



**City Council – Meeting Agenda
November 2, 2021 – 5:30 P.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Approve the agenda.
4. Consent Agenda:
 - Approve minutes of October 5, 2021.
 - Accept resignation of police officer, Jason Abbott.
 - Approve tobacco license for 351 Dewey Street (J. Hurst).
 - Adopt School Choice Proclamation.
 - Approve City Administrator vacation adjustment – to from 21-day tier to 30-day tier – in lieu of taking step increase for 2022.
 - Approve payment of bills.
5. Public Hearing – Fee Schedule Updates
 - Adopt Ordinance #460 – Sewer Rates
 - Adopt Ordinance #461 – Water Rates
 - Adopt Ordinance #462 – Overall Fee Schedule
6. Approve Updated City Job Descriptions.
7. Discussion on gambling ordinance.
8. Mayor's Comments & Open Forum
9. Department Reports:
 - Police Department –Katie McMillin
 - City Engineer – Jarod Griffith/Jon Halter
 - Public Works/Fire – Mark Pappenfus
 - Administration – Sarah Brunn
10. Old Business
 - Update on wastewater project.
 - Approve relocation of private well – Werner Well Quote
11. New Business
12. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – October 5, 2021

The Foley City Council held its regular meeting on October 5, 2021, at 5:30 p.m. at the Foley City Hall.

Members Present: Mayor Gerard Bettendorf, Councilmembers Jeff Gondeck, Rosalie Musachio, Gary Swanson, and Jack Brosh.

Members Absent: None

The pledge of allegiance was recited.

Motion by Swanson, seconded by Gondeck, to approve the agenda.
Motion carried unanimous.

Motion by Gondeck, seconded by Musachio, to approve the consent agenda.
Motion carried, unanimous.

Public Hearing – 2021 Water/Sewer, I/I, Weed/Snow Assessments – Payable 2022 Taxes

Mayor Bettendorf recessed the regular council meeting at 5:32 p.m. for the Public Hearing regarding 2021 assessments and invited the audience to speak.

Debra Olson, 600 Dewey Street, questioned the amount of the I&I penalty applied to her water/sewer bill listed in the assessment. Brunn asked Olson if she had reached out to city hall to ask the water/sewer billing clerk to review the amount. Olson said she had not. Brunn recommended that Olson call city hall during business hours so that the clerk could review her account with her. Staff is unable to review her account during the meeting.

No one else spoke.

Bettendorf reconvened the regular council meeting at 5:37 p.m.

Motion by Swanson, seconded by Gondeck, to adopt Resolution #2021-23 Adopting Water/Sewer and I/I Assessment Roll and Resolution #2021-24 Adopting Weed/Snow Assessment Roll.
Motion carried, unanimous.

Triple E Secure Storage – Site Plan & Early Start Request

Brunn addressed the council and referred them to their council packet. She explained that a number of conditions came from the Planning Commission on this project. Some of them were not yet satisfied. They are in the resolution in the council packet (e.g. building fascia requirements, easement requirements...etc...) so there will be a clear record on expectations. Discussion followed. Bettendorf expressed that he had no problem with the site plan and early start as long as conditions were met and that the city would not be responsible for liability or damage. Discussion followed.

Motion by Musachio, seconded by Gondeck, to adopt Resolution #2021-22 and approve the early start as long as developer signs off on waiver of liability.
Motion carried, unanimous.

Consider Gambling Premises Permit for Stone Creek Golf Course

Given that two charities had requested gambling permits at Stone Creek and one was already in progress and waiting on the state, Bettendorf proposed the council approve a temporary license for Pine Center that would carry through the end of the year at which time the Foley Wrestling Club would receive their license from the State of Minnesota and they could possibly switch or share the location.

Heidi Schwartz (note: speaker never stated full name or address while she was at the podium), manager of Stone Creek Golf Course addressed the council regarding the golf course's position and stated that Pine City must be approved by the city before they can apply to the state for their permit. She also explained that Pine City was interested in a permanent/ongoing permit with the golf course, not a six-month approval.

Brunn explained that the Foley Wrestling Club is also waiting for approval by the state. The delay seems similar to what staff is seeing with other state agencies. Discussion followed.

Brunn explained that the council could consider an ordinance that would require businesses to give priority to local charities but that is not a current city ordinance. The wrestling club is local and Pine City is not based in Foley.

A representative from Pine City addressed the council explaining that there is a startup cost to opening a new location. The club's understanding when they agreed to come was that the permit would be ongoing. The representative from the golf course said that two organizations could share one location.

Discussion followed. Bettendorf pointed out that the Wrestling Club may not want to share the location with Pine City.

Motion by Brosh, seconded by Gondeck, to allow Pine City a gambling permit effective Oct. 6 and the council will revisit the situation in six months.

Discussion followed with objections coming from the Golf Course representative. Brosh stated that he was confused why the golf course was objecting when the council was trying to help them.

Motion failed, with 5 nays.

The golf course representative firmly stated that the golf course did not want the Foley Wrestling Club at the golf course.

Motion by Brosh, seconded by Bettendorf, to adopt Resolution #2021-25 approving the gambling permit for Pine City without the waiting period.

Motion carried 3-2 with Gondeck, Bettendorf and Brosh voting aye. Musachio and Swanson voting nay.

Mayor's Comments & Open Forum

Rachel Hansen, 161 Dewey Street, addressed the council stating that she had been fined for sidewalk shoveling twice for the time period prior to purchasing the house. Brunn recommended she reach out to the title company. An assessment search was done at the city level but the payment was not made for the outstanding bills. There may be title insurance that can cover it.

No one else spoke.

Department Reports

Police Department

Police Chief Katie McMillin updated the council on the stat report for September. Foley PD responded to 319 calls and saw an increase in agency assist calls as well as serious calls. The agency assist calls have primarily come because of Benton County being busy on the west side of the county. McMillin also said that the PD had seen an increase in people driving without a license, controlled substances, and calls from the school regarding alcohol and tobacco. The SRO has been very busy.

City Engineer

Jarod Griffith, city engineer, didn't have any updates for the council. Brosh asked for an update regarding the repairs to the PD parking garage. Mark Pappenfus, Public Works Director, explained that the hole that was discovered due to water draining near the foundation has been repaired.

Public Works and Fire Department

Pappenfus gave an overview to the council regarding fall projects including the Hwy 23 sidewalk and trails. Changes to the MnDOT policies requires some small changes in concrete thickness that the city will need to pay for. Discussion followed. Brunn explained that the state will bill the city upfront and then send a refund if necessary.

Pappenfus also gave an update regarding the drought and the state of the city wells. Usage is trending downward. We are still in a draught warning phase for this area. Residents should still continue to reduce their water usage. The salt shed construction will be framed up today.

The Fire Department's open house on Saturday went very well. Great turnout. Lots of donations of free hot dogs and pumpkins.

Administration

Sarah Brunn, City Administrator, asked the council to approve a \$10 credit for anyone who signs up for auto pay as we transition to monthly water/sewer billing.

Motion by Brosh, seconded by Swanson, to approve a \$10 per month credit for auto pay water/sewer accounts.

Discussion followed with Brunn explaining that the \$10 credit was meant to be a one-time credit at the time of auto pay signup.

Motion failed with Gondeck, Musachio, and Bettendorf voting nay and Swanson and Brosh voting aye.

Discussion followed.

