

**AGENDA
HANOVER CITY COUNCIL
SEPTEMBER 15, 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 September 1, 2015 City Council Meeting (page 4)**
 - b. Approve Claims as Presented: (page 8)**

➤ Claims	\$ 33,663.28
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,701.79</u>
➤ Total Claims	<u>\$ 46,361.63</u>
- 4. Res No 09-15-15-61 – Receiving and Awarding Re-Bid for Historic Bridge Project (page 27)**
- 5. Res No 09-15-15-62 – Approving 2016 Preliminary Budget & Tax Levy (page 32)**
- 6. Salary Ranges (page 50)**
- 7. Council Salary)**
- 8. Personnel Policy Amendments (page 239)**
- 9. Closed Session – City Administrator Six Month Review**
- 10. Reports**
- 11. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: September 10, 2015
Re: Review of September 15, 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 September 1, 2015 City Council Meeting** (page 4)
 - b. **Approve Claims as Presented:** (page 8)

➤ Claims	\$ 33,663.28
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	\$ <u>2,701.79</u>
➤ Total Claims	\$ <u>46,361.63</u>
4. **Res No 09-15-15-61 – Receiving and Awarding Bid for Historic Bridge Project** (page 27)
Enclosed is a resolution accepting and awarding bids for the historic bridge project.
5. **Res No 09-15-15-62 – Approving 2016 Preliminary Budget & Tax Levy** (page 32)
Enclosed is the 3rd draft of the preliminary budget. The last changes have been made, and this resolution sets the preliminary tax levy for 2016. Reminder, once approved, the tax levy can only remain the same or decrease for the final 2016 certified levy.
6. **Staff Salary Ranges** (page 50)
Enclosed is the salary study completed earlier this year. Discussion on this item will be used to bring a resolution to the October 6th meeting to make any desired changes.
7. **Council Salary**
It was suggested to visit this topic given 2016 is an election year and salary adjustments cannot happen during election years.

8. Personnel Policy Amendments (*page 239*)

Discussion will be held for recommendations on amendments to the personnel policy.

9. Reports

10. Closed Session – City Administrator Six Month Review

The meeting will be closed to conduct the 6 month review of the City Administrator.

11. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
SEPTEMBER 1, 2015 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, September 1, 2015 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were Public Works Supervisor Scott Vogel, Accountant/Deputy Clerk Elizabeth Lindrud, and City Attorney Jay Squires. Guests present included Pat Athmann, Martin Waters, and Lieutenant Steve Tait from the Hennepin County Sheriff's Office.

Approval of Agenda:

MOTION by Hammerseng to approve the agenda as presented, seconded by Warpula. **Motion carried unanimously.**

Consent Agenda:

Lindrud added an additional claim of \$137.52 for the ATT&T Invoice, bringing claims to \$136,591.81 and total claims to \$147,973.32.

MOTION by Vajda to approve the consent agenda as amended, seconded by Warpula. **Motion carried unanimously.**

a. Approve Minutes of August 18, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 136,591.81
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.67
➤ Other Claims	<u>\$ 1,383.65</u>
➤ Total Claims	<u>\$ 147,973.32</u>

c. Res No 09-01-15-15 – Accepting Donation from Hanover Lions

d. Res No 09-01-15-56 – Approving Payment for 107th Ave NE Pay Request #1

e. Res No 09-01-15-57 – Approving Payment for 9th Street NE Pay Request #1

Motion carried unanimously.

Citizen's Forum:

Martin Waters

Waters came to ask Council if there were any budget considerations for Hanover's 125th City Anniversary. He stated it would tie in well with the annual Hanover Harvest Festival and had some initial ideas for events. The Historical Society is making a documentary on the Historical Bridge that should be ready for viewing by next August. He also suggested hosting a dinner to celebrate or have a large cake. Also suggested was to hold some kind of event for the teenagers in the City on Friday night.

Kaufmann stated that Council has been looking for someone to take the lead, all the organizations are willing to help out, but so far there is no one willing to take the lead role. Council also stated that 2016 preliminary budget is being discussed later in the agenda and they can further discuss adding funds. Waters stated he was thinking under \$10,000 for an initial estimate.

Public Hearings

None

Unfinished Business:

Ordinance 2015-05 – Amendments to Chapter 2 Related to Applicable Laws

Squires stated this is the final version of the ordinance that was discussed at a previous meeting.

MOTION by Vajda to approve Ordinance 2015-15, seconded by Zajicek. **Motion carried unanimously.**

Ordinance 2015-06 – Amendments to Chapter 8 Related to Sexual Offenders and Predators

Squires stated that this amendment was patterned after other Minnesota City ordinances and establishes locational restrictions to sexual offenders, such as vicinity to schools and daycares. Warpula asked if this is a rehabilitative measure, Squires said no, it is a protective device from the sexual predators. There was discussion around notification when a sexual offender moves to a new location. Squires stated there isn't a notification, but when a level 3 offender does move into a neighborhood people are aware.

MOTION by Warpula to approve Ordinance 2015-16, seconded by Hammerseng. **Motion carried unanimously.**

2016 Preliminary Budget Draft #2

Lindrud reviewed the 2nd draft of the 2016 Preliminary Budget. There were not many changes; the Wright County estimated tax capacity did come in. The tax rate went down, leaving more capacity to raise the tax levy while keeping the overall tax rate level. The City is able to levy around \$80,000 more this year and apply that to Street Capital. The three main projects for 2016 will be a sidewalk extension from The Bridges of Hanover, a road project that could come in from \$300,000 to \$500,000, and the new Public Works Facility.

Vajda asked if there is a line item for the 125th Anniversary celebration. Lindrud stated one could be added, an amount of \$7,500 was agreed upon. Council agreed that they were comfortable with the budget if the overall tax rate was remaining level. Hammerseng would like the estimated tax rate from the Wright County sent in the weekly update.

New Business:

Res No 09-01-15-58 – Approving Emergency Snowplowing Plan

Vogel stated that this agreement is something that has been in practice previous winters; it is just a formalized agreement. If there is a Winter Storm Warning the surrounding cities and the county work together to keep the roads clear for emergency vehicles. Warpula inquired who pays for the cost, Vogel stated the City pays the wages, but that he tries to avoid incurring overtime by reducing the normal working hours if possible.

MOTION by Vajda to approve Res No 09-01-15-58, seconded by Warpula. **Motion carried unanimously.**

Res No 09-01-15-59 – Approving Change Order for Fire Hall Repairs

Council inquired why there was an extra cost for the Fire Hall Repairs. Vogel stated that the type of material needed was different than originally thought and the price difference is due to material type.

MOTION by Warpula to approve Res No 09-01-15-59, seconded by Hammerseng. **Motion carried unanimously.**

Res No 09-01-15-60 – Adopting 2015 Budget Amendment # 2

Lindrud stated that the 2015 budget figures in the 2015 Budget Amendment #1 were incorrect and were actually the 2015 actuals. This Amendment corrects that error.

MOTION by Hammerseng to approve Res No 09-01-15-60, seconded by Zajicek. **Motion carried unanimously.**

Reports

Vogel

- Stated that he and Jason are keeping up on regular maintenance and mowing.
- Troy will be out to finish the Esterly Oaks pond maintenance. Vajda requested that he and the residents be notified when that will occur.

Zajicek

- Updated Park Board that the wood from the Historic Bridge cannot be used in the Band Shell. He stated that they would still like to move forward with the Band Shell and have discussed a donation plan.

Lindrud stated that she researched the restrictions around fundraising on behalf of a City. A separate committee or group made up of residents that are not employed by the City or are elected or appointed city officials can fundraise for the Band Shell. Lindrud called the City of Buffalo's Park Director, Lee Ryan. Ryan stated that the orchestra had donated funds. He also had helpful suggestions and stated that making the Band Shell as multi-functional as possible to help get the most use. Also, he suggested using a fabric shade for a roof vs. a built roof to reduce construction costs.

Vajda

- Stated that he will be gone for the next 2 months meetings.

Hammerseng

- Stated that the Planning Commission meeting for the month was cancelled.
- Stated he would like Lindrud to follow up with Tammy Omdahl to obtain Bond payment information for the new Public Works Building.

Warpula

- Stated that the EDA meeting was cancelled.
- Stated he would like the boulevard along the new trail to keep being mowed. Vogel stated he needed to talk with Three Rivers Park District, since they are now responsible for mowing that section.

Squires

- Stated that Cindy Nash will be working on the marijuana ordinance with the Planning Commission and that a public hearing will be held.

Lindrud

- Stated that she and Hagen met with City of Albertville's Finance Director, Tina Lannes, for additional training resources. While meeting with Tina, Lindrud and Hagen were also given a tour of the FYCC office. Lindrud will be attending the STMA Open Streets to see how FYCC incorporates the local business donors into this event.
- Put together a line item detail of the Park Board's budget and actual costs are allocated.

- Researched the restrictions and requirements as previously stated around fundraising for the Band Shell.

Warpula inquired of items should come before Council before individual members ask Staff to take action, an example being the Marijuana and bathroom ordinances. Council agreed that yes, any action item should be brought to a Council meeting before action is taken.

Zajicek mentioned there is a large dog waste problem in the town and how can this be addressed. Possible solutions are additional articles or a separate flyer in the City newsletter or signs being posted in the ball fields that no dogs are allowed. Lindrud agreed to look into current ordinances and research if fines and enforcement. Vajda stated one of the ball players from Corcoran team dove for a ball and slide into dog waste and the player's parents were upset.

Kauffman

- Reminded everyone that Hagen's 360 review is due next week and to please take time to review.
- Stated he would like to form a subcommittee to help formalize the review process with Hagen, since this is his first year. Hammerseng agreed to be on the subcommittee with Kaufman.

Adjournment:

MOTION by Warpula to adjourn at 8:06 pm, seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

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Current Period: September 2015

Batch Name	09/15/15 PAY	Payment	Computer Dollar Amt	\$33,663.28	Posted
Refer	1271	ADVANCED DISPOSAL SERVICES	-		
Cash Payment	E 100-41940-384	Refuse/Garbage Dispos	Standard Trash 8/01/15-8/31/15		\$350.73
Invoice	G20001501544	8/31/2015			
Transaction Date	9/8/2015	Due 0	Cash	10100	Total \$350.73
Refer	1279	ADVANCED FIRST AID INC.	-		
Cash Payment	E 100-42220-228	Medical Supplies	Lifepak 500 lithium battery		\$549.00
Invoice	0815-288	8/27/2015			
Transaction Date	9/9/2015	Due 0	Cash	10100	Total \$549.00
Refer	1278	CARDMEMBER SRVC (CENTRAL B	-		
Cash Payment	E 100-42240-208	Training and Instruction	Blue Card Training Subscription		\$90.00
Invoice		8/25/2015			
Transaction Date	9/9/2015	Due 0	Cash	10100	Total \$90.00
Refer	1258	CARSON, CLELLAND & SCHREDE	-		
Cash Payment	E 100-41610-304	Legal Fees	August Support/Work		\$104.74
Invoice		9/1/2015			
Transaction Date	9/2/2015	Due 0	Cash	10100	Total \$104.74
Refer	1273	CENTERPOINT ENERGY	-		
Cash Payment	E 100-42280-383	Gas Utilities	Fire Hall		\$19.92
Invoice		9/28/2015			
Cash Payment	E 100-41940-383	Gas Utilities	City Hall		\$55.50
Invoice		9/28/2015			
Transaction Date	9/8/2015	Due 0	Cash	10100	Total \$75.42
Refer	1283	CENTURY LINK	-		
Cash Payment	E 100-42280-321	Telephone	Fire Hall Landline 8/28/15-9/27/15		\$30.10
Invoice		9/18/2015			
Transaction Date	9/9/2015	Due 0	Cash	10100	Total \$30.10
Refer	1248	CITY OF ST. MICHAEL	-		
Cash Payment	E 602-49455-310	Other Professional Servi	August SAC Fees - 11554 11th St		\$4,712.00
Invoice		9/1/2015			
Transaction Date	9/1/2015	Due 0	Cash	10100	Total \$4,712.00
Refer	1247	COMCAST	-		
Cash Payment	E 100-41940-321	Telephone	Digital Phone Line Service City Hall 9/05/15-10/04/15		\$257.26
Invoice		8/25/2015			
Transaction Date	9/1/2015	Due 0	Cash	10100	Total \$257.26
Refer	1257	COTTONS, INC.	-		
Cash Payment	E 100-43100-220	Repair/Maint Supply (GE	1 Ton Dump		\$410.25
Invoice	233-981598	8/6/2015			
Cash Payment	E 100-43100-220	Repair/Maint Supply (GE	1 Ton Dump		\$121.12
Invoice	233-981762	8/7/2015			
Transaction Date	9/2/2015	Due 0	Cash	10100	Total \$531.37
Refer	1255	DYNA SYSTEMS	-		

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Payments

Current Period: September 2015

Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Mega-Crete Concrete Repair				\$541.58
Invoice 20931291	8/20/2015					
Cash Payment	E 100-43100-215 Shop Supplies	CAP Screw Six Shooter, Finished Hex Nut				\$96.53
Invoice 20931290	8/20/2015					
Transaction Date	9/1/2015	Due 0	Cash	10100	Total	\$638.11
Refer	1270 <i>ECM PUBLISHERS, INC.</i>					
Cash Payment	E 100-41970-351 Legal Notices Publishing	Ordinance No. 2015-04				\$55.41
Invoice 253747	9/3/2015					
Cash Payment	E 100-41970-351 Legal Notices Publishing	Ordinance No. 2015-03				\$47.49
Invoice 253746	9/3/2015					
Cash Payment	E 404-46323-310 Other Professional Servi	Historical Bridge Rehab Rebid				\$350.98
Invoice 251637	8/27/2015					
Transaction Date	9/8/2015	Due 0	Cash	10100	Total	\$453.88
Refer	1254 <i>FINANCE & COMMERCE</i>					
Cash Payment	E 404-46323-310 Other Professional Servi	Historical Bridge Rehab Rebid				\$215.80
Invoice 742346294	8/27/2015					
Transaction Date	9/1/2015	Due 0	Cash	10100	Total	\$215.80
Refer	1281 <i>FINKEN WATER SOLUTIONS</i>					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 9/01/15-9/30/15				\$9.50
Invoice 3723172	9/1/2015					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 9/01/15-9/30/15				\$9.50
Invoice 3723182	9/1/2015					
Transaction Date	9/9/2015	Due 0	Cash	10100	Total	\$19.00
Refer	1275 <i>GRACE CHURCH OF WRIGHT COU</i>					
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Shelter Rental 9/6/15				\$100.00
Invoice	9/8/2015					
Transaction Date	9/8/2015	Due 0	Cash	10100	Total	\$100.00
Refer	1284 <i>GUIDANCE POINT TECHNOLOGIE</i>					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE	2 - Graphics Cards				\$179.98
Invoice 8856	9/5/2015					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE	Added Projector software to 2 computers and reviewed operations				\$205.00
Invoice 8867	9/5/2015					
Transaction Date	9/9/2015	Due 0	Cash	10100	Total	\$384.98
Refer	1262 <i>HARDWARE HANK</i>					
Cash Payment	E 100-45200-225 Landscaping Materials	Mix Concrete				\$39.53
Invoice 1255543	8/7/2015					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Halogen Bulb				\$5.39
Invoice 1256971	8/12/2015					
Transaction Date	9/3/2015	Due 0	Cash	10100	Total	\$44.92
Refer	1246 <i>HEINS, DENICE</i>					
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - October				\$120.00
Invoice	9/1/2015					
Transaction Date	9/1/2015	Due 0	Cash	10100	Total	\$120.00
Refer	1256 <i>JIFFY-JR. PRODUCTS</i>					

HANOVER

Payments

Current Period: September 2015

Transaction Date	9/1/2015	Due 0	Cash	10100	Total	\$1,750.00
Refer	1263 STARNER, ANDREW					
Cash Payment	E 815-48200-810 Refunds & Reimburse		Landscape - 1032 Emerald St			\$1,500.00
Invoice	9/4/2015					
Cash Payment	E 811-48200-810 Refunds & Reimburse		Erosion - 1032 Emerald St			\$750.00
Invoice	9/4/2015					
Cash Payment	E 817-48200-810 Refunds & Reimburse		Infrastructure - 1032 Emerald St			\$1,000.00
Invoice	9/4/2015					
Transaction Date	9/4/2015	Due 0	Cash	10100	Total	\$3,250.00
Refer	1276 U.S. HEALTHWORKS					
Cash Payment	E 100-42210-305 Medical and Dental Fees		Fire Dept Physicals			\$3,527.50
Invoice	99070 8/13/2015					
Transaction Date	9/9/2015	Due 0	Cash	10100	Total	\$3,527.50
Refer	1277 WESTAIR					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Air Conditioner Repair			\$330.00
Invoice	2015-824 6/22/2015					
Transaction Date	9/9/2015	Due 0	Cash	10100	Total	\$330.00
Refer	1252 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310 Other Professional Servi		Patrol Services Wright County - September			\$7,847.50
Invoice	September 2015 8/28/2015					
Transaction Date	9/1/2015	Due 0	Cash	10100	Total	\$7,847.50
Refer	1272 XCEL ENERGY					
Cash Payment	E 100-43160-381 Electric Utilities		City Lights			\$1,989.56
Invoice	470537111 10/1/2015					
Transaction Date	9/8/2015	Due 0	Cash	10100	Total	\$1,989.56

Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$2,000.00
815 LANDSCAPE ESCROW FUND	\$1,500.00
811 EROSION CONTROL ESCROW FUND	\$1,500.00
602 SEWER ENTERPRISE FUND	\$4,712.00
601 WATER ENTERPRISE FUND	\$2,001.00
404 HISTORICAL CAPITAL PROJ FUND	\$566.78
201 EDA SPECIAL REVENUE FUND	\$200.00
100 GENERAL FUND	\$21,183.50
	\$33,663.28

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$33,663.28
Total	\$33,663.28



Carson, Clelland & Schreder

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

September 01, 2015

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

Professional Services

100-411610-304

Amount

Criminal

Table with 2 columns: Description of services and Amount. Includes dates like 8/11/2015 and 8/28/2015.

