial drivers license with tanker and air brake endorsements.
- Able to meet the physical demands of the job including but not limited to lifting, bending, climbing, reaching overhead, pushing, and pulling.
- Able to read, understand, and follow written and oral instructions, including safety rules.
- Able to perform job responsibilities in climatic extremes.
- Able to perform routine repair and maintenance tasks in the parks department.
- Able to work in a cooperative manner as a member of a crew or team.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered.

Desired Qualifications

- Two years field experience in gardening.
- Horticulture background/landscaping, turf grass and forestry.
- Training and experience in landscaping, equipment operation, nursery and grounds keeping.
- Have parks related vocational/technical training.

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)	X			
9. Crawling (moving about on hands and knees)		X		
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			

- | | | | | | |
|-----------------------------------|------------------|-------------|--------------|-------------|-------------|
| 14. Repetitive hand motion | | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| 15. Use of arm muscles over | extended periods | <u> </u> | <u> X </u> | <u> </u> | <u> </u> |
| 16. Use of leg muscles over | extended periods | <u> </u> | <u> X </u> | <u> </u> | <u> </u> |
| 17. Overhead work (over shoulder | height) | <u> </u> | <u> X </u> | <u> </u> | <u> </u> |
| 18. Stationary desk or bench work | with neck bent | <u> </u> | <u> X </u> | <u> </u> | <u> </u> |
| forward | | <u> </u> | <u> X </u> | <u> </u> | <u> </u> |

Are the following weights lifted? If yes, describe.

0 - 10 pounds
etc.

11 - 24 pounds

25 - 34 pounds

35 - 50 pounds

51 - 74 pounds X

75 - 100 pounds

What object(s) are lifted:

Maintenance equipment, bags of seed,

From what height to what height?

 0 to 5 feet.

Are the following weights carried? If yes, describe.

0 - 10 pounds

11 - 24 pounds

25 - 34 pounds

35 - 50 pounds X

51 - 74 pounds

75 - 100 pounds

How far are these weights carried?

 0 foot to 200 feet.

Job requires:

Working outdoors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working indoors? <input type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes
Operating forklifts, dangerous machinery or vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Supervising other employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working with chemicals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working near fumes/vapors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

May, 2014



**City of Wayzata
Job Description**

Job Title: Public Service Worker/Street Department

Department/Division: Public Works

Supervisor's Title: Public Service Lead Worker/Street Department

Exempt/Non-exempt: Non-Exempt

Position Objective

This position performs a variety of skilled and unskilled tasks associated with the maintenance of the city's streets and street right-of-ways; operates a wide range of motorized and non-motorized equipment and tools; performs inspection and maintenance on tools and equipment that is assigned; assists other departments when assigned; and performs a variety of maintenance tasks associated with the day to day operations of the city's street department. Available for extended workdays and call backs as required to carry out the responsibilities of the Street Department.

Essential Job Functions:

1. Streets maintenance and repairs:
 - a. Overlays and seal-coating
 - b. Winter street maintenance operations
 - c. Sweeping
 - d. Shouldering road sides
 - e. Street painting
 - f. Street sign maintenance and installations
 - g. Traffic signals
 - h. City Flags
2. Storm Water Utility:
 - a. Storm sewers
 - b. Catch basins
 - c. Ponds
3. Fleet equipment maintenance.
4. Cemeteries:
 - a. Open and close grave lots
 - b. Take and relay accurate cemetery record data to city sexton
5. Sidewalks:
 - a. Repair and maintenance

6. City Buildings:
 - a. Parking lot maintenance and repairs
7. Operation of light and heavy equipment and other equipment as necessary.
8. Perform maintenance and cleaning of shop facilities and equipment.
9. Operate chainsaws and other small equipment.

Other Job Functions:

1. Performs other maintenance tasks and assists other public works departments as assigned, including emergency situations or to balance seasonal workloads and schedules.
2. Able to obtain and/or maintain all licenses required for a street worker in the street department.
3. Performs other duties and assumes responsibility as apparent or *assigned*.