Motion by Bettendorf, seconded by Musachio, to approve a one-time \$10 credit for auto pay water/sewer accounts.

Motion carried, unanimous.

Musachio expressed an interest in making sure there was an incentive to conserve water. Discussion followed.

Brunn presented to the council recommendations for updates to the fee schedule including water/sewer rates, pool admissions, and solar garden permitting. The fee schedule would move forward at the next meeting.

Brunn also informed the council that the county would be addressing an official proposal for a housing study. The county asked if the city would be still comfortable in moving ahead with the housing study. The city could also pay more to get more specific data if the council wished to have the information. Discussion followed with the council asking for more information before making that decision.

Brunn also asked the council if, given the discussion earlier regarding the Stone Creek gambling permit, if the council would like her to present a gambling ordinance at the next meeting. An ordinance could be considered that would require businesses to put priority on local organizations when applying for gambling permits.

On a personal note, Brunn added that she was frustrated by the situation with Stone Creek. The emails she exchanged regarding the situation prior to the meeting were sent to the full council.

Old Business

Brosh brought up that the Benton County broadband committee was doing a feasibility study. Brunn shared that she was on the committee and that the city was promoting across their communication channels.

New Business

No new business.

Motion by Gondeck, seconded by Swanson, to adjourn.

Motion carried, unanimous.

Meeting adjourned at 6:43 p.m.

Sarah A. Brunn, Administrator

(Minutes By: Sara- Judson Brown, Administrative Assistant)

Jason Abbott
3032 County Road 136
St. Cloud, MN 56301
(320) 267-3381

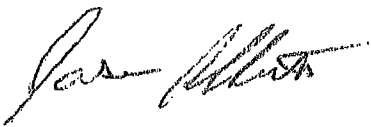
Chief Katie McMillin
251 4th Ave. N.
Foley, MN 56329
(320) 968-0800

Chief Katie McMillin,

I am writing this to inform you of my resignation from the Foley Police Department effective on 10/15/2021. I have taken a new position with the VA Police, along with still being active in the MN National Guard and a busy family life, I feel this is the best decision for me, my family and the Foley Police Department.

I want you to know how appreciative I am with you and the City of Foley for the opportunity you've given me over the past 9 years, as both a part-time and full-time police officer. I also very much appreciate the support you have given me while I had extended leaves for the military commitments. Thank you very much.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jason Abbott", written in dark ink.

Jason Abbott

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

A PROCLAMATION FOR THE CITY OF FOLEY SCHOOL CHOICE WEEK

WHEREAS all children in City of Foley should have access to the highest-quality education possible; and,

WHEREAS City of Foley recognizes the important role that an effective education plays in preparing all students in City of Foley to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of City of Foley; and,

WHEREAS City of Foley is home to a multitude of high quality public and non-public schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS City of Foley has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Gerard Bettendorf do hereby recognize January 23-29, 2022, as City of Foley School Choice Week, and I call this observance to the attention of all of our citizens.

Gerard L. Bettendorf, Mayor

Bills List - November 2nd, 2021

Gross Salaries	Payroll - 10/8/21	\$	30,311.44
EFTPS	Federal Withholding	\$	5,579.99
MN Dept of Revenue	State Withholding	\$	1,057.97
State Treas. PERA	PERA	\$	5,757.71
Nationwide	Deferred Comp	\$	895.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	55.00
Further	HSA Contribution	\$	600.00

Gross Salaries	Payroll - 10/22/21	\$	29,140.40
EFTPS	Federal Withholding	\$	5,423.09
MN Dept of Revenue	State Withholding	\$	1,049.46
State Treas. PERA	PERA	\$	5,699.83
Nationwide	Deferred Comp	\$	895.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	55.00
Further	HSA Contribution	\$	600.00

Already Paid - 11/2/21

MN State Fire Chiefs Association	2021 Conference Registration	\$	650.00
Adam Foss	Lawn Mowing for Ordinance Violation	\$	70.00
Galls	PD Uniforms - Kothman	\$	130.00

To Be Paid - 11/2/21

ABM Equipment	Sewer Vac Truck Maint	\$	833.90
Alert-All Corp	FD Fire Safety Kits for Open House	\$	271.00
AllSpec Services	October 2021 Building Official Services	\$	1,402.40
Andy's Towing	PD Towing	\$	164.15
Auto Value	Fire Hall, Air Compressor, Plow, Mack Maint	\$	483.65
Banyon Data Systems	Payroll & CC Processing Support	\$	1,685.00
Benton County Attorney	August & September Court Fees	\$	737.00
Benton County Auditor-Treasurer	Annual Election Expenses	\$	840.00
Central McGowan	PF Medical Supplies	\$	57.20
Cintas	Uniforms	\$	260.46
Coborn's	Office Supplies	\$	31.70
Delta Dental	Employee Dental Insurance	\$	1,092.15
Electric Motor Service	Well #5 Thermostat & City Hall Furnace Belts	\$	159.57
Emergency Automotove Technologies	Public Works Vehicle Maint	\$	157.22
Ferguson Waterworks	Water, Street Maint	\$	1,170.40
First National Bank of Omaha	Credit Care Purchases	\$	1,332.14
Foley Collision Center	Public Works Vehicle Repair	\$	3,367.25
Further	Employee HSA Contribution & Admin Fee	\$	380.35
Grainger	Well # 5 Maint	\$	43.44
Granite Electronics	FD Equipment Maint	\$	720.76
Greystone Construction	Public Works Salt Shed - CIP	\$	28,238.00
Handyman's Hardware	Parks Supplies	\$	17.94
Hanson Paving	Street Patching, Trail Project, Salt Shed CIP	\$	18,380.00
Hawkins	Water Testing	\$	1,233.92
HealthPartners	Employee Health Insurance	\$	10,053.03
Hoisington Koegler Group	Land Use Plan	\$	7,107.96
Josh Udermann	Hay for Fire Dept House Burn Training	\$	144.00
Kallie Timm	Utilities Refund	\$	207.00
League of MN Cities	Adobe Acrobat Subscription	\$	93.00
Little Falls Machine	Snow Equipment Repair	\$	1,363.95
Marco	Copier Lease	\$	261.07
Mark Pappenfus	Reimbursement for FD Chiefs Conference	\$	828.43
Midco	Phone & Internet	\$	721.05
Midway Iron & Metal	Jack Stand for Park Mower Trailer	\$	137.84
MN Dept of Revenue	Sales & Use Tax - September 2021	\$	392.00
MN Highway Safety & Research Center	Wing & Plow Training - Pappenfus	\$	275.00
MN Pollution Control Agency	Wastewater Certificate - Roehl	\$	45.00

MN Tarp & Liner
Molitor Excavating
Murphy Chevrolet
PBS Metalworks, Inc
Rinke Noonan
RMB Environmental Laboratories
Schlenner & Wenner
Shift Technologies
Short Elliott Hendrickson
Staples
Sun Life Financial
Tri-County Humane Society
US Able Life
Verizon
Wex Bank
Xcel Energy

Truck Box Liners	\$	750.55
Water Leak, Replace Hydrant & Culvert, Spillway	\$	16,045.00
PD Squad Car	\$	32,625.00
Water Rod Repair	\$	95.00
Triple E, JPB, PC, Zoning, General Legal	\$	2,737.50
Water & Sewer Testing	\$	1,018.00
Foley Fire Relief Audit	\$	5,240.00
AntiSpam, Antivirus, PD & City Hall IT	\$	159.45
Triple E, Sewer, I&I Engineering	\$	2,150.20
Office Supplies	\$	914.90
Employee LTD Insurance	\$	208.02
Animal Surrender	\$	150.00
Employee Life Insurance	\$	239.50
Cell Phones & Trail Cameras	\$	371.20
Credit Card Fuel Purchases	\$	53.11
Utilities	\$	4,562.45
	\$	<u>239,978.70</u>

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 460

AN ORDINANCE AMENDING THE FOLEY CITY ORDINANCES
CHAPTER VI, SECTION 610
SEWER RATES AND CHARGES

THE COUNCIL OF THE CITY OF FOLEY HEREBY ORDAINS that the 1974 Code of Ordinances of the City of Foley CHAPTER VI, FEES, CHARGES and RATES be amended:

The existing Section 610:00 Sewer Rates and Charges Subd. 3, and Subd. 5 are repealed, substituting therefore the following Section 610:00 Subd. 3 and Subd. 5, to read as follows:

Section 610:00 Sewer Rates and Charges Established.