SUBTOTAL: [90.63]

For professional services rendered \$90.63

Client Expense Charges :

Criminal Expenses:

Monthly support fee 14.11

SUBTOTAL: [14.11]

Total Client Expense Charges \$14.11

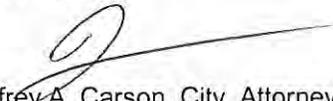
Total amount of this bill \$104.74

Previous balance \$46.88

8/21/2015 Payment - thank you (\$46.88)

	<u>Amount</u>
Total payments and adjustments	<u>(\$46.88)</u>
Balance due	<u><u>\$104.74</u></u>

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.


Jeffrey A. Carson, City Attorney

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500339	000000003	Hagen, Brian S.	19	Bi-Weekly	\$1,797.13	9/11/2015	Outstanding
500338	000000008	Doboszanski, Jason	19	Bi-Weekly	\$1,306.98	9/11/2015	Outstanding
500337	000000011	Biren, Amy	19	Bi-Weekly	\$1,063.44	9/11/2015	Outstanding
500341	000000005	Vogel, Scott F.	19	Bi-Weekly	\$1,608.78	9/11/2015	Outstanding
500340	000000060	Lindrud, Elizabeth	19	Bi-Weekly	\$1,384.86	9/11/2015	Outstanding
					\$7,161.19		

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(19)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$186.10	
	000000008 Doboszinski, Jason	\$137.99	
	000000003 Hagen, Brian S.	\$242.45	
	000000060 Lindrud, Elizabeth	\$184.18	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$922.41
005 State Tax - MN	000000011 Biren, Amy	\$79.41	
	000000008 Doboszinski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000060 Lindrud, Elizabeth	\$79.28	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$401.12
049 Medicare	000000011 Biren, Amy	\$22.45	
	000000008 Doboszinski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000060 Lindrud, Elizabeth	\$27.84	
	000000005 Vogel, Scott F.	\$31.32	
	<i>Medicare</i>		\$143.31
051 Social Security	000000011 Biren, Amy	\$95.98	
	000000008 Doboszinski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000060 Lindrud, Elizabeth	\$119.04	
	000000005 Vogel, Scott F.	\$133.92	
	<i>Social Security</i>		\$612.76
501 Social Security Benefit	000000011 Biren, Amy		\$95.98
	000000008 Doboszinski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000060 Lindrud, Elizabeth		\$119.04
	000000005 Vogel, Scott F.		\$133.92
	<i>Social Security Benefit</i>		\$612.76
502 Medicare Benefit	000000011 Biren, Amy		\$22.45
	000000008 Doboszinski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000060 Lindrud, Elizabeth		\$27.84

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(19)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$31.32
	<i>Medicare Benefit</i>		\$143.31
<i>Grand Total</i>		\$2,079.60	\$756.07

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(19)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$100.62	
	000000008 Doboszinski, Jason	\$114.09	
	000000003 Hagen, Brian S.	\$162.50	
	000000060 Lindrud, Elizabeth	\$124.80	
	000000005 Vogel, Scott F.	\$140.40	
	<i>PERA</i>	\$642.41	
503 PERA ER	000000011 Biren, Amy		\$116.10
	000000008 Doboszinski, Jason		\$131.64
	000000003 Hagen, Brian S.		\$187.50
	000000060 Lindrud, Elizabeth		\$144.00
	000000005 Vogel, Scott F.		\$162.00
	<i>PERA ER</i>		\$741.24
<i>Grand Total</i>		\$642.41	\$741.24

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(19)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
505 HSA Contribution	00000011 Biren, Amy		\$196.49
	00000008 Doboszinski, Jason		\$71.30
	00000003 Hagen, Brian S.		\$278.29
	00000060 Lindrud, Elizabeth		\$269.09
	00000005 Vogel, Scott F.		\$502.97
	<i>HSA Contribution</i>		\$1,318.14
<hr/> <i>Grand Total</i>			\$1,318.14

HANOVER
Cash Balances
September 2015

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Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$753,896.65	\$6,405.31	\$51,183.61	\$709,118.35
107 FIRE DEPT DONATIONS FUND	\$36,361.46	\$0.00	\$0.00	\$36,361.46
201 EDA SPECIAL REVENUE FUND	\$97,735.81	\$0.00	\$200.00	\$97,535.81
205 EDA BUSINESS INCENTIVE FUND	\$207,253.86	\$633.53	\$0.00	\$207,887.39
311 2008A GO CIP REFUNDING BOND	\$52,636.52	\$0.00	\$0.00	\$52,636.52
312 2009A GO IMP REFUNDING BOND	\$28,391.70	\$0.00	\$0.00	\$28,391.70
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$0.00	\$0.00	-\$19,042.42
314 2011A GO IMP CROSSOVER REF BD	\$446,725.73	\$0.00	\$0.00	\$446,725.73
401 GENERAL CAPITAL PROJECTS	\$534,819.66	\$25,244.94	\$0.00	\$560,064.60
402 PARKS CAPITAL PROJECTS	\$234,042.15	\$0.00	\$0.00	\$234,042.15
403 FIRE DEPT CAPITAL FUND	\$139,753.41	\$0.00	\$0.00	\$139,753.41
404 HISTORICAL CAPITAL PROJ FUND	\$60,299.51	\$0.00	\$566.78	\$59,732.73
407 TIF REDEV DIST #1	\$8,621.17	\$0.00	\$0.00	\$8,621.17
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$55,501.93	\$0.00	\$0.00	\$55,501.93
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	\$52,741.56	\$0.00	\$947.20	\$51,794.36
418 STREET CAPITAL PROJ FUND	\$613,932.71	\$0.00	\$109,683.33	\$504,249.38
601 WATER ENTERPRISE FUND	\$731,121.41	\$10,843.17	\$14,497.35	\$727,467.23
602 SEWER ENTERPRISE FUND	\$186,784.35	\$41,773.31	\$8,561.83	\$219,995.83
603 STORM WATER ENTERPRISE FUND	\$136,821.26	\$2,732.21	\$200.00	\$139,353.47
611 WATER CAPITAL IMP FUND	\$403,844.07	\$0.00	\$0.00	\$403,844.07
612 SEWER CAPITAL IMP FUND	\$1,704,150.00	\$0.00	\$0.00	\$1,704,150.00
613 STORM WATER CAPITAL IMP FUND	\$547,768.19	\$0.00	\$0.00	\$547,768.19
804 SCHENDELS FIELD ESC FUND	\$145,707.80	\$0.00	\$0.00	\$145,707.80
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$29,500.00	\$750.00	\$3,000.00	\$27,250.00
815 LANDSCAPE ESCROW FUND	\$42,500.00	\$1,500.00	\$4,500.00	\$39,500.00
817 INFRASTRUCTURE ESCROW FUND	\$19,000.00	\$1,000.00	\$4,000.00	\$16,000.00
818 MISC ESCROWS FUND	\$4,113.45	\$0.00	\$0.00	\$4,113.45
820 BRIDGES TOWNHOMES ESC FUND	\$3,538.31	\$0.00	\$0.00	\$3,538.31
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,764.60	\$0.00	\$0.00	\$11,764.60
900 INTEREST	-\$5,712.60	\$0.00	\$0.00	-\$5,712.60
	\$7,251,095.75	\$90,882.47	\$197,340.10	\$7,144,638.12

Revenue Budget by Source

Source Alt Code	Account Descr	September 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	\$572,600.36	\$995,728.00	\$423,127.64	57.51%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$47,812.00	\$95,624.00	\$47,812.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$6,320.51	\$10,000.00	\$3,679.49	63.21%
Source Alt Code TAXES		\$0.00	\$626,732.87	\$1,101,352.00	\$474,619.13	56.91%
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	\$100.00	\$6,255.00	\$5,000.00	-\$1,255.00	125.10%
SERVICE	R 100-34107 Assessment Search Fees	\$50.00	\$425.00	\$300.00	-\$125.00	141.67%
SERVICE	R 100-34108 Administrative Fees	\$100.00	\$1,546.55	\$2,000.00	\$453.45	77.33%
SERVICE	R 100-34109 Copies/Faxes	\$4.00	\$11.25	\$80.00	\$68.75	14.06%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$53,982.25	\$106,964.00	\$52,981.75	50.47%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$1,271.80	\$3,403.20	\$6,000.00	\$2,596.80	56.72%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,805.21	\$2,000.00	-\$805.21	140.26%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$1,525.80	\$70,378.46	\$124,344.00	\$53,965.54	56.60%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,914.80	\$0.00	-\$7,914.80	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$11,522.03	\$0.00	-\$11,522.03	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$4,407.27	\$1,000.00	-\$3,407.27	440.73%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$3,124.70	\$7,000.00	\$3,875.30	44.64%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$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	\$200.00	\$8,250.00	\$7,000.00	-\$1,250.00	117.86%
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		\$200.00	\$39,563.80	\$21,000.00	-\$18,563.80	188.40%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$262.00	\$100.00	-\$162.00	262.00%
LIC PERM	R 100-32210 Building Permits	\$4,542.73	\$96,981.06	\$120,000.00	\$23,018.94	80.82%
LIC PERM	R 100-32240 Animal Licenses	\$40.00	\$180.00	\$100.00	-\$80.00	180.00%
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	\$17.00	\$27.00	\$50.00	\$23.00	54.00%
Source Alt Code LIC PERM		\$4,599.73	\$108,320.06	\$132,350.00	\$24,029.94	81.84%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$19,377.50	\$38,755.00	\$19,377.50	50.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$52,929.50	\$105,859.00	\$52,929.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$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	\$74,476.50	\$175,053.00	\$100,576.50	42.55%
FINES	R 100-35100 Court Fines	\$0.00	\$2,182.66	\$1,500.00	-\$682.66	145.51%
Source Alt Code FINES		\$0.00	\$2,182.66	\$1,500.00	-\$682.66	145.51%
Fund 100 GENERAL FUND		\$6,325.53	\$921,654.35	\$1,555,599.00	\$633,944.65	59.25%

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Expenditure Budget Report

Dept Abbrev	Account Descr	September 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	\$5,025.82	\$10,500.00	\$5,474.18	47.86%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$330.64	\$651.00	\$320.36	50.79%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$73.00	\$152.00	\$79.00	48.03%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.85	\$74.65	\$75.00	\$0.35	99.53%
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	\$450.00	\$135.00	70.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$3,362.00	\$9,654.40	\$7,000.00	-\$2,654.40	137.92%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$61.24	\$1,000.00	\$938.76	6.12%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$42.73	\$2,122.84	\$5,000.00	\$2,877.16	42.46%
Dept 41110 Council		\$3,405.58	\$17,657.59	\$24,828.00	\$7,170.41	71.12%
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 100-41330-150 Worker s Comp (GENE	\$2.52	\$161.27	\$160.00	-\$1.27	100.79%
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		\$2.52	\$182.33	\$6,010.00	\$5,827.67	3.03%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,500.00	\$54,533.30	\$72,588.00	\$18,054.70	75.13%
CITYADM	E 100-41400-121 PERA	\$187.50	\$4,369.52	\$5,400.00	\$1,030.48	80.92%
CITYADM	E 100-41400-122 FICA	\$155.00	\$3,612.13	\$4,500.00	\$887.87	80.27%
CITYADM	E 100-41400-123 Medicare	\$36.25	\$844.77	\$1,100.00	\$255.23	76.80%
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	\$278.29	\$2,759.88	\$3,360.00	\$600.12	82.14%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$322.21	\$360.00	\$37.79	89.50%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$5.24	\$335.70	\$350.00	\$14.30	95.91%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$4,270.26	\$3,600.00	-\$670.26	118.62%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,054.80	\$1,000.00	-\$54.80	105.48%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$60.00	\$400.00	\$500.00	\$100.00	80.00%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$3,222.28	\$72,502.57	\$92,758.00	\$20,255.43	78.16%
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	\$0.00	\$0.00	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	\$1,000.00	\$1,000.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,548.00	\$40,191.18	\$54,043.00	\$13,851.82	74.37%
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	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$116.10	\$2,869.02	\$4,100.00	\$1,230.98	69.98%
CLERICAL	E 100-41430-122 FICA	\$95.98	\$2,946.80	\$3,400.00	\$453.20	86.67%
CLERICAL	E 100-41430-123 Medicare	\$22.45	\$689.13	\$800.00	\$110.87	86.14%
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	\$196.49	\$1,922.01	\$2,580.00	\$657.99	74.50%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$722.65	\$700.00	-\$22.65	103.24%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$357.00	\$1,428.00	\$1,071.00	25.00%

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Dept Abbrev	Account Descr	September 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$3.29	\$210.63	\$250.00	\$39.37	84.25%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$5,918.99	\$5,412.00	-\$506.99	109.37%
Dept 41430 Clerical Staff		\$1,982.31	\$55,827.41	\$72,713.00	\$16,885.59	76.78%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$225.00	\$360.00	\$1,500.00	\$1,140.00	24.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$199.07	\$399.43	\$300.00	-\$99.43	133.14%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$387.25	\$1,000.00	\$612.75	38.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$165.76	\$1,500.00	\$1,334.24	11.05%
Dept 41435 Staff Expenses		\$424.07	\$1,312.44	\$4,600.00	\$3,287.56	28.53%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$1,920.00	\$8,640.00	\$24,960.00	\$16,320.00	34.62%
ACCTING	E 100-41530-121 PERA	\$144.00	\$648.00	\$1,900.00	\$1,252.00	34.11%
ACCTING	E 100-41530-122 FICA	\$119.04	\$535.68	\$1,500.00	\$964.32	35.71%
ACCTING	E 100-41530-123 Medicare	\$27.84	\$125.28	\$400.00	\$274.72	31.32%
ACCTING	E 100-41530-132 Employer Paid HSA	\$269.09	\$656.31	\$0.00	-\$656.31	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$50.00	\$0.00	-\$50.00	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$5.24	\$335.70	\$350.00	\$14.30	95.91%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$310.76	\$2,000.00	\$1,689.24	15.54%
ACCTING	E 100-41530-310 Other Professional Serv	\$1,782.78	\$35,032.78	\$38,500.00	\$3,467.22	90.99%
Dept 41530 Accounting		\$4,267.99	\$46,334.51	\$69,610.00	\$23,275.49	66.56%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41540 Auditing		\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41550 Assessing		\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$43.85	\$2,389.01	\$4,900.00	\$2,510.99	48.76%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$8.75	\$100.00	\$91.25	8.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,443.99	\$2,500.00	-\$943.99	137.76%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$1,561.73	\$6,800.00	\$5,238.27	22.97%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,626.37	\$1,500.00	-\$126.37	108.42%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$43.85	\$9,029.85	\$19,800.00	\$10,770.15	45.61%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$384.98	\$2,354.98	\$4,000.00	\$1,645.02	58.87%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$384.98	\$2,354.98	\$4,000.00	\$1,645.02	58.87%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$889.62	\$11,056.16	\$21,152.00	\$10,095.84	52.27%
Dept 41610 City Attorney		\$889.62	\$11,056.16	\$21,152.00	\$10,095.84	52.27%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$12,689.45	\$17,000.00	\$4,310.55	74.64%
Dept 41910 Planning and Zoning		\$0.00	\$12,689.45	\$17,000.00	\$4,310.55	74.64%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$541.58	\$3,778.50	\$10,000.00	\$6,221.50	37.79%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%