Knowledge, Skills and Abilities

Knowledge

- Knowledge in the use of light and heavy equipment
- Knowledge of equipment and hand tool usage.
- Comprehensive knowledge of current principles, practices, and operations of street department operations.

Skills

- Skilled in the safe and efficient use of tools used in a public works department.
- Skilled in the operation of motor vehicles including dump trucks.
- Skilled in the operation of light and heavy equipment.

Abilities

- Ability to follow oral and written instructions.
- Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.
- Ability to work in a team setting as well as independently.
- Ability to adhere to all City and departmental policies and requirements.
- Ability to perform manual labor for extended periods of time.
- Ability to conduct all business with the public on behalf of the City in a courteous and respectful manner.
- Ability to establish and maintain working relationships with fellow employees and the general public.
- Ability to perform job responsibilities in all Minnesota weather including climatic extremes.
- Ability to respond timely to call out situations.

Minimum Qualifications

- High School Diploma or general degree (GED).
- Valid MN Driver's license.
- Possess (or be able to obtain with 6 months) a valid MN Class B commercial drivers license with tanker and air brake endorsements.
- Able to meet the physical demands of the job including but not limited to lifting, bending, climbing, reaching overhead, pushing, and pulling.
- Able to read, understand, and follow written and oral instructions, including safety rules.
- Able to perform job responsibilities in climatic extremes.
- Able to perform routine repair and maintenance tasks in the street department.
- Able to work in a cooperative manner as a member of a crew or team.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may be considered.

Desired Qualifications

- Two years of municipal street maintenance experience.
- Experience in plowing snow with a variety of equipment.
- Experience in bituminous paving and patching.
- Have street related vocational/technical training.

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)	X			
9. Crawling (moving about on hands and knees)		X		
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			

14. Repetitive hand motion		<u> </u>
15. Use of arm muscles over	extended periods	<u> X </u> <u> </u> <u> </u> <u> </u>
16. Use of leg muscles over	extended periods	<u> X </u> <u> </u> <u> </u> <u> </u>
17. Overhead work (over shoulder	height)	<u> X </u> <u> </u> <u> </u> <u> </u>
18. Stationary desk or bench work	with neck bent	<u> </u> <u> X </u> <u> </u> <u> </u>
forward		

Are the following weights lifted? If yes, describe.

- 0 - 10 pounds
- etc.
- 11 - 24 pounds
- 25 - 34 pounds
- 35 - 50 pounds
- 51 - 74 pounds X
- 75 - 100 pounds

What object(s) are lifted:

Maintenance equipment, bags of seed, etc.

From what height to what height?

 0 to 5 feet.

Are the following weights carried? If yes, describe.

- 0 - 10 pounds
- 11 - 24 pounds
- 25 - 34 pounds
- 35 - 50 pounds X
- 51 - 74 pounds
- 75 - 100 pounds

How far are these weights carried?

 0 foot to 200 feet.

Job requires:

Working outdoors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working indoors? <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Yes
Operating forklifts, dangerous machinery or vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Supervising other employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working with chemicals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Working near fumes/vapors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

May, 2014

Fire Relief Association 101

According to the National Fire Protection Association (NFPA), there are close to 800,000 volunteer firefighters across the United States, and the majority of the nation's geographical area is protected by volunteer fire departments. Of all the fire departments in America, 73 percent are all-volunteer departments. The Hanover Fire Department had 32 volunteers in 2014.

Volunteer fire relief associations (FRAs) who operate a pension fund are required to maintain a special fund. Certain dedicated revenues must be deposited in this fund and paid out only for service pensions, annuities, disability benefits, survivor benefits, and other similar restricted purposes.

Benefit Levels

The level of benefits paid a volunteer firefighter pension plan is usually set by agreement between the FRA and the municipality. Benefit level changes must first be discussed and adopted by the FRA through a change in its bylaws. The changes must be made within the bylaw amendment procedures and Open Meeting Law requirements. Once the bylaws are ratified by the municipality, the benefit levels are guaranteed by the municipality. The municipality assumes responsibility for ensuring the special fund has sufficient assets to cover approved benefit levels.

Municipalities do not have authority to unilaterally change a FRA's benefit level. Municipalities cannot initiate a change in benefit levels, rescind benefit increases, or give contingent approval to benefit changes.