Subd. 3. The following monthly sewage service charges and rates be, and the same hereby are continued as heretofore adopted, for usage of the municipal sewage service:

- (a) Minimum for up to 2,500 gallons.....\$32.50 per month
- (b) Excess over 2,500 gallons.....\$1.30 per 100 gallons
or portion thereof.

Subd. 5. Effective date of Sewer Rates. The sewer rates described above shall take effect on January 1, 2022.

Passed and adopted by the City Council of the City of Foley this 2nd day of November, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 461

AN ORDINANCE AMENDING THE FOLEY CITY ORDINANCES
CHAPTER VI, SECTION 615 WATER CHARGES AND RATES

THE COUNCIL OF THE CITY OF FOLEY HEREBY ORDAINS that the 1974 Code of Ordinances of the City of Foley CHAPTER VI, FEES, CHARGES and RATES be amended:

The existing Section 615:00 Water Charges and Rates Subd. 2 is repealed, substituting therefore the following Section 615:00 Subd. 2 to read as follows:

Section 615:00. Water Charges and Rates Established.

Subd. 2. The following monthly water rents and rates be, and the same hereby are continued as heretofore adopted, for usage of municipal water works:

- (a) Minimum for up to 2,500 gallons.....\$15.75 per month
- (b) Excess over 2,500 gallons.....\$00.63 per 100 gallons
or portion thereof.

Subd. 5. Bills for Service. Water and sewer service charges shall be billed together. Bills shall be mailed to the customers monthly and shall specify the water consumed and the sewer and water charges in accordance with the rates set out in this chapter.

Subd. 6. Delinquent Accounts. All charges for water and sewer services shall be due on the monthly due date, that is stamped on the billing, and shall be delinquent 15 days thereafter. The City shall endeavor to collect delinquent accounts promptly. In any case, where satisfactory arrangements for payment have not been made, the maintenance department may, after the procedural requirements of Subdivision 7 have been compelled with, discontinue service to the delinquent customer by shutting off the water at the stop box. When water service to any premises has been discontinued, a \$100.00 disconnect/reconnect fee shall be applied to the service bill. Service shall not be restored except upon payment of all delinquent bills including the \$100.00 disconnect/reconnect fee. Uncollected delinquent accounts shall be certified to the City Clerk-Treasurer who shall prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective properties served. The assessment roll shall be delivered to the Council for adoption on or before November 1 of each year for certification to the County Auditor for collection along with taxes. Such action is optional and may be subsequent to taking legal action to collect delinquent accounts. (a) As an alternative, the City may, at its discretion, file suit in a civil action to collect such amounts as are delinquent and due against the occupant, owner, or user of the real estate, and shall collect as well as all attorney's fees incurred by the City in filing the civil action. Such attorney's fees shall be fixed by order of the court. (b) In addition to all penalties and costs attributable and chargeable to recording notices of a lien or filing a civil action, the

owner or user of the real estate being serviced by the water department shall be liable for interest upon all unpaid balances at the rate of 10% per annum.

Subd. 7. Procedure for shutoff of service. Water shall not be shut off under Subdivision 6 or for violation of rules and regulations affecting utility service until notice and an opportunity for a hearing have been given the occupant of the premises involved. The notice shall be personally served or sent by mail, and shall state that if payment is not made before a day stated in the notice but not less than 10 days after the date on which the notice is given, the water supply to the premises will be shut off. The notice shall also state that the occupant may, before such date demand a hearing on the matter, in which case the supply will not be cut off until after the hearing is held. If the customer requests a hearing before the date specified, a hearing shall be held on the matter by the City Council prior to any disconnect occurring. If as a result of the hearing, the City Council finds that the amount claimed to be owing is actually due and unpaid and that there is no legal reason why the water supply of the delinquent customer may not be shut off in accordance with this ordinance, the City may shut off the supply.

Subd. 8. Effective date of water rates. The water rates described above shall take effect on January 1, 2022.

PASSED AND ADOPTED by the City Council of the City of Foley this 2nd day of November, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 462

AN ORDINANCE ADOPTING THE CITY'S
SCHEDULE OF FEES, RATES AND CHARGES

The following is the official summary of Ordinance No. 462 approved by the Foley City Council on November 2, 2021:

The Foley City Council adopted the City's fee schedule with Ordinance No. 462. The fee schedule provides all of various fees, charges, fines and penalties imposed or required by the City's Code and Ordinances, including but not limited to fees and charges for planning and zoning; building permits; fences; demolitions; mechanical installation permits; plumbing permits; excavations; driveways; park shelter rental; pool admissions; sewer and water hookup charges and rates; liquor, beer, tobacco and gambling licenses; animal and dog license fees; garbage hauling; parking; and other such fees.

A complete, printed copy of the Ordinance (Fee Schedule) is available for inspection by any person during regular office hours at the Foley City Hall.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 462

AN ORDINANCE ADOPTING THE CITY'S
SCHEDULE OF RATES, FEES AND CHARGES

The Foley City Council ordains as follows:

SECTION 1. The City adopts the attached fee schedule as the City's official fee schedule.

SECTION 2. The attached fee schedule amends any previous fee schedules adopted by resolution.

SECTION 3. The City Council determines that the text of the summary of this Ordinance, a copy of which is attached, clearly informs the public of this Ordinance's intent and effect. The City Council further determines that publication of the title and such summary will clearly inform the public of this Ordinance's intent and effect.

SECTION 4. A complete, printed copy of the Ordinance will be available for inspection by any person during regular office hours at the City Clerk's Office.

SECTION 5. Four-fifths (4/5) of the City Council's members direct the City Clerk to publish only the title and a summary of this Ordinance.

SECTION 6. This Ordinance will be effective upon its passage and publication.