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Dept Abbrev	Account Descr	September 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$139.24	\$4,106.49	\$8,400.00	\$4,293.51	48.89%
GOVTBLDG	E 100-41940-321 Telephone	\$257.26	\$2,343.35	\$5,500.00	\$3,156.65	42.61%
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	\$829.33	\$4,979.17	\$9,000.00	\$4,020.83	55.32%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$1,175.94	\$2,691.00	\$5,000.00	\$2,309.00	53.82%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$350.73	\$1,724.03	\$2,400.00	\$675.97	71.83%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$604.81	\$3,915.67	\$5,000.00	\$1,084.33	78.31%
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	\$1,262.78	\$1,000.00	-\$262.78	126.28%
Dept 41940 General Govt Buildings/Plant		\$3,898.89	\$26,008.61	\$61,600.00	\$35,591.39	42.22%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$7,012.75	\$25,000.00	\$17,987.25	28.05%
Dept 41950 Engineer		\$0.00	\$7,012.75	\$25,000.00	\$17,987.25	28.05%
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	\$0.00	\$29,738.07	\$250.00	-\$29,488.07	895.23%
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	\$25,200.00	\$16,046.50	36.32%
Dept 41960 Insurance		\$0.00	\$38,891.57	\$25,450.00	-\$13,441.57	152.82%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$435.42	\$500.00	\$64.58	87.08%
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	\$102.90	\$372.02	\$2,000.00	\$1,627.98	18.60%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$102.90	\$807.44	\$3,250.00	\$2,442.56	24.84%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$1,105.15	\$35,771.85	\$69,335.00	\$33,563.15	51.59%
Dept 42101 Hennepin County Sheriff		\$1,105.15	\$35,771.85	\$69,335.00	\$33,563.15	51.59%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$7,847.50	\$71,010.79	\$94,170.00	\$23,159.21	75.41%
Dept 42102 Wright County Sheriff		\$7,847.50	\$71,010.79	\$94,170.00	\$23,159.21	75.41%
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	\$116.22	\$10,187.36	\$10,000.00	-\$187.36	101.87%
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	\$3,527.50	\$3,957.50	\$4,000.00	\$42.50	98.94%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$572.29	\$950.00	\$377.71	60.24%
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	\$88.50	\$10,000.00	\$9,911.50	0.89%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$3,643.72	\$17,197.94	\$62,134.00	\$44,936.06	27.68%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$909.29	\$5,500.00	\$4,590.71	16.53%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$549.00	\$782.14	\$1,500.00	\$717.86	52.14%
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	\$0.00	\$5,800.74	\$4,500.00	-\$1,300.74	128.93%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	September 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$835.79	\$5,000.00	\$4,164.21	16.72%
Dept 42220	Fire Dept Equipment	\$549.00	\$8,327.96	\$17,350.00	\$9,022.04	48.00%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$90.00	\$6,291.00	\$7,500.00	\$1,209.00	83.88%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$447.61	\$1,500.00	\$1,052.39	29.84%
Dept 42240	Fire Dept Training	\$90.00	\$6,738.61	\$9,000.00	\$2,261.39	74.87%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$20.34	\$2,292.15	\$5,000.00	\$2,707.85	45.84%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$153.90	\$3,785.42	\$9,000.00	\$5,214.58	42.06%
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	\$0.00	\$5,035.47	\$7,465.00	\$2,429.53	67.45%
Dept 42260	Fire Vehicles	\$174.24	\$11,113.04	\$23,465.00	\$12,351.96	47.36%
Dept 42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$179.65	\$1,650.00	\$1,470.35	10.89%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$349.00	\$2,479.96	\$3,500.00	\$1,020.04	70.86%
FIREBLDG	E 100-42280-321 Telephone	\$30.10	\$260.42	\$800.00	\$539.58	32.55%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$361.19	\$2,205.30	\$5,000.00	\$2,794.70	44.11%
FIREBLDG	E 100-42280-383 Gas Utilities	-\$1,100.52	\$2,434.93	\$2,600.00	\$165.07	93.65%
Dept 42280	Fire Stations and Bldgs	-\$360.23	\$7,560.26	\$13,725.00	\$6,164.74	55.08%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$29,500.00	\$27,500.00	6.78%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,500.00	\$6,000.00	-\$500.00	108.33%
Dept 42290	Fire Relief Association	\$0.00	\$8,500.00	\$35,500.00	\$27,000.00	23.94%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$3,653.47	\$29,526.17	\$50,000.00	\$20,473.83	59.05%
Dept 42401	Building Inspection Admin	\$3,653.47	\$29,526.17	\$50,000.00	\$20,473.83	59.05%
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	\$185.00	\$500.00	\$315.00	37.00%
Dept 42700	Animal Control	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 42800	Cemetery	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$3,640.95	\$65,464.96	\$98,000.00	\$32,535.04	66.80%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$274.25	\$570.65	\$0.00	-\$570.65	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$3,554.75	\$5,500.00	\$1,945.25	64.63%
PUBWRKS	E 100-43000-121 PERA	\$293.64	\$5,380.84	\$7,400.00	\$2,019.16	72.71%
PUBWRKS	E 100-43000-122 FICA	\$242.74	\$4,668.26	\$6,400.00	\$1,731.74	72.94%
PUBWRKS	E 100-43000-123 Medicare	\$56.77	\$1,091.76	\$1,500.00	\$408.24	72.78%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$574.27	\$2,339.63	\$2,717.00	\$377.37	86.11%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,263.56	\$1,532.00	\$268.44	82.48%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$238.10	\$300.00	\$61.90	79.37%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$123.64	\$10,797.05	\$7,500.00	-\$3,297.05	143.96%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$10,548.24	\$14,664.00	\$4,115.76	71.93%
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	\$137.52	\$1,214.02	\$2,000.00	\$785.98	60.70%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	September 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 43000	Public Works (GENERAL)	\$5,343.78	\$108,081.82	\$149,013.00	\$40,931.18	72.53%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$34.30	\$4,445.46	\$10,000.00	\$5,554.54	44.45%
HWYROAD	E 100-43100-215 Shop Supplies	\$191.53	\$840.73	\$5,000.00	\$4,159.27	16.81%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$956.80	\$4,108.44	\$6,000.00	\$1,891.56	68.47%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$523.45	\$1,161.38	\$2,500.00	\$1,338.62	46.46%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$474.50	\$2,000.00	\$1,525.50	23.73%
HWYROAD	E 100-43100-310 Other Professional Serv	\$49.25	\$6,306.00	\$3,000.00	-\$3,306.00	210.20%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100	Hwys, Streets, & Roads	\$1,755.33	\$17,375.51	\$28,700.00	\$11,324.49	60.54%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$71,108.00	\$71,000.00	-\$108.00	100.15%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$0.00	\$3,930.24	\$7,000.00	\$3,069.76	56.15%
Dept 43121	Paved Streets	\$0.00	\$75,038.24	\$78,000.00	\$2,961.76	96.20%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$1,082.40	\$8,917.82	\$12,500.00	\$3,582.18	71.34%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 43122	Unpaved Streets	\$1,082.40	\$8,917.82	\$13,000.00	\$4,082.18	68.60%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$15,999.93	\$15,000.00	-\$999.93	106.67%
Dept 43125	Ice & Snow Removal	\$0.00	\$15,999.93	\$15,000.00	-\$999.93	106.67%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$2,094.20	\$16,883.84	\$27,000.00	\$10,116.16	62.53%
Dept 43160	Street Lighting	\$2,094.20	\$16,883.84	\$27,000.00	\$10,116.16	62.53%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
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	\$3,068.05	\$23,799.64	\$35,000.00	\$11,200.36	68.00%
Dept 43245	Recycling: Refuse	\$3,068.05	\$23,799.64	\$35,000.00	\$11,200.36	68.00%
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 100-45200-111 Committee Wages/Mee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-160 Liability Insurance Emp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$82.18	\$0.00	-\$82.18	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$121.55	\$3,687.06	\$5,000.00	\$1,312.94	73.74%
PARKS	E 100-45200-225 Landscaping Materials	\$46.02	\$2,348.66	\$3,300.00	\$951.34	71.17%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$134.79	\$1,250.52	\$1,100.00	-\$150.52	113.68%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$622.38	\$6,000.00	\$5,377.62	10.37%
PARKS	E 100-45200-440 Programs/FYCC	\$426.00	\$9,015.16	\$9,000.00	-\$15.16	100.17%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$179.49	\$1,000.00	\$820.51	17.95%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	September 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PARKS	E 100-45200-580 Other Equipment	\$479.11	\$5,260.32	\$7,000.00	\$1,739.68	75.15%
Dept 45200 Parks (GENERAL)		\$1,207.47	\$22,445.77	\$32,400.00	\$9,954.23	69.28%
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	\$835.00	\$7,878.59	\$5,000.00	-\$2,878.59	157.57%
Dept 48205 Damage Deposit Refunds		\$835.00	\$7,878.59	\$5,000.00	-\$2,878.59	157.57%
Dept 49360 Transfers Out						
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49360 Transfers Out		\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
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		\$50,714.07	\$1,047,371.42	\$1,537,063.00	\$489,691.58	68.14%

September 10, 2015

Honorable Mayor and City Council
City of Hanover
11250 5th Street NE
Hanover, MN 55341

Re: REBID of the Hanover Historic Bridge Rehabilitation Project Bridge No. 92366
City of Hanover, MN
WSB Project No. 2931-00

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Thursday, September 10, 2015, and were opened and read aloud. Three bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid summary indicating the low bid as submitted by LS Black Constructors, Inc., St. Paul, Minnesota in the amount of \$139,242.00.

We recommend that the City Council consider these bids and award a contract in the amount of \$139,242.00 to LS Black Constructors, Inc. based on the results of the bids received.

Sincerely,

WSB & Associates, Inc.



Justin Messner, PE
Project Manager

Enclosures

kkp

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of September, 2015.

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

The following Council Members were absent: None.

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

.....
RESOLUTION NO 09-15-15-61

**A RESOLUTION RECEIVING BIDS AND AWARDING A CONTRACT
FOR THE HANOVER HISTORIC BRIDGE
REHABILITATION PROJECT BRIDGE NO. 92366**

WHEREAS, pursuant to an advertisement for bids for the improvement as shown on the plan for the above-referenced project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

	Contractor	Total Bid Schedule A + Alt #1	Total Bid Schedule A + Alt #2
1	LS Black Constructors, Inc.	\$139,242.00	\$139,242.00
2	Redstone Construction, LLC	\$183,180.00	\$183,180.00
3	Duininck, Inc.	\$216,005.90	\$208,605.90

WHEREAS, it appears that LS Black Constructors, Inc., of St. Paul, MN is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hanover that:

1. The Mayor and City Administrator are hereby authorized to enter into a contract with LS Black Constructors, Inc. in the amount of \$139,242.00 in the name the City of Hanover, Minnesota for the improvement outlined in the above-referenced project according to the plans and specifications, therefore, approved by the City Council and on file in the office of the City Clerk.
2. The Engineer, WSB & Associates, Inc. is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

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

Opposed or abstained: None

Adopted by the city Council this 3rd day of August, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

BID TABULATION SUMMARY

PROJECT:

REBID of the Hanover Historic Bridge Rehabilitation
Project Bridge No. 92366

OWNER:

City of Hanover, MN

WSB PROJECT NO.:

2931-000

Bids Opened: Thursday, September 10, 2015 at 10:00am

Contractor	Bid Security (5%)	TOTAL BID Schedule A + Alt #1	TOTAL BID Schedule A + Alt #2
1 LS Black Constructors, Inc.	X	\$139,242.00	\$139,242.00
2 Redstone Construction, LLC	X	\$183,180.00	\$183,180.00
3 Duininck, Inc.	X	\$216,005.90	\$208,605.90
Engineer's Opinion of Cost		\$122,580.00	\$148,480.00

I hereby certify that this is a true and correct tabulation of the bids as received on September 10, 2015.



Justin Messner, PE Project Manager

 Denotes corrected figure

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of September, 2015.

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

The following Council Members were absent:

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

.....

RESOLUTION NO 09-15-15-62

A RESOLUTION APPROVING 2016 PRELIMINARY BUDGET & LEVY

BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby adopts the 2016 Preliminary Budget as follows:

- City of Hanover General Fund Budget - \$1,584,260
 - General Government - \$508,643
 - Public Safety - \$389,289
 - Public Works - \$331,078
 - Culture and Recreation - \$45,250
 - Transfers Out - \$310,000
 - Transit - \$0

- Hanover EDA Budget - \$50,200

BE IT FURTHER RESOLVED, that the City Council of the City of Hanover hereby levies the following sums of money, collectible in 2016, upon the taxable property in the City of Hanover as follows:

- City of Hanover Levy - \$1,410,972
- Hanover EDA Levy - \$49,000

BE IT FURTHER RESOLVED, that the City Administrator is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor/Treasurer.

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

Opposed or abstained: None

Adopted by the city Council this 15th day of September, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

2016 Budget Summary

	2015	2016	\$ Change	% Change
General Fund Revenue Budget	1,555,599	1,600,873	45,274	2.91%
General Fund Expenditure Budget	1,537,063	1,584,260	47,197	3.07%
General Government	498,370	508,643	10,273	2%
Public Safety	375,329	389,289	13,960	4%
Public Works	347,714	331,078	(16,636)	-5%
Culture and Recreation	46,650	45,250	(1,400)	-3%
Transfers for Capital Projects	269,000	310,000	41,000	15%
Total	<u>1,537,063</u>	<u>1,584,260</u>	<u>47,197</u>	<u>3.07%</u>
Debt Service				
Revenue Budget	290,752	291,334	582	0%
Expenditure Budget	397,103	365,014	(32,089)	-8%
Levy	217,602	223,006	5,404	2.48%
<hr/>				
Total City of Hanover Levy				
General Government	995,728	1,075,386		
Fire Protection	95,624	112,579		
Tax Abatement	0	0		
Debt Service	217,602	223,006		

City of Hanover
2016 Revenue Budget

Account	Description	Category	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual		% of Budget	2016 Budget	% Change	Comments
								7/31/15	2015 Budget				
Revenue Accounts													
100-31000	Property Taxes - City	TAXES	949,730	947,465	957,722	981,814	940,618	572,600	995,728		1,075,386		8% increase
100-31020	Property Taxes - Fire Dept	TAXES	93,603	94,892	96,217	95,882	99,864	47,812	95,624		112,579		18% increase, caused by increased budget and new contract
100-31800	Franchise Fees	TAXES	9,577	10,334	8,096	14,452	12,194	6,320	10,000		12,000		
		TOTAL TAXES	1,052,909	1,052,691	1,062,035	1,092,148	1,052,676	626,732	1,101,352	57%	1,199,966	9%	
100-32110	Alcoholic Beverages	LIC PERM	10,270	10,295	10,387	10,305	10,370	10,370	10,300		10,300		
100-32180	Other Bus. Lic. & Permits	LIC PERM	100	568	650	1,561	700	262	100		100		
100-32210	Building Permits	LIC PERM	39,857	47,327	77,849	190,003	154,881	75,970	120,000		100,000		decrease for dwindling empty lots
100-32240	Animal Licenses	LIC PERM	175	230	240	340	120	120	100		100		
100-32260	Solid Waste Hauler Licenses	LIC PERM	1,200	1,600	400	3,000	1000	500	1,500		1,500		
100-32270	Rental Dwelling Licenses	LIC PERM	225	125	1,105	0	1050	0	300		1050		
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	45	36	374	74	37	10	50		50		
		TOTAL LIC PERM	51,872	60,181	91,005	205,283	168,158	87,232	132,350	66%	113,100	-15%	
100-33400	State Grants and Aid	INTGOVT	0	0	0	0	2,915	0	38755		0		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,204	63,614	63,203	63,203	100,494	0	105,859		107,496		certified amount
100-33410	MV Credit	INTGOVT	1,579	1,475	0	0	1,297	0	0		0		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	0	339		339		
100-33422	State Fire Aid	INTGOVT	21,786	24,422	24,521	34,204	36,371	2,000	24,000		29,500		
100-33426	State Police Aid	INTGOVT	4,681	4,668	4,542	5,057	5,265	0	4,600		4,600		
100-33610	County Grants/Aid for Roads	INTGOVT	0	0	0	0	14,488	0	1500		0		
		TOTAL INTGOVT	91,589	94,517	92,605	102,803	161,169	2,000	175,053	1%	141,935	-19%	
100-34000	Chargers for Service	SERVICE					16,643						
100-34101	City Hall Rentals	SERVICE	6,120	4,758	5,050	4,800	6,700	6,100	5,000		7,000		
100-34105	Sales of Maps & Publications	SERVICE	6	3	9	0	0		0		0		
100-34107	Assessment Searches	SERVICE	225	175	375	725	350	275	300		300		
100-34108	Administrative Fees	SERVICE	2,367	2,675	1,346	1,402	2,710	1,347	2,000		2,000		
100-34109	Copies/Faxes	SERVICE	61	60	104	76	82.5	7.25	80		50		
100-34207	Fire Protection	SERVICE	100,812	102,116	102,210	102,210	105,899	53,982	106,964		104,022		
100-34403	Recycling Rev/Reimb	SERVICE	6,034	5,246	3,494	8,264	26	2,131	6,000		5,000		
100-34780	Park Shelter Rental Fees	SERVICE	2,000	1,825	2,571	2,351	3,013	2,672	2,000		3,000		
100-34940	Cemetery Revenues	SERVICE	3,000	2,500	2,000	0	2,950	1,950	2,000		2,000		
		TOTAL SERVICE	120,624	119,356	117,159	119,827	138,374	68,464	124,344	55%	123,372	-1%	
100-35100	Court Fines	FINES	4,385	4,298	861	1,420	315	1723	1,500		1,500		
		TOTAL FINES	4,385	4,298	861	1,420	315	1723	1,500	115%	1,500	0%	
100-36100	Special Assessments	MISC	5,908	400	0	951	53.98	7914.8	0		0		
100-36200	Misc Revenues	MISC	7,042	9,009	5,355	67,479	2,592	11,252	0		0		
100-36210	Interest Earnings	MISC	13,996	13,708	9,074	4,476	-528	4,407	1,000		1,000		
100-36215	Investment Income/Loss	MISC	0	0	0	0	7,518	3,125	7000		6,000		
100-36218	Grants	MISC	2,377	1,000	2,799	1,205			0		0		
100-36230	Contributions & Donations	MISC	2,450	5,500	5,096	2,742	2,075	4,345	0		0		
100-36235	Insurance Dividends	MISC	4,800	5,976	10,241	7,094	5123	0	6,000		6,000		
100-36250	Damage Deposits	MISC	6,350	5,700	6,934	6,291	7,441	7,400	7,000		8,000		
100-36291	Sale of Vehicles/Equipment	MISC	0	0	3,300	1,300	100	0	0		0		
100-39203	Transfers from Other Funds	MISC	0	0	0	0	0	0	0		0		
		TOTAL MISC	42,923	41,294	42,798	91,538	24,375	38,444	21,000	183%	21,000	0%	
		TOTAL REVENUE	1,364,303	1,372,337	1,406,462	1,613,019	1,545,068	824,595	1,555,599	53%	1,600,873	2.91%	