Benefits should not be raised without a thorough review of all finances involved, including expected increases in the accrued liability and the annual accruing liability of the FRA attributable to the amendment. Some FRAs have been adversely affected by downturns in financial markets.

Determination of Benefits

The current bylaws of the FRA will provide the methodology to determine the benefits a retiring firefighter will receive. It is the duty of the officers of the FRA to determine this amount. The benefit level used will be the current level stated in the bylaws. According to state law, split levels of benefits cannot be used to determine a retiree's pension.

Within the bylaws will be stated whether a firefighter's years of service will be defined as months of service or years of service. If a retiree is entitled to months of service, each month as an active firefighter will be counted. If a retiree is entitled to years of service, a partial year of service may or may not be counted. The entry date, the separation date and any leave of absences will be used to determine the years of service.

Municipal Contributions to Volunteer Firefighters' Pension Plans

State law requires a municipality to pay a minimum annual contribution to the special fund of its affiliated volunteer fire relief association, unless the special fund is fully funded or fire state aid is sufficient to cover the municipal obligation (Minn. Stat. § 424A.092, subd. 3 & 4; Minn. Stat. § 424A.093, subd. 5). The special fund is a fund established and maintained within a relief association to pay service pensions to retiring members. A pension plan is “fully funded” when there are sufficient assets to cover future liabilities.

The funded status of a special fund is affected by changes to benefit levels and by investment gains or losses. Benefit increases and investment losses decrease a fund’s assets, thereby increasing the likelihood that a municipal contribution will be required. A decrease in the funded status will also likely increase the size of the required contribution.

A statutory formula is used when determining whether a municipal contribution is required and the amount of the contribution. This formula will vary depending on whether the plan is defined as a lump-sum pension plan or a monthly pension plan. The Hanover FRA is a defined-benefit lump-sum pension plan.

Municipal Contributions for Lump-Sum Pension Plans

In July, the FRA officers calculate the financial requirements for the following year and the overall funding balance for the current calendar year. By knowing the special fund’s financial requirements for the following calendar year, it is easier to determine whether or not a municipal contribution is necessary.

If the special fund is fully funded, the financial requirements for the following calendar year are the total of 1) the increase in the total accrued liability for all members for the following calendar year over the present calendar year; and 2) the amount of anticipated future administrative expenses.

If the special fund is not fully funded, the financial requirements for the following calendar year are determined by taking into account:

- The total accrued liability for all active and deferred members of the FRA calculated for the following calendar year;
- The increase in the total accrued liability for the following calendar year over the present calendar year;
- The amount of anticipated future administrative expenses;
- One-tenth (1/10) of the deficit resulting from either an increase in the service pension or an investment loss occurring over the last ten years.

The minimum required municipal contribution equals the financial requirements of the special fund minus 1) the amount of fire state aid to be received during the following calendar year; and 2) the amount of any contributions to the special fund from the active members of the FRA

to be received during the following calendar year. In addition, five percent (5%) annual interest on the assets is subtracted.

Requirements of special fund
less fire state aid for following calendar year
less active member contributions for following calendar year
less 5% annual interest on assets
Minimum municipal contribution

Payment of Required Municipal Contributions

In order to fulfill its obligation to provide at least the minimum required municipal contribution, a municipality may use any source of public revenue, including a tax levy.

If the FRA's benefit level is approved by the municipality, the municipality is required under state law to make any contributions that become due at that benefit level. Municipal contributions are to be paid during the year in which the contribution is required. If the municipality does not include the full amount of the minimum municipal contribution in its levy for any year, the officers of the FRA must certify that amount to the county auditor. The county auditor will then spread a levy in the amount of the certified minimum municipal contribution on the taxable property of the municipality (Minn. Stat. §§ 424A.092, subd. 4(d); 424A.093, subd. 5(e)).

Information for this explanation was obtained through the Minnesota State Auditor's office:
Statement of Position: Required Municipal Contributions to Volunteer Firefighters'
Pension Plans
Michael Johnson, Pension Analyst: michael.johnson@osa.state.mn.us