Passed and adopted by the Foley City Council this 2nd day of November, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

Section 600:00

City of Foley Schedule of Current Fees, Charges and Rates

(Effective 1-1-22)

Type	Section	Requirements	Amount
Annexation	105:00	Application Filed	\$400 plus actual costs
Assessment Search		Authorized Request	\$10.00
Auctioneers	530:02	Per Day	\$5.00
Auction License	530:25	Auction License Fee & \$1,000 Bond	Cost determined by City Council and paid at the time application for license or its renewal submitted.
Barbed Wire	1100:02, Subd 10	Application Fee Public Hearing Required	\$5.00
Beer License	425:00	Also See Liquor Licenses	
Beer – Off-Sale	425:08 (B)	Annual Application	\$20.00
Beer – On-Sale	425:08 (A)	Annual Application	\$60.00
Beer – Temporary	425:08 (C)	3 Day Maximum	\$25.00
Bingo	550:04, Subd 3	Annual Application & Bond (Taken over by the State)	\$10.00
Building Permit	605:02 & Ord. 319, Sect 3	Application Filed	Refer to attached building permit fee schedule
Cigarettes	520:04	Annual Application	\$125.00
City Council Salary	110:00	Mayor Council	\$125.00 per meeting \$100.00 per meeting
City Office Copies			\$0.25 per page
Civil Defense Officer	210:00	Council Appointed	\$120.00
Conditional Use Permit	Ord. 312, Sect 22 Subd 2, 3	Application Filed	\$250.00
Council Room Rent		By Reservation	\$50.00
Certification Fee (for tax collection)		Per Assessment	\$25.00
Demolition Permit	605:08	Application Filed	\$25.00
Dog License	1120:04 1120:08	(One-time license fee) Fee Per Dog Duplicate Tag Impound Fee Boarding Fee	\$20.00 \$5.00 \$50.00 plus boarding fee \$25.00 per day
Driveway Permit	Ord. 319, Sect 7 Subd 3, 18	Application Filed	\$50.00
Engineering Fee		On Permit Application	\$100.00
Excavating Fee	800:06 & Ord. 319, Sect 9 Subd 1, 4	Application Filed	Determined by cost of project based on attached building permit fee schedule

City of Foley
Schedule of Current Fees, Charges and Rates

Type	Section	Requirements	Amount
Fence Permit	Ord. 319, Sect 5 Subd 2, 3	Application Filed	Refer to attached building permit fee schedule
Fire Calls	602:04	Medical Calls Emergency or Rescue Calls	\$150.00 Billed once to recipient, then to township \$300.00 for 1 st hour or fraction thereof \$250.00 for additional hours or fraction thereof
Fire Call Report		Signed Authorization Form	\$5.00 per report
Gambling	540:00, Subd 1	Annual Application & Bond (Taken over by the State)	\$100.00 Paddle Wheel \$10.00 Tipboard \$10.00 Raffle
Garbage Hauling Contract	510:06	Annual Application	\$25.00
Handgun Permit to Carry		Application Filed	\$10.00
Handicap Parking	1010:00		\$100.00
Health Officer	215:15	Council Appointed	\$100.00
Junk Dealers	535:02	Annual Application & \$2,000 Bond	\$100.00
Liquor License	425:15	Review, First Time Investigation Fee	\$500.00
3.2% Malt On-sale	425:08 (A)	Annual Application	\$60.00
3.2% Malt Off-sale	425:08 (B)	Annual Application	\$20.00
Temp 3.2% Malt	425:08 (C)	3 Day Maximum	\$50.00
Off-sale Liquor	425:08 (D)	Annual Application	\$150.00
On-sale Liquor	425:08 (E)	Annual Application	\$1,750.00
Sunday On-sale	425:08 (F)	Annual Application	\$150.00
Combo On/Off-sale	425:08 (G)	Annual Application	\$1,900.00
Temp On-sale Liquor	425:08 (H)	Application Filed	\$100.00
On-sale Wine	425:08 (I)	Annual Application	\$150.00
1 Day Consumption and Display	425:08 (J)	Application Filed	\$100.00
Approval of 1-Day Consumption	425:08 (K)	Application Filed	\$100.00
Culinary Class On-sale	425:08 (L)	Application Filed	\$100.00
Temp Off-sale Wine	425:08 (M)	3 Day Maximum	\$100.00
Brew Pub On-sale	425:08 (N)	Application Filed	\$500.00
Brewer Off-sale	425:08 (O)	Application Filed	\$100.00

City of Foley
Schedule of Current Fees, Charges, and Rates

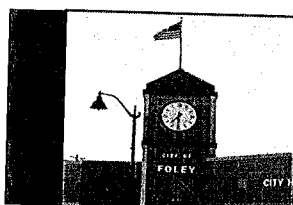
Type	Section	Requirements	Amount
Brewer Temp On-sale	425:08 (P)	Application Filed	\$100.00
Non-enclosed On-sale	425:08 (Q)	Application Filed	\$100.00
Temp Non-enclosed On-sale	425:08 (R)	Up to 4 Days, 3 times per year	\$100.00
Liquor – Community Festival Event	425:08 (S)	Application Filed	\$50.00 per event
Liquor Violation	425:29		1 st Violation: \$500.00 2 nd Violation: \$1,000.00 3 rd Violation: \$2,000.00
Livestock Keeping	1125:00	Prohibited Effective 7-6-10	
Manufactured Home Park	Ord. 319, Sect 20 Subd 10	Application Filed	
Manufactured Home Relocation	Ord. 319, Sect 20 Subd 3	Application Filed	
Mechanical Permit	702:00	Application Filed	Refer to attached mechanical permit fee schedule
Minor Subdivision	Ord. 320, Sect 11 Subd 1 (6)	Application Filed	\$250.00
Non-Sufficient Funds Fee			\$30.00
Park Dedication Fee		On Permit Application	\$150.00 per lot
Park Shelter Rent		By Reservation No option of Lion main w/o kitchen	\$150.00 Holdridge #1 or Lion #4 \$75.00 Holdridge #2 or #3 (Non-Refundable)
Parking Ticket	1010:00		\$25.00
Planned Unit Development	Ord. 319, Sect 21 Subd 4, 2	Application Filed	\$250.00
Plat Review Fee	Ord. 320, Sect 4 & Sect 6		\$500.00 Preliminary Plat Fee
Plumbing Permit	701:00	Application Filed	Refer to attached plumbing permit fee schedule
Police Accident Report		Signed Authorization Form	\$5.00 per report
Police Report		Signed Authorization Form	\$1.00 for 1 st page \$0.25 for each page thereafter \$4.00 for each photo
Preliminary Plat	Ord. 320 Sect 5 Subd 1	Application Filed	\$500.00 plus actual costs
Public Land Dedication	Ord. 320 Sect 10, Subd 1		\$1000.00 per lot or 1,000.00 sq ft per single family \$300.00 per unit or 400 sq ft per multi family
Razing/Demolishing	605:08	Permit Required	\$25.00
Recording Fee			\$46.00