City of Hanover
Budget 2015

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual 7/31/15	2015 Budget	% of Budget	2016 Budget	% Change	Dollar Change	Comments
Expenditure Accounts												
General Government												
100-41110-111	COUNCIL: COMMITTEE WAGES	11,680	12,786	12,176	9,359	5,026	10,500		12,000		1,500	
100-41110-122	COUNCIL: FICA	724	793	755	572	312	651		744		93	
100-41110-123	COUNCIL: MEDICARE	169	185	177	134	73	152		174		22	
100-41110-150	COUNCIL: WORKERS COMP PREM	44	44	48	50	74	75		0		(75)	
100-41110-208	COUNCIL: TRAINING & INSTRUCTION	992	1,109	398	0	315	450		450		0	
100-41110-306	COUNCIL: DUES & SUBSCRIPTIONS	1,520	2,552	670	2,912	6,292	7,000		7,000		0	
100-41110-331	COUNCIL: TRAVEL EXPENSES	1,080	801	158	160	61	1,000		1,000		0	
100-41110-437	COUNCIL: DISCRETIONARY MISC	3,486	3,396	3,586	5,701	2,056	5,000		12,500		7,500	Added \$7,500 for 125th Anniversary
Total Council		19,696	21,667	17,967	18,888	14,209	24,828	57%	33,868	36%	9,040	
100-41330-111	BRDS & COMM: COMMITTEE WAGES	3,300	2,850	2,280	2,820	0	5,500		4,000		(1,500)	
100-41330-150	BRDS & COMM: WORKERS COMP PREM					159	160		0		(160)	
100-41330-160	BRDS & COMM: LIAB INSUR PREMIUM	0	0	0	0	0	100		0		(100)	
100-41330-208	BRDS & COMM: TRAINING & INSTRUC	0	110	0	0	0	150		150		0	
100-41330-331	BRDS & COMM: TRAVEL EXPENSES	0	0	374	18	0	100		100		0	
100-41330-437	BRDS & COMM: OTHER MISC					21			0			
Total Brds & Comm		3,300	2,960	2,654	2,838	180	6,010	3%	4,250	-29%	(1,760)	
100-41400-101	CITY ADMIN: FULL-TIME WAGES	80,829	72,582	12,433	63,612	47,033	72,588		70,000		(2,588)	
100-41400-121	CITY ADMIN: PERA	5,856	4,377	0	4,553	3,807	5,400		5,250		(150)	
100-41400-122	CITY ADMIN: FICA	4,830	4,278	590	3,894	3,147	4,500		4,340		(160)	
100-41400-123	CITY ADMIN: MEDICARE	1,130	1,001	138	911	736	1,100		1,015		(85)	
100-41400-132	CITY ADMIN: EMPLOYER PAID HSA.				1,623	5,088	3,360		0		(3,360)	
100-41400-134	CITY ADMIN: EMPLOYER PAID LIFE				1,073	325	360		400		40	additional to health insurance
100-41400-150	CITY ADMIN: WORKERS COMP PREM					330	350		0		(350)	
100-41400-151	CITY ADMIN: HEALTH INSUR PREM	9,135	6,238	0	5,676	3,725	3,600		8,400		4,800	reflects monthly allotment
100-41400-208	CITY ADMIN: TRAINING & INSTRUC	250	465	464	561	824	1,000		1,000		0	
100-41400-306	CITY ADMIN: DUES & SUBSCRIPTIONS				445	185	500		500		0	
100-41400-310	CITYADMIN: OTHER PROF SERVICES	0	27,467	44,317	292	0	0		0		0	
Total City Admin		102,030	116,408	57,941	82,640	65,200	92,758	70%	90,905	-2%	(1,853)	
100-41410-200	ELECT: OFFICE SUPPLIES	0	1,162	0	3,005	0	0		2,000		2,000	
100-41410-310	ELECT: OTHER PROF SVCS	0	3,660	0	5,317	0	0		5,000		5,000	
100-41410-351	ELECT: LEGAL NOTICES PUBLISHING	0	0	0	279	0	0		300		300	
100-41410-400	ELECT: REPAIRS & MAINT CONTR	751	0	762	0	0	1,000		1,000		0	
Total Elect		751	4,822	762	8,601	0	1,000	0%	8,300	730%	7,300	
100-41430-101	CLERICAL: FULL-TIME WAGES	37,550	39,200	43,120	80,994	35,547	54,043		42,266		(11,777)	
100-41430-103	CLERICAL: PART-TIME WAGES	1,005		0	13,031	0	0		0		0	
100-41430-121	CLERICAL: PERA	2,788	2,827	1,832	5,711	2,521	4,100		3,170		(930)	
100-41430-122	CLERICAL: FICA	2,384	2,417	2,544	5,607	2,657	3,400		2,620		(780)	
100-41430-123	CLERICAL: MEDICARE	558	565	595	1,311	622	800		613		(187)	
100-41430-132	CLERICAL: EMPLOYER PAID HSA.				1,870	1,510	2,580		0		(2,580)	
100-41430-134	CLERICAL: EMPLOYER PAID LIFE				(3,996)	1,885	700		1,000		300	additional to health insurance
100-41430-142	CLERICAL: UNEMPLOYMENT BENEFIT				491	357	1,428		0		(1,428)	
100-41430-150	CLERICAL: WORKERS COMP PREM					207	250		0		(250)	
100-41430-151	CLERICAL: HEALTH INSUR PREM	8,984	8,946	17,319	10,443	5,402	5,412		8,400		2,988	reflects monthly allotment
100-41430-208	CLERICAL: TRAINING & INSTRUC								500		500	
100-41430-306	CLERICAL: DUES & SUBSCRIPTIONS								250		250	
Total Clerical		53,269	53,956	65,410	115,462	50,708	72,713	70%	58,819	-19%	(13,894)	
100-41435-208	STAFF EXP: TRAINING & INSTRUCTION	1,745	494	920	1,060	135	1,500		0		(1,500)	
100-41435-260	STAFF EXP: UNIFORMS	0	80	0	224	0	300		300		0	
100-41435-306	STAFF EXP: DUES & SUBSCRIPTIONS	5,537	5,625	6,967	197	165	300		0		(300)	
100-41435-310	STAFF EXP: OTHER PROF SVCS	0	9,845	5,763	578	355	1,000		1,000		0	
100-41435-331	STAFF EXP: TRAVEL EXPENSES	1,539	1,101	368	561	166	1,500		1,500		0	
Total Staff		8,821	17,144	14,017	2,620	821	4,600	18%	2,800	-39%	(1,800)	
100-41530-101	ACCNT: FULL-TIME WAGES	59,367	59,281	78,673	0	2,880	24,960		52,416		27,456	
100-41530-121	ACCNT: PERA	4,301	3,464	5,869	0	216	1,900		3,931		2,031	

100-41530-122	ACCNT: FICA	3,678	3,676	5,019	0	179	1,500	3,250	1,750		
100-41530-123	ACCNT: MEDICARE	860	860	1,174	0	42	400	760	360		
100-41530-134	ACCNT: LIFE					50		550	550	additional to health insurance	
100-41530-150	ACCNT: WORKERS COMP PREM				0	330	350	0	(350)		
100-41530-151	ACCNT: HEALTH INSUR PREM	8,481	6,021	9,149	0	0	2,000	10,800	8,800	reflects monthly allotment	
100-41530-208	ACCNT: TRAINING & INSTRUC							1,000	1,000		
100-41530-306	ACCNT: DUES & SUBSCRIPTIONS							500	500		
100-41530-310	ACCNT: OTHER PROF SVCS				0	33,250	38,500	3,000	(35,500)	audit prep. training	
	Total Acctnt	76,687	73,301	99,885	0	36,947	69,610	53%	76,207	9%	6,597
100-41540-301	AUDITING: AUDITING & ACCOUNTING	19,075	19,840	22,740	27,812	23,400	27,000	30,000	3,000	cost of audit (23,500) and audit prep. (6,500)	
	Total Auditing & Accounting	19,075	19,840	22,740	27,812	23,400	27,000	87%	30,000	11%	3,000
100-41550-310	ASSESSING: OTHER PROF SVCS	16,378	16,316	16,889	17,328	17,523	17,600	18,000	400		
	Total Assessing	16,378	16,316	16,889	17,328	17,523	17,600	100%	18,000	2%	400
100-41570-200	PURCH: OFFICE SUPPLIES	2,898	6,172	5,587	1,128	1,504	4,900	4,900	0		
100-41570-205	PURCH: BANK FEES	159	212	124	74	7	100	100	0		
100-41570-207	PURCH: COMPUTER SUPPLIES	1,425	1,268	4,472	4,284	3,444	2,500	3,500	1,000		
100-41570-220	PURCH: REPAIRS/MAINTENANCE	4,728	6,724	8,425	1,939	1,240	6,800	5,800	(1,000)		
100-41570-322	PURCH: POSTAGE	2,049	1,222	458	951	1,136	1,500	1,500	0		
100-41570-570	PURCH: OFFICE EQUIP/FURNISH	2,599	2,501	1,305	120	0	4,000	4,000	0		
	Total Purch	13,859	18,099	20,370	8,496	7,330	19,800	37%	19,800	0%	0
100-41600-220	COMPUTER: REPAIR/MAINT SUPPLY				4,693	1,645	4,000	0	(4,000)		
100-41600-310	COMPUTER: OTHER PROF SVCS					0	0	4,000	4,000		
	Total Computer	0	0	0	4,693	1,645	4,000	41%	4,000	0%	0
100-41610-304	ATTORNEY: LEGAL FEES	21,767	13,799	19,286	20,536	5,404	21,152	21,787	635	increase of 3%	
	Total Attorney	21,767	13,799	19,286	20,536	5,404	21,152	26%	21,787	3%	635
100-41910-310	PLANNING & ZONING: OTH PROF SVCS	22,022	11,489	24,092	26,511	7,814	17,000	17,000	0		
	Total Planning & Zoning	22,022	11,489	24,092	26,511	7,814	17,000	46%	17,000	0%	0
100-41940-101	BLDG/GRDS: FULL-TIME WAGES	43,783	46,834	34,845	0	0	0	0	0		
100-41940-121	BLDG/GRDS: PERA	3,174	3,382	755	0	0	0	0	0		
100-41940-122	BLDG/GRDS: FICA	2,820	2,893	2,283	0	0	0	0	0		
100-41940-123	BLDG/GRDS: MEDICARE	659	677	534	0	0	0	0	0		
100-41940-150	BLDG/GRDS: WORKERS COMP	1,478	1,664	1,649	0	0	0	0	0		
100-41940-151	BLDG/GRDS: INSURANCE PREMIUM	8,447	8,420	7,924	0	0	0	0	0		
100-41940-210	BLDG/GRDS: OPERATING SUPPLIES	3,579	3,484	4,454	2,494	617	5,000	5,000	0		
100-41940-220	BLDG/GRDS: REPAIR/MAINT SUPPLY	7,109	4,943	10,195	(3,187)	3,157	10,000	10,000	0		
100-41940-306	BLDG/GRDS: DUES & SUBSCRIPTIONS				250	250	300	300	0	Liquor License	
100-41940-310	BLDG/GRDS: OTHER PROF SVCS	430	432	6,508	6,998	3,377	8,400	8,400	0		
100-41940-321	BLDG/GRDS: TELEPHONE	5,020	4,851	5,851	4,476	1,822	5,500	3,500	(2,000)		
100-41940-325	BLDG/GRDS: REAL ESTATE TAXES	6,988	6,723	6,439	258	220	7,000	250	(6,750)	sales and use tax	
100-41940-361	BLDG/GRDS: GENERAL LIABILITY INSUR							0	0		
100-41940-381	BLDG/GRDS: ELECTRIC UTILITY	6,196	6,964	10,328	8,927	3,453	9,000	9,000	0		
100-41940-383	BLDG/GRDS: GAS UTILITY	4,252	3,382	4,799	6,698	1,458	5,000	5,000	0		
100-41940-384	BLDG/GRDS: REFUSE/GARBAGE DISP	1,871	1,862	5,313	(502)	1,166	2,400	2,400	0		
100-41940-415	BLDG/GRDS: OTHER EQUIP RENTAL	0	499	0	0	121	500	500	0		
100-41940-520	BLDG/GRDS: BLDGS & STRUCTURES	0	0	637	5,591	2,784	5,000	5,000	0		
100-41940-560	BLDG/GRDS: FURNITURE & FIXTURES	1,634	0	3,149	535	0	2,500	2,500	0		
100-41940-580	BLDG/GRDS: OTHER EQUIPMENT	0	160	352	308	1,263	1,000	1,000	0		
	Total Bldg	97,440	97,170	106,016	32,848	19,687	61,600	32%	52,850	-14%	(8,750)
100-41950-303	ENG: ENGINEERING FEE	13,193	14,114	22,511	19,613	5,337	25,000	25,000	0		
	Total Bldg	13,193	14,114	22,511	19,613	5,337	25,000	21%	25,000	0%	0
100-41960-142	INSUR: UNEMPLOYMENT BENEFIT				2,661	0	0	0	0		
100-41960-150	INSUR: WORKERS COMP PREM	1,893	1,730	2,086	845	29,738	250	9,318	9,068	entire City less Fire Department	
100-41960-152	INSUR: WORKERS COMP BENE	0	0	0	0	0	0	0	0		
100-41960-361	INSUR: GENERAL LIABILITY INS	23,061	22,340	21,946	24,476	9,154	25,200	24,740	(460)	entire City less Fire Department	
	Total Insur	24,954	24,070	24,032	27,982	38,892	25,450	153%	34,058	34%	8,608
100-41970-341	LEGAL PUB: EMPLOYMENT	0	636	231	235	435	500	250	(250)		
100-41970-343	LEGAL PUB: OTHER ADVERTISING	0	0	0	38	0	250	250	0		
100-41970-351	LEGAL PUB: LEGAL NOTICES	1,642	985	1,925	1,621	269	2,000	2,000	0		
100-41970-354	LEGAL PUB: RECORDING FEES	0	654	128	441	0	500	500	0		
	Total Legal Pub	1,642	2,274	2,284	2,336	705	3,250	22%	3,000	-8%	(250)
100-48205-810	DAMAGE DEPOSIT: REFUNDS/REIMB	5,200	6,205	7,720	7,554	5,900	5,000	8,000	3,000	this is a pass through account	

Total Damage Deposit	5,200	6,205	7,720	7,554	5,900	5,000	8,000	60%	3,000	
Total General Gov't	500,081.58	513,634.00	524,576.71	426,758.12	301,700	498,370	61%	508,643	2%	10,273