City of Foley
Schedule of Current Fees, Charges and Rates

Type	Section	Requirements	Amount
Rental Property License	730:03 Subd 1 & Resolution 2007 - 7	Application Filed	Dwelling License: \$30.00 for 1 st unit PLUS \$10.00 per unit thereafter Dwelling Inspection Fee: \$50.00 per unit (inspection + 1 follow up, \$100.00 min) Add'l Inspection Fee: \$50.00 per inspection Late Fees/Penalties: \$25.00 Reinstatement Fee: \$100.00 for 1 st unit reinstated PLUS \$20.00 each add'l unit Background Checks: per Police/Sheriff Dept.
Rezoning	Ord. 319, Sect 23	Application Filed	\$250.00
Sewer Hookup Fee	609:00	On Permit Application	\$1,200.00
Sewer Rates	610:00	Metered off water	\$1.30 per 100 gallons or portion thereof.
Signs	Ord. 319, Sect 8	Application Filed	Refer to attached building permit fee schedule
Small Animals	1130:08	Application Filed	\$25.00
Small Cell Facility	815:01	Application Filed	\$500.00
Subdivision Developer Agreement	Ord. 320, Sect 9		Escrow deposits to cover improvement costs
Swimming Pool Fees	Ord. 408		Age 15 & under: \$4.00 Age 16 & above: \$5.00 \$400 plus administrative costs to process
Solar Garden IUP	OAA – Solar Gardens	Application Filed	\$1,000.00 (non-refundable)
TIF – Tax Increment Financing	Policy	Application Filed	Refer to attached building permit fee schedule
Tower Permit	Ord. 319, Sect 9	Application Filed	\$100.00
Transient Merchant	532:00	Application Filed & \$1,000 Bond	See 609:00 Article III C Exhibit A, Sewer & Water Area Trunk Fees Schedule Attached
Trunk Fees	609:00 Article III (C)	Subdivision or Property Improvement Area Trunk Fee	\$1,500.00
Water Meter & Hookup	620:00	On Permit Application	\$0.63 per 100 gallons or portion thereof. \$50.00 each
Water Rates	615:00	Metered	\$10.00 Estimation Fee
Water Disconnect & Re-Connect Fee	615:00		\$25.00
Water Meter Reading	615:00	No Reading Penalty	\$1.59 per meter
Water Payment	615:00	Late Penalty Fee	\$25.00
Water Test Fee	Mn Dept of Health State Statute		\$25.00
Winter Parking	1010:14, Subd 4		
Variance	Ord. 319, Sect 24	Application Filed	\$250.00
Zoning Amendment	Ord. 319, Sect 23	Application Filed	\$250.00

Exhibit A: City of Foley Trunk Water and Sewer Rates
Established in 2005

Land Use	Water Rates				Sewer Rates			
	Trunk Fee		WAC		Trunk Fee		SAC	
	Rate	Unit	Rate	Unit	Rate	Unit	Rate	Unit
Single Family Residential, Manufactured Housing	\$ 1,510	Ac	\$ 1,500	Unit	\$ 3,130	Ac	\$ 1,200	Unit
Commercial, General Commercial	2,520	Ac	2,520	Ac	5,220	Ac	4,810	Ac
Industrial, Multi Family	3,860	Ac	3,860	Ac	6,260	Ac	5,780	Ac
Public/Golf/Park	630	Ac	630	Ac	1,300	Ac	1,200	Ac



CITY ADMINISTRATOR

Job Description

Approved: : 11/2/2021

I. IDENTIFYING INFORMATION

JOB/POSITION TITLE:	City Administrator/Clerk-Treasurer	WORK/PAY STATUS:	Full-time, Salaried
SUPERVISOR:	City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Administrator	PAY GRADE:	10
DEPARTMENT:	Administration	CORE OFFICE HOURS:	Per City Council
WORK LOCATION:	City Hall		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:

Serves as City's top-appointed official performing executive, administrative, and professional work with overall responsibility to manage and improve the City's workforce, capital assets, and other resources. Supervises direct reports to oversee the administration of all City departments. Provides professional support to the City Council and various City advisory bodies. Strives to meet the Council's goals & objectives while promoting financial stability and improving the organization's performance. Serves as City's statutory Clerk and Treasurer. Fully participates in community & economic development and planning/zoning activities.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: City Council, Council Committees, EDA Board, Planning Commission

Works closely with: Personnel Committee, City Attorney, Building Official, City Engineer, Assessor, Gilmanton Joint Planning Board, Housing Advisory and Appeals Board

Communicates with:

- Internally:* All other city employees and volunteers
- Externally:* Other city administrators & clerk-treasurers as well as other appointed and elected officials; staff at various county, state, and federal agencies; Benton Economic Partnership, LMC & LMCIT staff; county attorney; city engineer; city auditor and financial advisors including the City's bond counsel and agent; other contracted consultants & contractors; suppliers, vendors and salespeople including insurance agents & personnel; City's official newspaper and other media outlets; business and community groups; and tourists, business owners, and residents

Supervises:

- Directly:* Deputy Clerk/Accounting Technician, Administrative/Communications Assistant, Administrative Assistant, Police Chief, Public Works Director, Fire Chief, and Pool Manager
- Indirectly:* All other city employees

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

As holder of statutory offices, the incumbent has authority to manage each office's functions, processes and activities subject to City Council's oversight and policy guidance. The incumbent exercises line, staff, and functional authority to organize and facilitate the flow of information to ensure the integrity of the City's legislative, electoral, data practices and reporting/recordkeeping processes including official use of the City Seal. Coordinates centralized HR/personnel administration activities including employee & labor relations. Executes other duties as assigned by the City Council.

Appointments: Personnel Officer, Chief Election Official, Chief Purchasing Agent, Responsible Authority, Zoning Administrator

CITY ADMINISTRATOR

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

DEPARTMENT

ADMINISTRATION & MANAGEMENT

- » Planning & Budgeting
- » Policies & Procedures
- » Laws, Rules & Regulations
- » Records & Information Management

- Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.
- Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.
- Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.

LEADERSHIP AND

COUNCIL SUPPORT

- » Staff Support & Meeting Attendance
- » Research & Analysis
- » Advice & Recommendations
- » Administration & Interpretation
- » Consultants & Contractors

- Serves as executive officer to the Council providing administrative, clerical and logistical support: coordinates the preparation/distribution of agenda and information packets, working with department heads and others to ensure the integrity of background information; handles Council's correspondence; and may track follow-up on Council directives, requests for information, and other action items. Works with Council to establish long- and short-term goals.
- Recommends new and revised Administrative Policies (e.g. ordinances, resolutions, & personnel policies), implementing and administering them after any appropriate input from the city attorney and Council approval.
- Serves as City's personnel officer with direct responsibility to administer city-wide HR/Personnel system: updates/revises personnel policies; coordinates hiring process, compensation plan, performance management, and other centralized HR functions; and oversees preparation of pay equity report.
- Oversees and interacts with other consultants and contractors, coordinating selections with RFPs as directed. Informs Council of concerns and issues.

FINANCIAL &

ACCOUNTING

COORDINATION & GUIDANCE

- » Internal Controls & GASB
- » City-wide Budgeting & Plans
- » Cash Flow Management
- » Investment Management
- » Reporting & Recordkeeping
- » Benefits Administration

- Internal Controls: establishes and manages finance & accounting controls for all city departments; communicates policies, standard forms and procedures to department heads; and regularly evaluates compliance, providing advice and assistance as needed.
- Budget Preparation: initiates preparation of city-wide consolidated operating and capital budgets, coordinating efforts with department heads and supports Council in setting property tax levy and rates. Prepares documents for required meetings (e.g. TNT, BAE, etc.).
- Budget Administration: administers Council-approved budget including a coordinating role in CIP plans; oversees or prepares monthly statements (revenue and expenditure reports, balance sheets, and cash balances); and provides regular and other financial reports to the Council.
- Cash/Investment Management: maintains auxiliary cash controls for investing, balancing, and other related accounting activities; monitors cash flow to ensure sufficient cash is available; reviews monthly bank/investment statements and reconciliation. Works with city financial consultant(s).
- Internal Checks, Balances and Audits: reviews a variety of source documents (i.e. process inputs) and performs a variety of reconciliations and balancing adjustments to regularly verify and maintain the integrity and accuracy of the all financial statements and reports (i.e. outputs). Oversees and participates in the maintenance of complete & accurate records.
- Benefits Administration: initiates/reviews all new hire paperwork; coordinates annual benefits renewal, researches options/offerings, and oversees enrollment of employees; and oversees ACA and COBRA administration.

CITY ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (cont.)

COMMUNITY & ECONOMIC DEVELOPMENT (CED)

- » Board Support
- » Planning & Zoning
- » Joint Planning Board
- » Community Relationships
- » Intergovernmental Cooperation
- » Research & Analysis
- » Advice & Recommendations
- » Administration & Interpretation

- Provides administrative support to the Planning Commission & Council and Joint Planning Board in planning, zoning, and other community development activities:
 - Supports short & long-range planning activities including the preparation and use of guidance documents (e.g. City Code, Comprehensive Plan, etc.)
 - Reviews planning, zoning, and subdivision-related applications (e.g. site plans, variances, special use permits, plats, etc.) to support the Commission's and Council's decision making; researches and prepares staff reports with advice/recommendations; and drafts related resolutions and ordinances.
 - Works with PW Director, Commission members, and consulting engineers to evaluate the City's infrastructure needs and plan for improvements & new construction.
 - Coordinates staff review of development plans/proposals for compliance with city regulations and Council goals.
 - Oversees and participates in City's code administration and enforcement efforts; provides leadership in the interpretation of ordinances and master plans; and responds to questions and requests for information about planning & zoning regulations and ordinances.
 - Oversees and participates in the development and maintenance of the City's geographic and other information systems, database and physical files & records.
 - Manages contracted building official, providing oversight and evaluation of work results to ensure city requirements and Council expectations are met.
- Provides executive leadership and administrative support to the EDA Board in its spearheading of the City's economic development activities.
 - Oversees and participates in the development and implementation of City plans, programs and initiatives related to business retention and business recruitment. Supports marketing, advertising, and land transactions for city-owned property.
 - Reviews development agreements and financial assistance applications (e.g. TIF, revolving loans, grants, etc.); researches and prepares staff reports with advice and/or recommendations; and negotiates or mediates solutions according to the Council's approved plans and policy direction as well as the EDA Board's guidance.
 - As appropriate, works with area public agencies and private sector consultants to research and apply for grants from government and [permitted] private sources.
 - Works with financial consultants and staff to administer TIF districts including all required tracking, disbursements, and reporting to state auditor.
 - Collaborates and partners with existing and prospective business owners, local organizations and groups, and area local governments to promote job growth and other economic development. Attends meetings and joins in the work of any joint bodies, coalitions and task forces in the area as endorsed by the City Council or Mayor to promote and further the City's best interests.
- Directs and participates in internal & external reporting, recordkeeping, and other information management for CED functions.

CITY ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (cont.)

STATUTORY CLERK (NON-FINANCIAL) DUTIES

- » Legal Notices
- » Meeting Support
- » City Seal
- » Reporting
- » Elections
- » Licenses & Permits
- » Recordkeeping

- Legal Notices: Prepares and publishes meeting agendas, advertisements, and legal notices of the City Council's regular meetings as well as public hearings and special meetings. Oversees or participates in the preparation/publication of other public notices as required by the county, state, or federal government.
- Council Meetings and Minutes: attends meetings to manage an accurate record of the proceedings; takes minutes including video/audio recording if required; and prepares, indexes, and files official minutes.
- City Seal: Signs and seals all legal papers on behalf of the City; certifies and files—with the county—official Council actions including ordinances and resolutions, official maps, and conditional use permits; certifies a variety of other documents dealing with people and property; and accepts legal papers and proper notification served on the City.
- Mandatory Reporting: Oversees and/or participates in the completion of any county, state, and federal forms and reports due for assigned areas.
- City Elections: Records proceedings of regular and special elections; registers voters and officiates elections; and notifies officials of their appointments to office, taking/certifying acknowledgements and administering oaths. Certifies, to the county, all appointments and election results; and prepares/submits to the county and state (SOS) other required notices, posting notices in city hall as required.
- Licenses & Permits: Administers issuance of municipal licenses including building, business (liquor/gambling/other); animal; and various regulatory licenses as assigned—in accordance with applicable city ordinances and other regulations. Works with Police Chief on enforcement and informs City Council of any violations as required.
- City Recordkeeping: Serves as custodian of official records and public documents; implements and maintains centralized filing system; and maintains an accurate record of Council proceedings and actions (e.g. Meeting Minutes, the Municipal Code of Ordinances, and Resolutions.)

STATUTORY CLERK (FINANCIAL) & STATUTORY TREASURER DUTIES

- » General & Enterprise Funds
- » Journal & GL Accounting
- » Claims & Receipts
- » Payroll
- » Annual Audit
- » Reporting
- » Recordkeeping
- » Insurance Coverages

- a. All Receipts and Disbursements: oversees and participates in the maintenance of all required data, information, and records in electronic and physical files for all accounting functions.
- b. Claims/Accounts Payable: oversees and participates in payables function, ensuring List of Claims is ready for Council's review/approval at designated meeting and approved claims are paid in a timely manner.
- c. Accounts Receivable: oversees and participates in receivables function—including utility billing cycle, ensuring proper procedures are followed for all transactions including invoicing, receipting, posting, and depositing; manages any collection actions; and oversees the submission of related reports.
- d. Payroll: oversees and participates in payroll cycle; reviews time sheets and/or payroll register and oversees finance officer's reconciliations; oversees required filings and reports; and ensures the timely issuance/distribution of items such as employee paychecks, payroll contributions, and W-2s.
- e. City Assessments: certifies new assessments to be levied, prepayments and balances; maintains special assessment records; and researches specific properties by conducting special assessment searches when appropriate.
- f. Debt Administration: works with fiscal advisors to coordinate the issuance of any new debt; participates in credit reviews and annual reporting requirements; and maintains records needed for bond payments, fiscal agents, and related redemption ledgers.

CITY ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (cont.)

STATUTORY CLERK

(FINANCIAL) &

STATUTORY TREASURER

DUTIES

(cont.)

- Special GASB Requirements: oversees and implements and maintains fixed assets system and subsidiary records; maintains accounting records for capital projects; and monitors relevant pronouncements.
- Annual External Audit: supervises year-end closing and coordinates City's annual audit; oversees preparation audit work papers and schedules and assists auditors as appropriate; and follows up on indicated areas of deficiency. Assists in the preparation of State Auditor financial reports.
- City-wide Insurances: manages property/casualty coverages, including renewals and schedules; manages worker's compensation including claim administration; and manages any unemployment claims.

SUPERVISION OF

DEPARTMENT EMPLOYEES

- » Employee/Labor Relations
- » Hiring/Interviewing
- » Supervision & Work Scheduling
- » Performance Management
- » Discipline/Safety
- » Training & Development

- Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy/CBAs and under the Council's final approval for hiring and firing.
- Under the Personnel Committee's guidance & participation, coordinates the City's labor relations efforts with represented employees during negotiations and ongoing administration of the collective bargaining agreement.
- Oversees and participates in department's cyclical work: observes employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. Ensures proper checks and balances (internal controls) are followed.
- Promotes workplace safety through ongoing efforts related to employee training and awareness.

COORDINATION WITH OTHER DEPARTMENTS

- » Joint/Shared Responsibilities
- » City-wide projects, events, & activities
- » Emergencies

- Works closely with subordinate department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings.
- Provides, through subordinate staff, administrative/technical support to other departments as workload and work priorities allow.
- Works closely—personally and through subordinate staff—with Public Works department head on capital projects, equipment replacement plans, and utility billing activities such as meter reading, account changes, shut-offs, etc.