Public Safety

100-42101-310	HC SHERIFF: OTHER PROF SVCS	63,443	64,977	65,503	75,078	17,333	69,335	71,405		2,070	
	Total HC Sheriff	63,443	64,977	65,503	75,078	17,333	69,335	71,405	25%	3%	2,070
100-42102-310	WC SHERIFF: OTHER PROF SVCS	86,140	87,474	88,330	83,726	55,316	94,170	98,088		3,918	
	Total WC Sheriff	86,140	87,474	88,330	83,726	55,316	94,170	98,088	59%	4%	3,918
100-42210-103	FIRE ADMIN: PART-TIME WAGES	20,068	18,420	29,404	28,116	0	34,340	34,340		0	
100-42210-122	FIRE ADMIN: FICA	1,244	1,142	1,823	1,743	0	2,129	2,129		0	
100-42210-123	FIRE ADMIN: MEDICARE	291	267	426	408	0	515	515		0	
100-42210-142	FIRE ADMIN: UNEMPLOYMENT BENEFITS	0	0	0	0	22	0	0		0	
100-42210-150	FIRE ADMIN: WORKERS COMP	5,556	6,731	7,042	6,679	10,071	10,000	10,000		0	
100-42210-200	FIRE ADMIN: OFFICE SUPPLIES	301	0	359	167	0	200	200		0	
100-42210-305	FIREADMIN: MEDICAL/PHYSICAL FEE	1,917	363	3,975	1,260	430	4,000	4,000		0	
100-42210-306	FIRE ADMIN: DUES/SUBSCRIPTIONS	2,961	1,042	884	562	572	950	950		0	
100-42210-361	FIRE ADMIN: GENERAL LIABILITY INSURANCE	6,747	10,108	6,875	5,869	2,370	0	6,119		6,119	
100-42210-437	FIRE ADMIN: OTHER MISCELLANEOUS	0	0	0	1,172	89	10,000	0		(10,000)	
100-42210-700	FIRE ADMIN: TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0	0		0	
	Total Fire	39,086	38,073	50,788	45,975	13,554	62,134	58,253	-6%	(3,881)	
100-42220-221	FIRE EQUIP: EQUIPMENT PARTS	5,424	7,812	3,665	6,025	802	5,500	15,500		10,000	
100-42220-228	FIRE EQUIP: MEDICAL SUPPLIES	0	0	0	0	233	1,500	1,500		0	
100-42220-240	FIRE EQUIP: SMALL TOOLS/EQUIPMENT	765	581	718	132	0	850	850		0	
100-42220-260	FIRE EQUIP: UNIFORMS	11,315	7,551	8,599	780	5,801	4,500	4,500		0	
100-42220-580	FIRE EQUIP: OTHER EQUIPMENT	5,942	4,959	4,315	2,056	836	5,000	5,000		0	
	Total Fire Equip	23,446	20,903	17,296	8,993	7,672	17,350	27,350	44%	58%	10,000
100-42240-208	FIRE TRAINING: TRAINING/INSTRUCTION	5,400	3,558	3,401	7,517	7,814	7,500	7,500		0	
100-42240-310	FIRE TRAINING: OTHER PROF SVCS							3,000		0	
100-42240-331	FIRE TRAINING: TRAVEL EXPENSES	1,101	1,468	1,099	852	448	1,500	1,500		0	
	Total Fire TRG	6,501	5,025	4,500	8,369	8,262	9,000	12,000	33%	3,000	
100-42260-212	FIRE VEH: MOTOR FUELS	4,365	4,243	5,428	3,780	1,907	5,000	5,000		0	
100-42260-220	FIRE VEH: REPAIRS/MAINT SUPPLIES	3,071	4,985	7,438	14,342	3,632	9,000	9,000		0	
100-42260-240	FIRE VEH: SMALL TOOLS/EQUIPMENT	386	1,845	2,335	1,860	0	2,000	2,000		0	
100-42260-323	FIRE VEH: RADIO UNITS	2,025	2,250	1,107	2,661	5,035	7,465	7,465		0	
	Total Fire Veh	9,847	13,324	16,307	22,643	10,574	23,465	23,465	45%	0%	0
100-42280-215	FIRE BLDG: SHOP SUPPLIES	402	1,220	1,121	741	180	1,650	1,650		0	
100-42280-220	FIRE BLDG: REPAIRS/MAINT SUPPLIES	3,163	4,958	0	522	1,767	3,500	3,500		0	
100-42280-321	FIRE BLDG: TELEPHONE	490	458	1,002	430	200	800	800		0	
100-42280-325	FIRE BLDG: REAL ESTATE TAXES	172	165	138	0	0	175	175		0	
100-42280-381	FIRE BLDG: ELECTRIC UTILITIES	5,207	4,450	4,696	3,722	1,537	5,000	5,000		0	
100-42280-383	FIRE BLDG: GAS UTILITIES	2,298	1,483	2,569	3,673	3,516	2,600	3,000		400	
	Total Fire Bldg	11,732	12,733	9,526	9,088	7,200	13,725	14,125	3%	400	
100-42290-124	FRA: STATE AID PENSIONS	27,922	27,621	41,704	37,871	2,000	29,500	29,500		0	
100-42290-125	FRA: OTHER RETIREMENT CONTRIBUTIONS							10,603		10,603	
100-42290-301	FRA: AUDITING & ACCTG FEES	4,475	0	10,683	5,800	6,500	6,000	6,500		500	
	Total FRA	32,397	27,621	52,387	43,671	8,500	35,500	46,603	31%	11,103	
100-42401-310	BLDG INSP: OTHER PROF SVCS	17,719	17,271	72,360	32,860	25,873	50,000	35,000		(15,000)	
	Total Bldg Insp	17,719	17,271	72,360	32,860	25,873	50,000	35,000	-30%	(15,000)	
100-42700-310	ANIMAL CTRL: OTHER PROF SVCS	688	0	189	180	50	500	500		0	
	Total Animal Ctrl	688	0	189	180	50	500	500	10%	0%	0
100-42800-310	CEMETERY: CONTRACTED SERVICES	0	0	0	0	0	150	2,500		2,350	
	Total Cemetery	0	0	0	0	0	150	2,500	1567%	2,350	
	Total Public Safety	290,998	287,401	377,186	330,583	154,334	375,329	389,289	4%	13,960	

projected increase of approx 5%

added amount subtracted from other misc.

Allina Medical Direction Contract

pass through fund

31% of prior year's state aid paid by City

Contract to organize cemetery records

Public Works

100-43000-101	PW: FULL-TIME WAGES - REG	43,250	45,643	61,257	74,389	53,994	98,000	106,885		8,885
100-43000-102	PW: FULL-TIME WAGES - OT				1,340	296	0	1,000		1,000
100-43000-103	PW: PART-TIME WAGES	2,551	8,615	4,010	14,370	3,155	5,500	10,000		4,500
100-43000-121	PW: PERA	3,133	3,498	3,462	5,168	4,500	7,400	8,016		616
100-43000-122	PW: FICA	2,679	3,274	3,846	5,688	3,915	6,400	6,627		227
100-43000-123	PW: MEDICARE	945	765	899	1,274	916	1,500	1,550		50

5 month summer help and snow plow drivers

100-43000-132	PW: EMPLOYER PAID HSA			1,710	1,539	2,717		0	(2,717)			
100-43000-134	PW: EMPLOYER PAID LIFE			1,107	1,592	1,532		1,600	68			
100-43000-142	PW: UNEMPLOYMENT BENE	0	0	0	369	238		300	500	200		
100-43000-150	PW: WORKERS COMP PREM	3,316	3,084	2,985	5,969	10,673		7,500	0	(7,500)		
100-43000-151	PW: HEALTH INS PREM	5,615	5,378	5,537	10,892	9,131		14,664	19,200	4,536		
100-43000-152	PW: WORKERS COMP BENE	0	0	0	0	0		0	0	0		
100-43000-208	PW: TRAINING & INSTRUCTION	95	1,140	0	225	950		1,500	1,500	0		
100-43000-212	PW: MOTOR FUELS	8,257	9,113	10,110	8,790			7,000	7,000	7,000		
100-43000-215	PW: SHOP SUPPLIES	1,980	929	4,608	3,569			5,000	5,000	5,000		
100-43000-220	PW: REPAIR/MAINT SUPPLY (GENERAL)	4,347	5,806	7,116	8,726			6,000	6,000	6,000		
100-43000-226	PW: SIGN REPAIR MATERIALS							1,500	1,500	consolidated all street sign resources here		
100-43000-240	PW: SMALL TOOLS/EQUIP	1,374	2,022	1,986	4,432			2,500	2,500			
100-43000-260	PW: UNIFORMS	552	830	907	1,974			2,000	2,000			
100-43000-310	PW: OTHER PROFESSIONAL SERVICES	5,000	7,775	6,708	5,174			9,000	9,000	Compost cost and street sweepings		
100-43000-321	PW: TELEPHONE				555	930		2,000	2,000			
100-43000-325	PW: TAXES	0	0	0	119			200	200			
Total Public Works		83,094	97,872	113,432	155,840	91,829	149,014	62%	192,078	29%	43,064	
100-43100-212	HWYS & ROADS: MOTOR FUELS					3,796	10,000		(10,000)		moved to 43000 fund number	
100-43100-215	HWYS & ROADS: SHOP SUPPLIES					607	5,000		(5,000)		moved to 43000 fund number	
100-43100-220	HWYS & ROADS: REPAIR/MAINT SUPPLY					2,702	6,000		(6,000)		moved to 43000 fund number	
100-43100-240	HWYS & ROADS: SMALL TOOLS/EQUIP					638	2,500		(2,500)		moved to 43000 fund number	
100-43100-260	HWYS & ROADS: UNIFORMS					180	2,000		(2,000)		moved to 43000 fund number	
100-43100-310	HWYS & ROADS: OTHER PROF SVCS					2,143	3,000		(3,000)		moved to 43000 fund number	
100-43100-325	HWYS & ROADS: TAXES					39	200		(200)		moved to 43000 fund number	
Total Public Works		0	0	0	0	10,105	28,700	35%	0	-100%	(28,700)	
100-43121-224	PAVED STRS: STREET MAINT MTLs	283	811	5,636	13,661	71,059	71,000		50,000		(21,000)	increase from orig. 2015 budget for annual crack
100-43121-226	PAVED STRS: SIGN REPAIR MTLs	6,136	6,643	589	963	3,930	7,000		0		(7,000)	fill and blow patching
Total Paved Streets		6,419	7,454	6,225	14,625	74,989	78,000	96%	50,000	-36%	(28,000)	
100-43122-224	UNPAVED STRS: STREET MAINT MTLs	2,909	2,655	2,240	7,094	3,679	12,500		10,000		(2,500)	
100-43122-226	UNPAVED STR: SIGN REPAIR MTLs	10,175	2,312	4,160	0	0	500		0		(500)	
Total Unpaved Streets		13,083	4,967	6,400	7,094	3,679	13,000	28%	10,000	-23%	(3,000)	
100-43125-224	SNOW/ICE: STREET MAINT MTLs	12,786	2,246	600	11,926	16,000	15,000		15,000		0	
Total Snow/Ice		12,786	2,246	600	11,926	16,000	15,000	107%	15,000	0%	0	
100-43160-381	STR LTG: ELECTRICITY	29,063	26,483	27,036	25,125	12,719	27,000		27,000		0	
Total Street Lights		29,063	26,483	27,036	25,125	12,719	27,000	47%	27,000	0%	0	
100-43240-384	CITY CLEAN UP: REFUSE	0	487	828	887	1,784	2,000		2,000		0	
Total City Clean Up		0	487	828	887	1,784	2,000	89%	2,000	0%	0	
100-43245-384	RECYCLING: REFUSE DISPOSAL	14,540	18,637	25,354	33,931	17,664	35,000		35,000		0	
Total Recycling		14,540	18,637	25,354	33,931	17,664	35,000	50%	35,000	0%	0	
100-43260-310	WEED CTRL: OTHER PROF SVCS	374	1,087	818	0	0	0		0		0	
Total Weed Control		374	1,087	818	0	0	0	#DIV/0!	0	#DIV/0!	0	
Total Public Works		159,359	159,233	180,693	249,428	228,768	347,714	66%	331,078	-5%	(16,636)	
Culture & Recreation												
100-45186-437	SENIOR CENTER CONTRIBUTION	1,250	625	1,250	7,654	1,457	7,250		7,250		0	
Total Senior Center Contribution		1,250	625	1,250	7,654	1,457	7,250	20%	7,250	0%	0	
100-45200-208	PARKS: MOWING SERVICES CONTRACT	5,266	0	0	0	0	0		0		0	
100-45200-212	PARKS: MOTOR FUELS				1,958	82			3,000		3,000	
100-45200-220	PARKS: REPAIRS/MAINT SUPPLIES	2,031	6,508	3,801	4,477	2,967	5,000		5,000		0	
100-45200-225	PARKS: LANDSCAPING MATLS	1,572	2,352	4,055	1,788	1,793	3,300		4,000		700	
100-45200-310	PARKS: OTHER PROF SVCS								8,000			FYCC Costs
100-45200-381	PARKS: ELECTRIC UTILITIES	817	825	2,729	1,932	972	1,100		2,000		900	
100-45200-400	PARKS: MAINTENANCE CONTRACT	3,579	2,704	4,489	4,469	622	6,000		1,000		(5,000)	
100-45200-440	PARKS: PROGRAMS	2,676	2,957	5,171	4,992	8,589	9,000		1,000		(8,000)	
100-45200-441	PARKS: COMMUNITY GARDEN	4,516	3,467	2,772	283	179	1,000		0		(1,000)	
100-45200-580	PARKS: OTHER EQUIPMENT	6,696	2,484	1,182	2,711	4,216	7,000		7,000		0	
Total Parks		27,153	21,298	24,199	22,610	19,421	32,400	60%	31,000	-4%	(1,400)	
100-45500-437	ROY SIMMS LIBRARY: CONTRIB	7,000	7,000	7,000	7,000	1,750	7,000		7,000		0	
Total Roy Simms Library		7,000	7,000	7,000	7,000	1,750	7,000	25%	7,000	0%	0	
Total Culture & Rec		35,403	28,923	32,449	37,264	22,628	46,650	49%	45,250	-3%	(1,400)	

Transfers Out

100-49360-700	TRANSFER OUT: GENERAL CAPITAL	336,140	145,203	221,307	100,000	0	0				0
100-49360-700	TRANSFER OUT: PARKS CAPITAL	0	0	0	0	0	0				0
100-49360-700	TRANSFER OUT: FIRE DEPT CAPITAL	4,694	0	0	20,000	0	24,000	30,000			6,000
100-49360-700	TRANSFER OUT: HISTORICAL FUND	10,000	10,000	10,000	10,000	0	0				0
100-49360-700	TRANSFER OUT: CITY HALL FUND	30,000	100,000	30,000	30,000	0	0				0
100-49360-700	TRANSFER OUT: EQUIPMENT FUND	32,500	20,000	32,500	32,500	0	55,000	65,000			10,000
100-49360-700	TRANSFER OUT: STREET CAPITAL	53,000	100,000	275,000	100,000	0	190,000	215,000			25,000
Total Transfers Out		466,334	375,203	568,807	292,500	0	269,000	0%	310,000	15%	41,000

Transit

100-49800-310	TRANSIT: OTHER PROFESSIONAL SERVICES				1,107	0	0				0
Total Transit					1,107	0	0	#DIV/0!	0	#DIV/0!	0
Total Fund Expend.		1,452,175	1,364,394	1,683,711	1,337,640	707,430	1,537,063	46%	1,584,260	3.07%	47,197
Total Revenue Over Expenditures		(79,838)	42,068	(70,692)	207,428	117,165	18,536		16,612		

2016 Estimated Market Values	HC	WC	TOTAL	
City of Corcoran	\$183,055,000		\$183,055,000	26.86%
City of Greenfield	\$117,712,700		\$117,712,700	17.27%
City of Hanover	\$69,189,000	\$225,991,400	\$295,180,400	43.31%
Rockford Township		\$85,640,300	\$85,640,300	12.56%
	\$369,956,700	\$311,631,700	\$681,588,400	100.00%

Total Calls by Year	2010	2011	2012	2013	2014 Total	Average		
City of Corcoran	23	33	25	24	34	139	27.8	21.09%
City of Greenfield	16	15	13	13	12	69	13.8	10.47%
City of Hanover	84	64	71	77	73	369	73.8	55.99%
Rockford Township	7	11	14	22	28	82	16.4	12.44%
	130	123	123	136	147	659	131.8	100.00%

2016 Budget:

246,102 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
 (29,500) State FRA Pension Contribution
 (\$10,000) Hanover's assumption of St. Michael's share
\$206,602 Amount to be allocated

Payment from City is based on dividing the budget in half and then determining costs based on Market Value and Call Hours.