EXTERNAL COMMUNICATIONS/ RELATIONS

- » City Representation & Liaison
- » Intergovernmental Relations
- » Public Relations & Social Media
- » Business Relations
- » Media Relations

- Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.
- Oversees & participates in City's communications/advertising/marketing efforts through maintenance of the City's website and the City's presence on Council-approved social media platforms. Posts internally-generated information and coordinates inclusion of permitted third-party information through posts, uploads, and links IAW Council directives.
- Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. Communicates with and, when permitted by Council, testifies before state and federal legislators and agencies.
- Receives requests for information, complaints, and other input/feedback about Administration Department and Clerk-Treasurer's Office and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.

CITY ADMINISTRATOR

VI. OTHER DUTIES & RESPONSIBILITIES

- Serves as a notary public.
- Performs other duties as directed by the City Council or apparent to the incumbent.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none">▪ each major area of accountability▪ City ordinances, resolutions, & Council directives; City and department policies and procedures (Administrative & Operating)▪ City Council's overall budget goals and each department's work plans/goals▪ City and Department's organizational structure, operations, programs and activities▪ laws, rules and regulations applicable to City government▪ laws, rules and regulations applicable to City's community & economic development▪ laws related to data practices and records management▪ principles and practices related to a municipal clerk's statutory and other duties▪ management principles and practices as they apply to public sector▪ principles and practices related to community & economic development▪ OSHA and other safety-related laws, rules, and regulations▪ office automation and other technologies useful for municipal operations▪ program management, process control and improvement, workflow management▪ emergency management	<ul style="list-style-type: none">▪ planning and evaluating office's operations and activities▪ coordinating the flow of information city-wide▪ conducting research, analyzing/interpreting data, and preparing reports▪ providing/presenting reliable information and sound advice to elected & appointed officials▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation▪ providing leadership/supervision to employees and promoting a positive and motivational workplace▪ using City's automated recordkeeping & office software and ensuring information technologies help to increase work productivity▪ promoting work products that are complete, accurate, and error-free	<ul style="list-style-type: none">▪ handle not public data and other sensitive information IAW state statute and City policy▪ keep current on local government finance and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends▪ implement Council policies and carry out Council directives▪ interpret and administer policies with consistency and uniformity▪ work independently and with a high level of initiative & resourcefulness▪ cope with the mental stress of the position▪ interact with various local & community organizations▪ operate a personal computer, phone, 10-key calculator, and other typical office machines▪ use active listening skills and receive input/feedback (and constructive criticism) on performance▪ work beyond normal work hours as well as evenings and some weekends▪ attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, and other typical office equipment.

CITY ADMINISTRATOR

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

1. Bachelor's degree in public administration, business administration, finance/accounting, or related program of study.
2. At least 5 years of experience in one or more functional areas such as financial management including budgeting, legal compliance, enterprise/organizational management, council or board support and meeting administration, project management, and records & information management.
3. At least 2 years of supervisory experience including primary responsibility for a majority of supervisory functions as defined in MPELRA.
4. Able to be bonded under City's selected insurer and insurance coverages.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

- ❖ Master's degree in public administration, business administration, finance/accounting, or related program of study.
- ❖ Previous public sector experience with primary responsibility for the management/ administration of a division, department, or whole organization or agency including direct responsibility for various functions such as legal compliance, financial management including budgeting, supervision of employees, council or board support and meeting administration, and records & information management.
- ❖ Specific experience as a city administrator, assistant city administrator, or clerk and/or treasurer.
- ❖ Experience in community and/or economic development including planning & zoning activities.
- ❖ Proficiency in Microsoft Office and experience with automated accounting software.

XI. WORKING CONDITIONS (summary only)

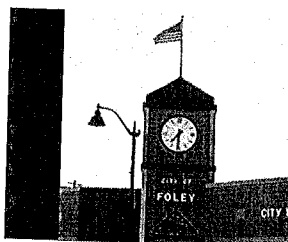
Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time or
Reasonable Area
Requirement:
NONE

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Must be able to respond to emergencies.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



ACCOUNTING TECHNICIAN/DEPUTY CLERK

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Accounting Technician/Deputy Clerk	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	City Administrator	PAY GRADE:	6
DEPARTMENT:	Administration	WORK SCHEDULE:	M-F, 7:30am-4:00pm; some evenings
WORK LOCATION:	City Hall		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Performs <i>non-supervisory</i> specialized/technical and clerical accounting work with specific responsibility for the routine/cyclical tasks associated with payroll, accounts receivable, specified fund accounting, and some GL accounting. Provides administrative support to the City Administrator and City Council; regularly assists City Administrator in statutory clerk & treasurer duties; and serves as back-up for in some duties. Also backs up other accounting functions like utility billing and accounts payable.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Administrative & Communication Assistant/UBC, Administrative Assistant, other city staff
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers including fire department
<i>Externally:</i>	Banyon Data Systems staff, other vendors & suppliers, various county/state/federal agencies, city auditor, consultants & contractors, business owners, utility customers, tourists, and residents
Supervises:	None
Provides some work direction to:	Other administrative staff (depending on the task)

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	<p>A new hire in this position initially works under the direct supervision of the City Administrator and closely follows department policies, procedures, internal controls, and standards as well as generally accepted accounting principles and practices. Informal, on-the-job training (both supervisor- and self-directed) is critical for employee to gain competency and proficiency in all aspects of the position. At full performance level the employee is expected to exercise a high degree of independence for initiating, prioritizing, and performing routine work tasks. The employee is also expected to review own work results to ensure quality standards are met. The employee is required to seek Supervisor's review and approval on all non-routine matters and unusual situations.</p> <p>Appointments: Deputy Clerk/Treasurer, Responsible Authority Designee, Data Practices Compliance Official (DPCO), Employee Wellness Coordinator</p>
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DEPUTY CLERK/ACCOUNTING TECHNICIAN

ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties and tasks is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

▪ THE PAYROLL PROCESS

- **Recurring Payroll Cycles** - Performs routine tasks associated with bi-weekly and semi-annual payroll cycles: processes employee time sheets for all departments including Fire by using payroll module; enters payroll information, calculates pay amounts, and prints payroll register to check for completeness and accuracy; sends direct deposits and prints paycheck stubs. Generates journal entries and makes necessary posts to fund accounting module. Calculates payroll taxes/PERA retirement contributions and submits state/federal filings as directed by Supervisor.
- **Payroll Reconciliations** - Uses Excel spreadsheets to reconcile payroll transactions including overtime (OT) paid and compensatory time (CT) accumulated. Performs related research and internal audits as directed.
- **Quarterly/Year-end Payroll Activities** - Generation/printing of quarterly reports (941, unemployment, etc.), W-2s, Form W-3, 1099s and other year-end tax forms.
- **Payroll Administration** - Sets up and maintains employees' payroll information in payroll software, other software applications, and physical (pay) files. Maintains Calendar for Employee Time-off.
- **Benefits Accounting & Reconciliations** - Enters, into payroll software, paid leave benefits (vacation, sick, & holiday) earned/used, OT worked, and CT earned/used; also enters these and pay totals into an Excel reconciliation spreadsheet; and checks all amounts and totals to ensure integrity/accuracy of transactions.
- **Benefits Administration** - Administers, under Supervisor's oversight and guidance, employees' mandatory and other selected benefits including set-up of new hires and handling change events. Administers COBRA and related state continuation coverage laws.