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	26.86%	27,743.62	21.09%	21,788.79	49,532.41
City of Greenfield	17.27%	17,840.41	10.47%	10,816.02	28,656.43
City of Hanover	43.31%	44,737.23	55.99%	57,842.18	102,579.41
Rockford Township	12.56%	12,979.55	12.44%	12,853.82	25,833.37
	100.00%	103,300.81	100.00%	103,300.81	206,601.62
		103,300.81		103,300.81	

***2015 Payment Per City:**

City of Corcoran	\$44,841.83
City of Greenfield	\$26,352.99
City of Hanover	\$107,831.53 (Includes \$15,000)
Rockford Township	\$23,562.65
	\$202,589.00

2016 Payment Per City:

City of Corcoran	\$49,532.41
City of Greenfield	\$28,656.43
City of Hanover	\$112,579.41 (Includes \$10,000)
Rockford Township	\$25,833.37
	\$216,601.62

*2015 contract costs based solely on market values

City of Hanover

2008A GO CIP Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
311-31000	PROPERTY TAXES-CITY	74,585	80,380	79,197	79,457	40,934	39,769	38,603	
311-33410	MV CREDIT	111	112	0	0		0		
311-36210	INTEREST EARNINGS	1,197	1,121	1,340	504	50	100	100	
311-36215	INVESTMENT INCOME/LOSS	0	0	0	0	413	400	400	
311-39100	BOND PROCEEDS	0	0	0	0		0		
311-39200	TRANSFERS IN	0	0	0	0		0		
Total Revenue		75,892	81,613	80,537	79,962	41,397	40,269	39,103	-3%
<u>Expenditure Accounts</u>									
311-47000-601	DS: PRINCIPAL	60,000	65,000	70,000	70,000	70,000	30,000	30,000	
311-47000-611	DS: INTEREST	18,920	17,260	15,370	13,270	11,030	8,985	8,430	
311-47000-620	DS: FISCAL AGENT FEES	425	425	425	495	495	550	495	
Total Expenditures		79,345	82,685	85,795	83,765	81,525	39,535	38,925	-2%
Total Revenue Over Expenditures		(3,453)	(1,072)	(5,258)	(3,803)	(40,128)	734	178	-76%

2009A GO Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
312-31000	PROPERTY TAXES-CITY	21,420	15,400	15,000	19,765	19,929	18,291	22,982	
312-33410	MV CREDIT	32	21	0	0		0	0	
312-36100	SPECIAL ASSESSMENTS	9,216	10,517	8,236	7,919	10,205	6,900	6,017	
312-36210	INTEREST EARNINGS	154	419	235	189	29	50	50	
312-36215	INVESTMENT INCOME/LOSS	0	0	0	0	229	300	300	
312-39100	BOND PROCEEDS	11,835	0	0	0		0	0	
312-39200	TRANSFERS IN	0	0	0	0		0	0	
Total Revenue		42,657	26,357	23,471	27,873	30,392	25,541	29,349	15%
<u>Expenditure Accounts</u>									
312-47000-601	DS: PRINCIPAL	0	15,000	17,000	21,000	21,000	19,000	19,000	

312-47000-611	DS: INTEREST	5,738	7,556	7,108	6,576	5,988	5,134	4,868	
312-47000-620	DS: FISCAL AGENT FEES	425	425	0	425	425	500	425	
Total Expenditures		6,163	22,981	24,108	28,001	27,413	24,634	24,293	-1%
Total Revenue Over Expenditures		36,494	3,376	(637)	(128)	2,979	907	5,056	457%

2010 GO CIP Equipment Certificates Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
313-31000	PROPERTY TAXES-CITY	0	74,516	75,000	74,940	62,653	49,297	36,020	
313-33410	MV CREDIT	0	106	0	0	0	0	0	
313-36210	INTEREST EARNINGS	-1	-480	100	-245	-29	0	0	
313-36215	INVESTMENT INCOME/LOSS	0	0	0	0	-349.04	0	0	
313-39100	BOND PROCEEDS	350,920	0	0	0	0	0	0	
313-39200	TRANSFERS IN	0	0	0	0	5000	0	0	
Revenue Accounts		350,919	74,141	75,100	74,696	67,275	49,297	36,020	-27%
<u>Expenditure Accounts</u>									
313-47000-601	DS: PRINCIPAL	342,547	58,487	62,619	64,855	67,145	44,642	32,805	
313-47000-611	DS: INTEREST	2,229	13,853	9,722	7,486	5,196	2,272	1,500	
313-47000-620	DS: FISCAL AGENT FEES	6,216	0	0	0	0	0	0	
Total Expenditures		350,992	72,340	72,341	72,341	72,341	46,914	34,305	-27%
Total Revenue Over Expenditures		(73)	1,801	2,759	2,355	(5,066)	2,383	1,715	-28%

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
314-31000	PROPERTY TAXES-CITY	0	74,516	75,000	34,403	74,174	110,245	125,400	
314-33410	MV CREDIT	0	106	0	0	0	0	0	
314-36100	SPECIAL ASSESSMENTS	0	0	0	79,169	93,196	61,100	57,161	
314-36210	INTEREST EARNINGS	-1	-480	100	2,756	417.14	300	300	
314-36215	INVESTMENT INCOME/LOSS	0	0	0	0	4,553	4,000	4,000	
314-39100	BOND PROCEEDS	350,920	0	0	0	0	0	0	

314-39200	TRANSFERS IN	0	0	0	0	0	0	0	
	Revenue Accounts	350,919	74,141	75,100	116,328	172,341	175,645	186,861	6%
	<i><u>Expenditure Accounts</u></i>								
314-47000-601	DS: PRINCIPAL	342,547	58,487	62,619	80,000	125,000	125,000	140,000	
314-47000-611	DS: INTEREST	2,229	13,853	9,722	27,375	25,775	22,025	20,775	
314-47000-620	DS: FISCAL AGENT FEES	6,216	0	0	425	495	500	495	
	BALANCING (Fund 309 residuals)						32,144	0	
	Total Expenditures	350,992	72,340	72,341	107,800	151,270	179,669	161,270	-10%
	Total Revenue Over Expenditures	(73)	1,801	2,759	8,528	21,071	(4,024)	25,591	-736%

Minnesota PFA Loan

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
	<i><u>Expenditure Accounts</u></i>								
602-47000-601	PRINCIPAL						93,000	95,000	
602-47000-611	INTEREST						13,351	11,221	
	Total Expenditures						106,351	106,221	0%

Total Debt Services Tax Revenue	217,602	223,006	2%
Total Debt Services Revenues	290,752	291,334	0%
Total Debt Services Expenditures	397,103	365,014	-8%

Proposed Levy Certification

**STATE of MINNESOTA
COUNTY of WRIGHT
CITY OF HANOVER**

Return by: September 30, 2015
District Taxes Voted

To the Auditor of Wright County: I hereby certify that the Council for the City of Hanover, County of Wright, Minnesota, did at a meeting on _____ levy the following amount to be raised by taxation for the City of Hanover for the payable year 2016.

2015 Proposed

2016 Proposed

2015 Budget Requirement	2015 LGA	2015 Other Resources	2015 Tax Levy	# Fund	2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Certified Levy
1,264,256	105,859	162,669	995,728	5 Rev	1,354,771	107,496	171,889	1,075,386
202,588		106,964	95,624	7 Fire Prot.	246,102		133,522	112,579
-			-	37 Tax Abatement	-			-
290,752		73,150	217,602	50 Bonded Debt	258,793		68,328	223,006
1,757,596	105,859	342,783	1,308,954	Total	1,859,666	107,496	373,739	1,410,972

Market Value Based Referendum Levy \$ _____

* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Dated this _____ day of _____, 2015.

Brian Hagen, City Administrator

**Hanover Economic Development Authority
Special Revenue Fund**

Account	Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual		% of Budget	2016 Budget	% Change
							7/31/15	2015 Budget			
<u>Revenue Accounts</u>											
201-31000	PROPERTY TAXES	50,060	47,548	47,083	45,296	43,767	27,046	49,000		49,000	
201-31010	TAX ABATEMENT	3,766	4,054	4,117	4,022	4,000	0	0		0	
201-36210	INTEREST EARNINGS	1,173	949	1,078	652	102	565	100		100	
201-36215	INVESTMENT INCOME/LOSS	0	0	0	0	1,074	323	1,100		1,100	
201-33410	MV CREDIT					46					
Total Revenue		54,998	52,552	52,277	49,970	48,989	27,934	50,200	56%	50,200	0%
<u>Expenditure Accounts</u>											
201-41330-111	COMMITTEE WAGES/MEETINGS	2,283	2,783	720	1,860	2,010	0	3,000		3,000	
201-41330-306	DUES & SUBSCRIPTIONS	0	0	0	250	1,198	487	1,000		1,000	
201-41330-310	OTHER PROFESSIONAL SERVICES	8,523	12,077	18,794	19,111	23,850	7,417	25,000		25,000	
201-41330-437	OTHER MISCELLANEOUS	5,140	2,167	10,263	2,000	4,537	3,562	7,500		5,200	
201-41570-210	PURCH: SUPPLIES	1,038	1,015	1,000	500	0	0	2,100		1,000	
201-46500-811	ABATEMENT: TREEHOUSE/REIMB	3,193	3,304	3,469	4,988	0	0	0		0	
201-49360-700	TRANSFER OUT: BUSINESS INCENTIVE	40,000	10,000	15,000	15,000	15,000	0	15,000		15,000	
Total Expenditures		60,177	31,346	49,247	43,708	46,595	11,466	53,600	21%	50,200	-6%
Total Revenue Over Expenditures		(5,178)	21,206	3,031	6,261	2,394	16,468	(3,400)		0	

**Hanover Economic Development Authority
Business Incentive Fund**

Account	Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual		% of Budget	2016 Budget	% Change
							7/31/15	2015 Budget			
<u>Revenue Accounts</u>											
205-33400	STATE GRANTS & AIDS	0	0	0	120,115	43,911	0	50,000		50,000	
205-36200	MISC REVENUES	0	0	0	0	100	0	0		0	
205-36210	INTEREST EARNINGS	3,035	3,329	3,321	2,950	1,693	1,941	1,000		2,000	
205-36215	INVESTMENT INCOME/LOSS	0	0	0	0	1,733	778	3,000		2,000	
205-36230	CONTRIBUTIONS & DONATIONS	0	0	0	0	0	0	0		0	
205-39203	TRANSFERS FROM OTHER FUNDS	40,000	10,000	15,000	15,000	15,000	0	15,000		15,000	
Total Revenue		43,035	13,329	18,321	138,065	62,437	2,719	69,000	4%	69,000	0%

Expenditure Accounts

205-46500-810	EDA BIF: RENT REIMBURSEMENT	0	0	9,591	4,800	0	0	7,200	7,200
205-47100-601	LOAN PRINCIPAL PAYMENTS	0	0	0	0	0	0	0	0
205-47100-611	LOAN INTEREST PAYMENTS	0	0	0	0	0	0	0	0
205-49300-318	EDA BIF: MATCHING GRANT	0	0	1,000	143,616	22,367	0	50,000	50,000
205-49300-319	EDA: LOANS	0	0	0	0	0	0	0	0

Total Expenditures	0	0	10,591	148,416	22,367	0	57,200	0%	57,200	0%
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Total Revenue Over Expenditures	43,035	13,329	7,730	(10,351)	40,070	2,719	11,800		11,800	
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Proposed Levy Certification

**STATE of MINNESOTA
COUNTY of WRIGHT
HANOVER EDA**

Return by: September 30, 2015
District Taxes Voted

To the Auditor of Wright County: I hereby certify that the Board for the Hanover EDA, County of Wright, Minnesota, did at a meeting on _____ levy the following amount to be raised by taxation for the Hanover EDA for the payable year 2016.

2015 Proposed

2016 Proposed

2015 Budget Requirement	2015 LGA	2015 Other Resources	2015 Tax Levy	# Fund	2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Certified Levy
53,600		4600	49,000	5 Administration	50,200		1,200	49,000
53,600			49,000	Total	50,200		1,200	49,000

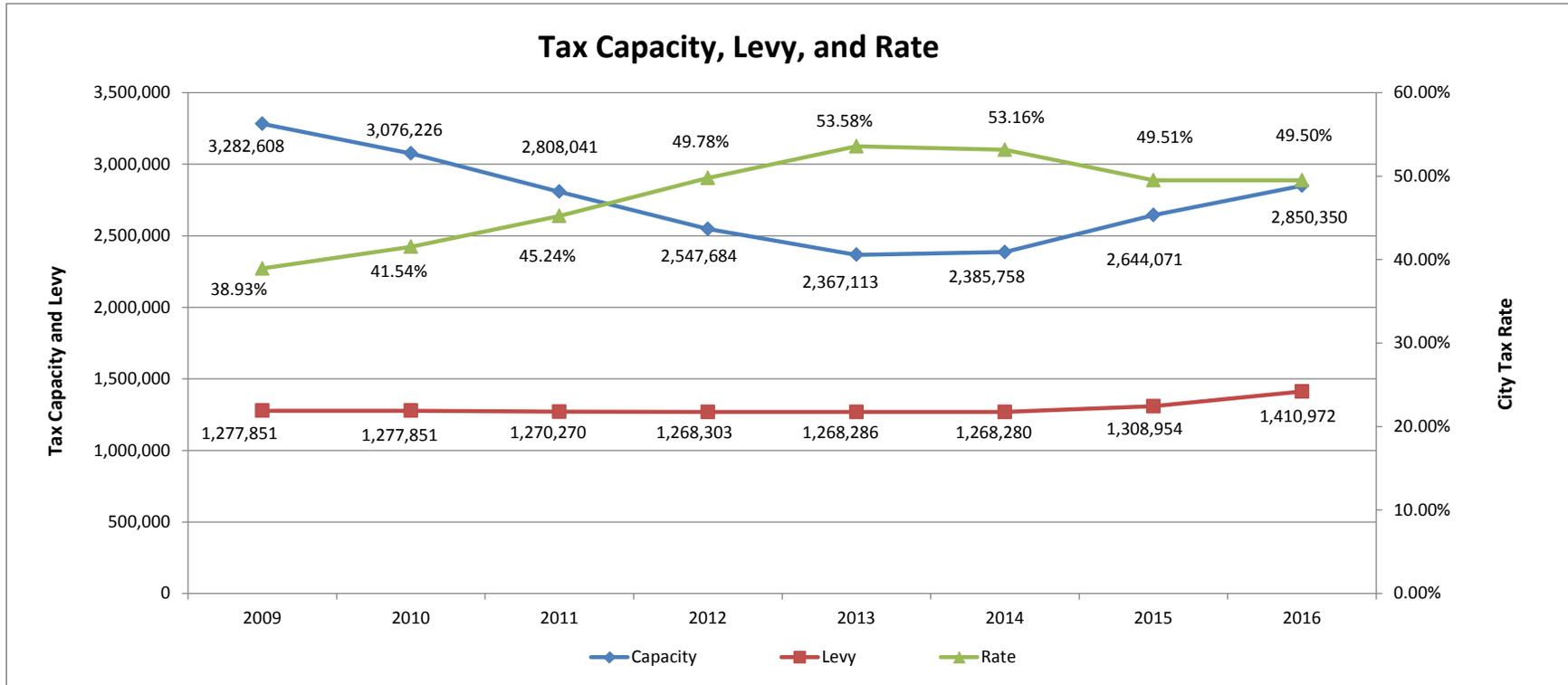
Market Value Based Referendum Levy \$_____

* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Dated this _____ day of _____, 2014.

Brian Hagen, City Administrator

	2009	2010	2011	2012	2013	2014	2015	2016
Capacity	3,282,608	3,076,226	2,808,041	2,547,684	2,367,113	2,385,758	2,644,071	2,850,350
Levy	1,277,851	1,277,851	1,270,270	1,268,303	1,268,286	1,268,280	1,308,954	1,410,972
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%



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

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

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

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

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

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 _____ Date Approved
City Administrator

By _____ Date Approved
Department Director

By _____ Date Approved
Human Resources

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 _____
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 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 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.
- 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>X</u> <u> </u> <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
forward | with neck bent | <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>	<u> </u>	<u> </u>	<u> </u>
15. Use of arm muscles over	extended periods	<u> </u>	<u> </u>	<u> </u>	<u> </u>
16. Use of leg muscles over	extended periods	<u> </u>	<u> </u>	<u> </u>	<u> </u>
17. Overhead work (over shoulder	height)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
18. Stationary desk or bench work	with neck bent	<u> </u>	<u> </u>	<u> </u>	<u> </u>
forward		<u> </u>	<u> </u>	<u> </u>	<u> </u>

Are the following weights lifted? If yes, describe.

- 0 - 10 pounds
- 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

**CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES**

PERSONNEL POLICY

Adopted by City Council
November 3, 2014

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120.01 PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Hanover. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Where these policies differ from state or federal law, the applicable law will be followed.

Except as otherwise prohibited by law, the City of Hanover has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason or without giving notice.

After reading the personnel policy, the employee will be required to sign and submit an acknowledgement form indicating they have read and understand policy. All new and existing employees will be required to sign an acknowledgement form when any part of the current policy is revised.

120.02 SCOPE

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. Members of City Boards, Commissions, and Committees;
3. Consultants or Contractors, including City Attorney;
4. Volunteer fire personnel and other volunteer personnel; and
5. Emergency employees

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules, if they exist, by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the employee's immediate supervisor.

120.03 EEO POLICY STATEMENT

The City of Hanover is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Hanover will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

120.04 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours:

The number of hours an employee is hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least twenty (20) hours per week on a regular basis.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit, with the exception of volunteer fire personnel.

Employee

An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain monetary amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The City contributes a matching amount on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings. These percentages withheld are set by the IRS and may change from year to year.

Fiscal Year

The period from January 1 to December 31.

Full-time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Hours of Operation

The City's regular hours of operation are set by the City Council and may vary by department.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime or compensatory time at one and one-half (1.5) times their regular hourly wage for all hours worked over forty (40) hours in any given workweek.

Part-time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the year (one hundred (100) days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A six (6) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process. Employees with Veteran's Preference are excluded from this in accordance with state law.

Transfer

Movement of an employee from one City position to another of equivalent pay

Workweek

A workweek is seven (7) consecutive twenty-four (24) hour periods. For most employees the workweek will run from Saturday through the following Friday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., public works and maintenance).

120.05 CITYWIDE WORK RULES AND CODE OF CONDUCT

Subd. 1. Conduct as a City Employee. In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Hanover. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Hanover. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Subd. 2. Attendance and Absence. The operations and standards of service in the City of Hanover require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Subd. 3. Access to and Use of City Property. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Subd. 4. Appearance. Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

Subd. 5. Conflict of Interest. City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. Under no circumstances shall an employee use his/her public position to secure special privileges or exemptions for himself/herself or others; use his/her position to solicit personal gifts or favors; or use his/her public position for personal gain. If an employee has any question about whether a conflict of interest exists, he/she should consult with the City Administrator.

Subd. 6. Gifts. Except as permitted pursuant to Minnesota Statute 471.895, no employee shall accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.

Subd. 7. Disclosure of Non-Public Data. No employee shall disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee. In addition, no employee shall disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.

Subd. 8. Falsification of Records. Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Subd. 9. Personal Telephone Calls. Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Electronic Communications Resources Policy for additional information.

Subd. 10. Political Activity. City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Moreover, City employees are prohibited from using City facilities (such as break or eating areas, conference rooms, or offices) or City property (including, but not limited to, telephones, computers, facsimile machines, e-mail systems, interoffice or voicemail, photocopiers, postage, paper or other office supplies) during hours of employment for any political campaign activity. This policy does not prohibit employees from using facilities or property to cast a ballot or vote or attend political or campaign functions held at a City facility outside of work hours.

Subd. 11. Smoking. The City of Hanover observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle. Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

120.06 DATA PRACTICES ADVISORY

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete federal and state reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

Media Requests. All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or

information outside of the scope of an individual’s job duties should be routed to the appropriate department or to the data practices authority. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee’s official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- ✓ Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- ✓ All information must be respectful, professional and truthful. Corrections must be issued when needed.
- ✓ Personal opinions generally don’t belong in official city statements. Once exception is communications related to promoting a city service. For example, if an employee posted on the city’s Facebook page, “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- ✓ Employees need to notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Data Practices Act.

It is important for city employee to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media

(Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- ✓ Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- ✓ The City of Hanover expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the city. Do not engage in name-calling or personal attacks.
- ✓ If you publish something related to city business, identify yourself and use a disclaimer such as, “I am an employee of the city of Hanover. However, these are my own opinions and do not represent those of the City of Hanover.”
- ✓ City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participation in personal political activity. For example, a building inspector could not use the city’s logo, email or working time to promote his/her side business as a plumber.
- ✓ Personal social media account name or email names should not be tied to the city (e.g., city nameCop).

120.07 EMPLOYEE RECRUITMENT AND SELECTION

Subd. 1. Scope. The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Subd. 2. Features of Recruitment System. The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file. Veteran’s Preference will be applied in accordance with state law where positions are filled through open enrollment.

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

The City Administrator or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Subd. 4. Pre-Employment Medical Examinations. The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

The City of Hanover values each employee and recognizes each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism; resulting in the potential for increased accidents, costs, and risks to the City and to you as an employee. It is the intent of the City to provide a drug-free working environment to help ensure the safety and health of the City employees and others that do business with the City or come in contact with employees. A drug-free workplace is also conducive to efficient and productive work standards and creates a favorable public image. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. The City will comply with the drug and alcohol testing requirements of the U.S. Department of Transportation pursuant to the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 382; Title 49 (49 CFR), Part 40; and any other applicable federal and state laws and regulations. This policy applies to all full-time, regular part-time, part-time and temporary City employees. A list of employee positions subject to CDL drug and alcohol testing is attached as Appendix A to this policy.

Subd. 5. Selection Process. The selection process will be coordinated by the City Administrator or designee, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The Minnesota Veterans Preference Act (VPA) grants most Veterans a limited preference over non-Veterans in hiring and promotion for most Minnesota public employment positions, as granted in Minnesota Statutes 197.48, 43A.11, and 197.455. These statutes may apply to certain spouses of Veterans. The Minnesota VPA Statutes apply to Minnesota public employment, "civil service laws, charter provisions, ordinances, rules or regulations of a county, city, town, school district, or other municipality or political subdivision of this state."

Minnesota Statute 197.447 defines a Veteran as "a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirement as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law 95-202. The active military service must be certified by the United States secretary of defense as active

military service and a discharge under honorable conditions must be issued by the secretary." Therefore, to be eligible for any Veteran program with the State of Minnesota, you must meet the definition contained in this statute.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and City of Hanover needs.

Subd. 6. Background Checks. All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Subd. 7. Training Period. The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods are six months in duration.

120.08 ORGANIZATION

Subd. 1. Job Descriptions. The City will maintain job descriptions for each regular position. Job descriptions for new positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, The Fair Labor Standards Act (FLSA) status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. The City Administrator or designee is responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Subd. 2. Assigning and Scheduling Work. Assignment of work duties and scheduling work is the responsibility of the City Administrator.

Subd. 3. Job Descriptions and Classifications. Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Subd. 4. Layoff. The City Administrator will maintain a seniority list. In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

120.09 HOURS OF WORK

Subd. 1. Work Hours. Work schedules for employees will be established by supervisors with the approval of the City Administrator. Work schedules will be assigned in accordance with the business needs of the City, including ensuring coverage during regular business hours.

Subd. 2. Meal Breaks and Rest Periods. A fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Subd. 3. Adverse Weather Conditions. City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Public Works and Maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc) will be made by the City Administrator.

120.10 COMPENSATION

Subd. 1. Policy. Full-time employees of the City will be compensated according to the schedule adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Subd. 2. Compensation Program

It shall be the responsibility of the City Administrator to develop and maintain a compensation plan in accordance with state and federal laws for all applicable positions within the City, subject to review and approval by the City Council.

The objectives of the City's compensation plan are as follows:

- To establish and maintain pay opportunities that enable the City of Hanover to attract and retain qualified, reliable and motivated people who are committed to quality and excellence for those we serve.
- To ensure subject to the financial condition of the organization, that employees receive fair and equitable salaries in relation to their individual contributions to organization success.
- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on skill, effort, responsibility and working conditions.
- To ensure program flexibility necessary to meet changing economic, competitive, technological and regulatory conditions.

- To establish, manage and communicate the compensation and performance management program in a manner that strengthens internal relationships among related and unrelated functions and emphasizes the service expectations of our community.
- To balance compensation and benefit needs with available resources.

The Compensation Plan provides that employees will be assigned an appropriate pay range which corresponds to their job classification. Pay ranges carry minimum and maximum rates of pay. An employee shall not be paid less than the minimum rate nor more than the maximum rate for their assigned job classification, except in certain circumstances as may be referenced in this policy.

There are two components to the compensation system: bi-annual adjustment of salary ranges and merit increase.

Bi-Annual Adjustment of Salary Ranges: Salary ranges for each position shall be reviewed every two years prior to setting the budget for the coming year. Cities of similar size and tax base within the state of Minnesota shall be considered for purposes of this review. The City Council may adopt changes to the salary ranges, or choose not to make changes in any particular review cycle. If the City Council adopts a new range that results in an existing employee being outside of the new range, the City Council shall pass a motion expressing their intent for that employee.

Merit Increase: Increases will be determined, based on the results of a performance evaluation, at an employee’s first six month anniversary. After the initial six month anniversary, performance evaluations shall occur annually on or around December 1 of each year with any salary increases effective January 1. If the period between the six month anniversary and December 1 is less than 6 months, any salary increase will be pro-rated accordingly.

Increase levels will be directly correlated to the final score on the employee’s performance evaluation. The total of the numeric scores received for each category shall be divided by the number of categories. The resulting scores shall be used to determine the increase level.

Increase levels will correlate to final scores as described below. All increases will be calculated on base wages. Employees with scores that correlate to an increase, but, who are at the maximum of their pay range are only eligible for an increase if Council approves an adjustment to the salary range for that position. Increases will be awarded on January 1 following an employee’s annual review.

A final score between...	Merit Increase of...
0-2.00	0%
2.00-2.25	1.0%
2.26-2.50	2.00%
2.51-2.75	3.00%
2.75-3.00	3.50%
3.01-3.25	4.00%
3.26-3.50	4.50%
3.51-4.0	5.00%

Merit Increases shall range from 0 – 5% based on a scale corresponding with the performance evaluation.

The City Administrator will provide a summary of each employee’s performance evaluation and the recommended merit increase to the City Council before approval. The City, as fiscally possible, will budget an annual amount for merit increases. The increase levels available will be based on this annual budget amount. There is no obligation on the part of the City to award merit increases even though an amount is budgeted. Because this program is designed to reward specific behaviors and performance levels, the City is obliged only to approve increases which, in their professional judgment, are truly merited and meet the program purpose and guidelines.

Subd. 3. Paychecks. Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. If the regular payday falls on a holiday, payday will normally be the last regular workday before the holiday

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the City Administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Subd. 4. Time Reporting. Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Subd. 5. Overtime/Compensatory Time. Because of the nature of work, employees may be directed to work overtime on weekends or additional hours during the regular workday. Employees are expected to comply with such directives. The City of Hanover has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

A. Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half (1.5) for all hours worked over forty (40) in one (1) workweek. Vacation and sick leave do not count toward “hours worked”. Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of compensation and computing overtime. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half (1.5) hours off for each hour of overtime worked.

The maximum compensatory time accumulation for any employee is 200 hours total. Once an employee has earned 200 hours of compensatory time in total, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Administrator will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time

B. Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one (1) workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Hanover will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).
- The City of Hanover may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Hanover will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness in any matter relating to their employment with the City, but not as a witness against the City, but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

C. All Employees

All employees in all departments, are required to work overtime or hours outside of or in addition to their normally scheduled hours as requested by their supervisors as a condition of continued employment. Refusal to work such hours may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when making such assignments.

120.11 PERFORMANCE REVIEWS

Subd. 1. Process. A performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments. The City Administrator shall solicit the opinions of the City Council as part of the overall review process, and shall take into account progress towards the City Council's goals, progress towards team goals, and the individual job responsibilities of each employee as part of the overall review. Employees are expected to participate in the review process, including providing feedback as part of a discussion of results and future goals.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing or completion of the evaluation.

120.12 BENEFITS

Subd. 1. Health and Dental Insurance. Full Time exempt and nonexempt employees shall qualify for up to \$700.00 per month employer-paid contribution to single member health and dental insurance coverage OR up to \$900.00 per month for family coverage on the first day of employment. Part Time Employees who work 30 hours or more per week shall qualify for up to \$700.00 per month employer-paid single coverage health and dental insurance OR up to \$900.00 per month employer-paid family coverage at the end of their

probationary period. Part Time Employees who work more than 25 hours but less than 30 hours per week shall qualify for pro-rata benefits based upon a 40 hour work week. Premiums above the allotment provided are the sole responsibility of the employee.

The City's only obligation is to purchase a health and dental insurance policy and pay the amounts stated above toward the premium. No claim shall be made against the City as a result of a denial of insurance benefits by an insurance carrier.

Any portion that remains of the \$700.00 OR \$900.00 per month after the payment of health and dental premiums may be used by the employee for the purchase of other supplemental insurance or contributed to a Health Savings Account (HAS) subject to federal limits. Any supplemental insurance premiums not covered by the employee's allotted premium amount is the sole responsibility of the employee.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

Subd. 2. Retirement. The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law.

For information about PERA eligibility and contribution requirements contact the City Administrator.

Subd. 3. Other Benefits. Full-time employees and part-time employees who work thirty (30) or more hours per week are eligible for employer-paid short-term disability insurance, long-term disability insurance , and life insurance benefits.

For information about eligibility and contribution requirements contact the City Administrator.

Subd. 4. Minnesota State Deferred Compensation Plan. Any full-time or part-time employee may elect to participate in this plan. They may make tax deferred contributions, as defined in the Plan, from their income.

120.13 HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving Day (in lieu of Columbus Day)
- Christmas Day

City Hall may be closed at noon on Christmas Eve, but Christmas Eve is not a paid holiday.

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Official holidays, as listed above, will be paid in accordance with the employee's assigned work hours.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday for City operations/facilities that are closed on holidays. When a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Employees will be paid for the holiday if they:

- Have worked the full day before and the full day after the holiday, unless time off has been approved in advance; and
- Had been scheduled to work the day on which the holiday falls or is "observed."

Due to business needs, some employees may be required to work on City holidays. An employee's supervisor or manager will notify the employee if he/she is required to work.

Employees who are required to work on a holiday will receive holiday pay in addition to pay for hours worked. Holiday hours count toward hours worked for overtime pay calculations.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

120.14 LEAVES

Subd. 1. Overview. Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Subd. 2. Sick Leave. Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees. *Sick leave is a privilege, not a right.* Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least twenty (20) hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than twenty (20) hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.

- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due a medical condition such as an illness, disability or pregnancy, but not limited to only the mentioned conditions.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members (defined as a spouse, father, mother, sister or brother) to a medical, dental or other care provider appointment.
- To take care of an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.
- Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee must:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury, or the condition of the ill family member; and
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is

provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. The maximum accumulation for sick leave is two hundred forty (240) hours. No hours will be accrued exceeding 240 hours. Any unused sick leave shall be paid upon termination.

Subd. 3. Vacation Leave.

Vacation Leave Schedule

<u>Years of Service</u>	<u>Annual Accrual</u>
0-4 Years	80 hours
5-9 Years	120 hours
10+ Years	160 hours

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least twenty (20) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work fewer than twenty (20) hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

Vacation shall be credited to an employee on the first day of employment and on each anniversary date thereafter. Vacation use is subject to approval by the employee's supervisor.

Requests for vacation in increments of four (4) days or less must be received at least forty-eight (48) hours in advance of the requested time off. If requesting five or more days consecutively, the request must be made at least ten (10) days in advance. This notice may be waived at the discretion of the City Administrator or designee. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of two hundred (200) hours. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination.

Subd. 4. Funeral Leave. Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. Immediate family is defined as the employee's spouse, parents, step-parents, children, step-children, siblings, grandparents, grandchildren, or great-grandchildren; the spouse's parents, step-parents, siblings or grandparents; son-in-law, daughter-in-law or ward of the employee's household.

One (1) funeral leave day will be allowed for death of aunts, uncles, nephews, and nieces.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Subd. 5. Military Leave. State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Subd. 6. Jury Duty. Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to approval by the City Administrator or designee. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Subd. 7. Court Appearances. Employees will be paid their regular wage to testify in court for City-related business, so long as the employee is not testifying against the City or is a plaintiff in the matter pending before the court. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Subd. 8. Job Related Injury or Illness. All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Subd. 9. Parenting Leave. Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 10 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Subd. 10. Administrative Leave. Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Subd. 11. Adoptive Parents. Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave, as set forth in Subd. 9). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Subd. 12. School Conference Leave. Any employee who has worked half-time or more for more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school

conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Subd. 13. Bone Marrow Donation Leave. Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the City, to undergo medical procedures to donate bone marrow. The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Subd. 14. Victim or Witness Leave. An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Subd. 15. Leave for Families of Mobilized Military Members. An employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service, will be allowed up to ten (10) working days of a leave of absence without pay. Unless the leave would unduly disrupt the operations of the employer, a leave of absence without pay will be granted to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The employer may limit the amount of leave provided under this subdivision to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.

Subd. 16. Elections/Voting. An employee selected to serve as an election judge pursuant to Minnesota Statutes section 204B.195, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice.

Pursuant to Minnesota Statutes section 204C.04, all employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Subd. 17. Regular Leave without Pay. The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health and dental insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave

without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

120.15 SEXUAL HARASSMENT PREVENTION

Subd. 1. General. The City of Hanover is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Subd. 2. Definitions. To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Subd. 3. Expectations. The City of Hanover recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are

expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor;
2. City Administrator;
3. Mayor or City Council member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to your supervisor, City Administrator, Mayor or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

The City has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Subd. 4. Retaliation. The City of Hanover will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

120.16 SEPARATION FROM SERVICE

Subd. 1. Resignations. As provided in section 100.01 of this policy, an employee may terminate employment at any time for any reason. However, employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar day notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

Subd. 2. Severance Pay. Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for one hundred percent (100%) of unused accrued vacation, sick leave, and compensatory time.

Subd. 3. Exit Interview. The City Council reserves the right to require an exit interview with any employee in order for that employee to leave the municipal service in good standing.

120.17 DISCIPLINE

Subd. 1. General Policy. Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Hanover. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Subd. 2. No Contract Language Established. As stated in Section 100.01, this policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Subd. 3. Process. The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both.

Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, violation of policy, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

120.18 GRIEVANCE PROCEDURE

Subd. 1. Process. Employee grievances over discipline must be submitted in writing to the City Administrator.

If the grievance cannot be resolved at the City Administrator level, the grievant and the City Administrator shall present the matter the full City Council for discussion and resolution.

If the City Administrator wishes to grieve his or her own discipline, such a grievance must be submitted in writing directly to the City Council.

Subd. 2. Exceptions. The following actions are not subject to grievance:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

120.19 EMPLOYEE EDUCATION AND TRAINING

Subd. 1. Goal. The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Subd. 2. Policy. The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

- Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

Continuing Professional Education or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

- Job-Related Meetings

Attendance at professional meetings require the approval of the City Administrator. Advance approval is required to ensure adequate department coverage.

- Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests under five hundred dollars and zero cents (\$500.00) must be approved by the City Administrator. Requests of five hundred dollars and zero cents (\$500.00) or more must be approved by the City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City Administrator for prompt payment.

- Out of State Travel
Attendance at training or conferences out of state is approved only if the training or conference is not available locally. **All requests for out of state travel are reviewed for approval/disapproval by the City Council.**
- Compensation for Travel & Training Time
Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Subd. 3. Memberships and Dues. The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per professional organization, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Subd. 4. Travel & Meal Allowance. If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of thirty two dollars and zero cents (\$32.00) per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Subd. 5. Tuition Reimbursement. The City of Hanover encourages the continued education and professional development of its staff by assisting employees with certain tuition expenses. The City of Hanover will assist staff in paying for costs related to education provided that participation is approved in advance under the following criteria and procedures:

- Job-related educational programs must be taken from accredited institutions of higher learning or vocational-technical schools. The City Administrator determines whether or not a course is job-related, with final approval/disapproval provided by the City Council prior to the beginning of any course.
- The employee requesting tuition assistance has completed his or her probationary period, has been appointed as a regular full-time or part-time permanent city employee and employed at least two full years.
- The subject matter of the course work is directly job related. The responsibilities outlined in the position description and annual employee work and training goals will be considered in determining if the request is job related. Courses taken by employee in order to maintain licensing or other professional accreditation will not be eligible under this section unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment.

- The request for tuition assistance must be submitted in writing to the City Administrator. Such requests should include the total dollar amount requested for assistance and a statement of how the education or training is related to the employee's job.
- Course work must be taken at an accredited institution of higher education. An invoice for tuition must be submitted through the accounts payable process. Tuition assistance is not available for the cost of books, supplies or equipment. Following course completion, the employee must submit verification of a passing grade (C or better or a pass in a pass fail system). Reimbursements will be prorated for part-time employees.
- Course work must be scheduled in such a way as to avoid conflict with the employee's normal workday schedule. If they employee cannot avoid conflict and must leave work for class they must take vacation or sick time.

Employees who receive tuition reimbursement, and who do not complete at least three (3) years of employment with the City after such reimbursement, will be required to repay the reimbursement on a pro-rated basis for the three (3) years.

- Up to 12 months after course ends, full repayment
- 12 to 18 months after course ends, 75% repayment
- 18 to 24 months after course ends, 50% repayment
- 24 to 36 months after course ends, 25% repayment
- After 36 months – no repayment

Tuition reimbursement for an individual employee will not exceed \$1,500 per year.

If the employee is involuntarily terminated by the City during the three years, then the employee will not be required to reimburse any portion of the tuition reimbursement paid to them by the City, unless the termination is for cause.

120.20 OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Hanover regard the City as their primary employment responsibility. All outside employment is to be reported to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination from employment with the City.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.

- The employee must not receive compensation from another business, individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates an actual conflict of interest or the appearance of a conflict of interest.
- No employee will work for another business, individual or employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates an actual conflict of interest or the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

120.21 DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Hanover has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.
- E. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. Please reference Chapter 500, Drug and Alcohol Testing Policy, of the Hanover Policy Manual, for the requirements under this provision.
- F. All new employees will undergo an initial drug screening as a condition of employment.

120.22 SAFETY POLICY

Subd. 1. Policy. The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor. Please reference Chapter 200, Safety Policy, of the Hanover Policy Manual for additional requirements under this provision.

Subd. 2. Reporting Accidents and Illnesses. Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Subd. 3. Safety Equipment/Gear. Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Subd. 4. Unsafe Behavior. Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

120.23 CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

120.24 ELECTRONIC COMMUNICATIONS POLICY

Subd. 1. Introduction. The City of Hanover provides employees with access to and use of a variety of electronic communications resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Use of the City's electronic communications resources in violation of the electronic communications resources policy may lead to discipline, up to and including termination of employment.

Subd. 2. Scope of Coverage/Application. This policy applies to all employees (regular, full-time, seasonal, part-time, temporary), contractors, volunteers, interns, employees of other local or state unit of government working with the City of Hanover, elected officials, and other individuals who have been granted access to and use of the City's electronic communications resources.

Subd. 3. Definitions. For the purpose of this policy, the following definitions apply:

Electronic communications resources are all equipment and software that retain, transmit, copy, modify, analyze or process information in any form. Electronic communications resources include, but are not limited to, the City's telephone system, answering machine, desktop and laptop computers, printers, scanners, modems, facsimile (fax) machines, databases, electronic mail (e-mail) systems and files, pagers, internet access, internet browsers, computer applications, utilities and operating systems.

The **Internet** is a system comprised of, but not limited to, several services which may include the World Wide Web (www), Gopher, File Transfer Protocol (FTP), e-mail, Internet relay chat and telnet, and which is generally reached by City employees via the City's computer system.

Online services include, but are not limited to, any computer network or bulletin board, whether commercial or private, which can be reached via the City's computer system or via modem. Services which are covered under this definition include, but are not limited to, CompuServe, America Online, MSN, Yahoo!, Google, and any bulletin board systems, local or otherwise.

Subd. 4. Use of City's Electronic Communications Resources.

Business Use -- The City's electronic communications resources are City property and intended for City business. These resources are not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All use of City electronic communication resources is subject to management access pursuant to this policy.

Incidental and occasional personal use of electronic communications resources is permitted if it does not interfere with the use of equipment for City purposes and is not excessive, or does not unduly interfere with an employee's work time, job activities, or the job activities of other employees. Such use and any messages or data created or accessed will be treated no differently from other messages or data. If the City's electronic communications resources are used for personal use, the employee assumes personal responsibility for the additional cost of any such personal use and will pay any cost incurred for such use (for example: telephone long distance charges or cellular phone time charges). The City reserves the right to reduce or eliminate any personal uses by an employee on a case - by - case basis, or take disciplinary action as needed or required.

Unacceptable Use -- Unacceptable uses of the City's electronic communications resources include, but are not limited to, the following:

- a. To transmit threatening, abusive, obscene, offensive, lewd, profane or harassing material or communications.
- b. To transmit, receive, access, upload, download, or distribute obscene, pornographic, abusive, or sexually explicit materials or language or any material which suggests any lewd or lascivious act.
- c. Disruption of network services, such as distributing computer viruses.
- d. Sending messages likely to result in the loss of recipients' work or systems, and any other types of use that could cause congestion of the computer system, or otherwise interfere with the work of others.
- e. Use of someone else's identity and/or password for access to information without proper authorization.
- f. Misrepresenting one's identity or affiliation in any communications.
- g. Attempt to evade, disable, or otherwise bypass password or other security provisions of systems on the computer.
- h. Reproduction or distribution of copyrighted materials without proper authorization.
- i. For commercial ventures, personal gains, religious or political causes, or other non-job-related solicitations.
- j. To engage in any form of gambling via communications resources.

- k. To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity.
- l. To secure access to any form of City electronic communications resources without the authorization of the Administrator or designee.
- m. Any use of City electronic communications resources for messages that are, or could reasonably be considered, offensive to another on the basis of race, sex, age, sexual orientation, religious or political beliefs, national origin, marital status, public assistance status or disability.

Subd. 5. Privacy. The City reserves the right, as is reasonably necessary, to search, review, audit, intercept, or access any employee's use of electronic communications resources. All materials created, developed, composed, generated, stored, sent or received using City electronic resources will remain the property of the City of Hanover.

The use of e-mail is not private. Messages sent via e-mail are subject to monitoring, interception, and forwarding which is beyond the control of the person sending the message. Although e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist on the computer system in which the e-mail system operates. Stored e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of e-mail messages may subject the sender to civil liability, discipline and criminal sanctions.

Users should be aware that even though they may have a confidential password to access e-mail, this does not suggest that the e-mail is the property right of the employee. The City retains the right to, and shall maintain the ability to, access any employee's e-mail or other electronic data on devices. An employee assigned a computer access account is responsible for all usage of that resource. Users should not share their passwords with anyone other than their supervisor and must take all reasonable precautions for password protection and maintenance.

The contents of electronic data sent by, between, and/or to individuals covered by this policy may be disclosed within or outside the City without the permission of the individual at any time for any purpose deemed necessary by the City, subject to any limitations imposed by law, including but not limited to the Minnesota Government Data Practices Act. Under the Minnesota Government Data Practices Act, the public has broad access to government records. Government records include data that is in the possession of the government "regardless of its physical form, storage media, or conditions of use." Electronic data, including e-mail messages, is treated as government records subject to data practices requests.

Employees who resign, are terminated, laid off, suspended, or otherwise cease (permanently or temporarily) their employment with the City of Hanover have no right to the contents of their e-mail messages or any other data or files existing on the computer system, and shall not be allowed access to the computer system. Supervisors may access an employee's e-mail or any other data or files existing on the computer system if employees are on leave of absence, vacation or otherwise absent, or at any other time that the supervisor deems necessary for the City's business purposes.

Subd. 6. Security Measures. The user must scan application executables (.exe) or data files from all outside sources, including the Internet, with anti-virus software before first use.

Supervisors may review the usage of the City's electronic communications resources, usage of the City's access to the Internet or online services and data or files stored on the computer system by employees they supervise to determine whether there have been any breaches of security, violations of City policy or policies, or other violation of duty on the part of the employee.

The City, at its discretion, may also use computer programs that monitor the usage of and storage of data or files on the City's electronic communications resources and the City's access to the Internet and other Online services, for purposes of assuring system security and compliance with City policies.

Subd. 7. Software Use. Only software purchased by or licensed to the City can be installed on City computers. The use of this software must be in compliance with the license agreement and cannot be copied to multiple computers, unless so permitted by the licensor. Employee-owned software, shareware, or freeware can only be installed on city computers with prior authorization of the City Administrator.

Subd. 8. Internet Use.

Business Use -- The City of Hanover provides certain employees with access to and use of the Internet if necessary for business purposes. All of the provisions of this policy apply to Internet use. Internet resources are provided to employees in an effort to allow them to be more efficient, productive, and to have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Employees are expected and required to use the Internet in a manner consistent with their position and work responsibilities with the City.

Access -- Approval by the City Administrator is required to acquire access to the Internet and/or Online services.

Monitoring Use -- Employees should be aware that it is possible to track Internet sites visited by a particular workstation. The City reserves the right to access, monitor, and disclose all Internet and online services for any purpose not specifically prohibited by statute or regulation that have been accessed by a City employee. The City retains the right to keep, retrieve, and monitor all access to Internet or online service activity by any City employee. Restrictions may be placed on use of the Internet or online services to protect the City and its resources. Inappropriate use of the City's Internet resources may result in discipline up to and including discharge of employment.

Subd. 9. Laptop/Portable Computer Use. It is the responsibility of the employee using the City's laptop computer or other portable equipment to keep the equipment in a safe environment, protected to the extent possible from theft or damage. All data collected, stored, processed, or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Practices Act. Additional software or programs may not be loaded on portable computers without prior authorization from the City Administrator or designee. Any copying of software on portable computers for personal use is prohibited. Any non-business use of portable computers is prohibited. Any use of portable computers by unauthorized persons is prohibited. Employees must immediately notify the Administrator if portable computers are damaged or stolen.

Subd. 10. Computer Use. Computers are provided to employees to be used as tools to help perform their job responsibilities. This equipment belongs to the City and has the same restrictions as set forth in Section 100.22, subd. 9 for laptop and portable computers.

Subd. 11. Purchasing. Purchasing of data processing hardware and software shall be processed through the City Administrator for review based on need and appropriateness, procurement of quotations, and processing for approval by the City Council, with all such purchases subject to the City's purchasing policy.

Subd. 12. Telephone and Fax Machine Usage. In addition to the provisions above, the following policies apply:

Business use -- The City's telephone system and equipment are designed for City business use.

Personal calls -- The City does understand that employees occasionally need to use the City phone system to make or receive personal phone calls. The employee should attempt to make and receive personal phone calls during non-working hours (breaks or lunch). Excessive use of the City phone system for personal calls is prohibited and may lead to disciplinary action.

Long distance personal phone calls -- Employees who find it necessary to make a personal long distance call must reimburse the City for the call within 60 days of making the call. It is the employee's responsibility to notify the Administrator or designee of the date and time of the call and request cost information of any personal long distance calls made, as necessary.

Personal use of fax machines -- Employees shall reimburse the City at the designated rate set for the use of fax machines. Reimbursement shall be made at the time of use.

Subd. 13. Penalties. Any violations of this policy may result in discipline in accordance with the City of Hanover Personnel Policy and/or other applicable rules. Violations may be grounds for discipline up to and including dismissal. Violations of this policy may be referred for criminal prosecution if there is cause to believe the activity complained of constitutes a crime.

120.25 OFFICIALS UNDER WORKERS COMPENSATION ACT

Pursuant to Minnesota Statutes, Section 176.011, subd. 9, the elected officials of the City and those municipal officers appointed for a regular term of office or to complete the unexpired portion of a regular term of office are hereby included in the coverage of the Minnesota Worker's Compensation Act.

120.26 EMERGENCY CLOSING POLICY

Subd. 1 Purpose. The City recognizes that certain situations may arise as a result of weather conditions and other emergency events which result in the closure of certain city facilities. This policy sets forth the conditions, process, and impact on the employee's affected by these situations.

Subd. 2 Procedure. It is the City's policy to continue to provide appropriate levels of services to the community during periods of inclement weather or emergencies. The City will make all attempts to keep its facilities open during normal business hours even though an emergency may exist. The City acknowledges that there may be adverse weather or other emergency conditions (Emergencies) in which employees may need to be excused from work. The City recognizes that the safety of its employees and their dependents is very important. The following Emergency Closing Policy applies to all employees except those employees in departments that are expected to remain open and on duty during such emergencies.

- A. In the event of an emergency, the City Administrator and/or Mayor may declare a State of Emergency. The City Administrator will communicate the declaration of a State of Emergency to all department heads. The City Administrator, or his/her designee, will post a notice of the State of Emergency on the door of City Hall, update the mail greeting on the City's phone system, e-mail the members of the City Council informing them of the State of Emergency, and post notice on the City's official website.
- B. When a State of Emergency is declared, each employee may determine whether he/she will remain at work or utilize appropriate leave. If an employee determines that his/her safety or the safety of his/her dependents may be jeopardized if the employee reports to work or if at work, remains on duty, the employee may request authorized emergency leave. An employee with authorized emergency leave must utilize vacation or compensatory time for the time away from work. If the employee does not have vacation or compensatory time, the emergency leave will be unpaid.

120.27 AUTHORITY

This policy shall be in full force and effect from the date of its adoption by resolution of the City Council. Changes can be made at any time at the discretion of the Council by resolution setting forth the changes to be made. The City Administrator and City Council are responsible for interpretation of these policies and shall have final decision-making authority on any disputes as to the interpretation of these policies.

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RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Hanover's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that the City of Hanover is an "at will" employer and as such employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states the City of Hanover's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the City for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____