▪ OTHER ACCOUNTING & ADMINISTRATIVE SUPPORT

- Assists with budget preparation by generating worksheets and support collective bargaining/union negotiations by performing directed cost-benefit and other analyses.
- Assists City Administrator in special assessment procedures and certification process.
- Assists City Administrator in debt processes including prepping for bond/credit ratings and reviews and other special financing tasks.
- Prepares/maintains Excel spreadsheets for tracking details on City investments.
- Prepares state auditor financial report for Supervisor's review. Prepares quarterly sales tax and building permit surcharge reports. Provides information for annual audit.
- Assists City Administrator with management and administration activities of city-wide human resources/personnel system. Serves as Wellness Coordinator for city employees working with various stakeholders and outside partners to promote the health, safety, and welfare of the City's workforce.
- Provides administrative support to the City Council and the Planning & Zoning Commission as directed by the City Administrator.
- Reconciles checking accounts; prepares monthly financial reports.
- Performs support tasks for liquor license renewals.
- Prepares year-end GL entries, worksheets in preparation for annual city audit.
- Assists City Administrator in administration of elections.
- Assists City Administrator in city-wide safety program.

DEPUTY CLERK/ACCOUNTING TECHNICIAN

V. ESSENTIAL FUNCTIONS (cont.)

▪ ACCOUNTS PAYABLE (BACKUP) & ACCOUNTS RECEIVABLE

- **Payables** - performs routine tasks associated with accounts payable: uses fund accounting software; sets up new vendors; collects W-9 information; codes and processes A/P claims for all departments; prepares payment registers, reviewing for accuracy; and prints/mails checks in timely manner. Submits Form ST3 (Certificate of Exemption) as appropriate.
- **Receivables** - performs routine tasks associated with accounts receivable: uses Excel spreadsheets for tracking and reconciliation purposes and entry input into fund accounting program; prepares/prints invoices, receives payments, codes and enter amounts into computer system. Performs in-house collections tasks as needed.

▪ RECORDS AND INFORMATION MANAGEMENT

- Assists Supervisor in the preparation and maintenance of the department's electronic and physical files. Scans documents and official records for capture into recordkeeping system.
- Coordinates City's records information management and records retention efforts following the City's adopted RR schedule and according to City policy and applicable state laws.
- Researches and assists Supervisor, as directed, in addressing department's information technology needs including troubleshooting issues, handling software updates, and some HW/SW purchases.

▪ BACK-UP DUTIES

- Regularly performs duties and tasks associated with city hall's front counter.
- Serves, regularly and as-needed, as a back-up person for other administrative positions depending on work schedules, workload, and Supervisor's direction.*
- May attend meetings of City Council and advisory bodies to takes minutes and record official actions.

*See other positions' job descriptions for specific duties.

VI. OTHER DUTIES & RESPONSIBILITIES

- Serves as a notary public.
- Performs other duties as directed by the City Council or apparent to the incumbent.

DEPUTY CLERK/ACCOUNTING TECHNICIAN

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ relevant laws, rules and regulations ▪ relevant City policies and ordinances as well as the Administration Department's policies, procedures, and internal controls ▪ City and each department's organizational structure, operations, programs, services and activities ▪ bookkeeping practices and procedures used in payroll, utility billing, A/P, and A/R ▪ fund & GL accounting ▪ office procedures, business writing rules and techniques, and methods ▪ relevant word processing, spreadsheet, presentation, and publishing/webpage software programs ▪ City's automated accounting software including utility billing, payroll, and A/P modules ▪ City's automated meter reading (AMR) system 	<ul style="list-style-type: none"> ▪ being polite and courteous to callers and visitors ▪ establishing cooperative and productive work relationships, particularly with coworkers ▪ using training & experience to solve problems and make decisions commensurate to position's authority ▪ keyboarding and entering numeric & alpha-numeric data with speed and accuracy ▪ maintaining and retrieving complete and accurate computer and physical records ▪ locating & compiling data/information and performing basic research ▪ understanding and performing mathematical calculations with accuracy ▪ using available software program functionality to increase work productivity ▪ achieving correctness and accuracy in work results 	<ul style="list-style-type: none"> ▪ improve personal knowledge base through on-the-job training and any other employer-provided training ▪ focus on task at hand, handle interruptions, and switch from task to task ▪ follow policies and procedures and internal controls with consistency and uniformity ▪ interact with staff from various levels of local government and area organizations ▪ handling not public data and other sensitive information IAW City policies and state statutes ▪ initiate routine work duties and carry out tasks with little direct supervision ▪ complete duties/tasks in a timely manner according to deadlines and supervisory targets ▪ listening attentively and receive input/feedback (and constructive criticism) on performance ▪ successfully attend any employer-required training ▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally)

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.

DEPUTY CLERK/ACCOUNTING TECHNICIAN

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use in Hiring and Promotions	<ul style="list-style-type: none"> Associate's degree in accounting, finance or closely-related program of study. At least three years of accounting/bookkeeping experience with regular duties performed in payroll, accounts payable, accounts receivable, and financial reporting using computerized accounting software. Proficiency in accounting software skills including data entry/data processing, posing queries, generating review and other reports, and use/interaction of various modules. Proficiency in the development of accounting/bookkeeping spreadsheets for purposes of tracking/reconciling, internal analysis & reporting, and decision support.
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use in Hiring and Promotions	<ul style="list-style-type: none"> Specific experience in performing the routine clerical duties/tasks associated with fund accounting, payroll, and utility billing. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook). Notary Public or ability to obtain within employer's specified time-frame.
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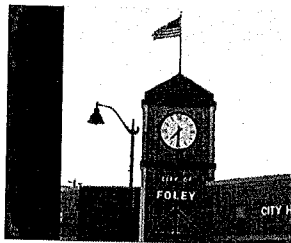
XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time or Reasonable Area Requirement: NONE	Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



ADMINISTRATIVE & COMMUNICATIONS ASSISTANT/ UTILITY BILLING CLERK/POLICE ADMIN SUPPORT Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Administrative & Communications Assistant/UB/Police Admin Supp	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	City Administrator	PAY GRADE:	5
DEPARTMENT:	Administration	WORK SCHEDULE:	M-F, 7:30am-4:00pm some evenings
WORK LOCATION:	City Hall		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	Provides <i>non-supervisory</i> administrative assistance in support of day-to-day activities in city hall and police. Also performs some specialized/technical and clerical accounting work with specific responsibility for the routine/cyclical tasks associated with utility billing and receipting process. Provides administrative support to the City Administrator and other city departments (specifically police department) as well as elected/appointed officials as directed. Serves as back-up for other accounting processes. Assists City Administrator in City's overall communications efforts.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Deputy Clerk/Accounting Technician, Administrative Support Specialist, Police Chief, police officers, public works employees
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Website-related vendors, other vendors & suppliers, various county/state/federal agencies, city auditor, consultants & contractors, business owners, utility customers, tourists, and residents
Supervises:	None
Receives work direction from:	Deputy Clerk/Accounting Technician (depending on the task)

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	<p>A new hire in this position initially works under the direct supervision of the City Administrator and closely follows department policies, procedures, internal controls, and standards as well as generally accepted accounting principles and practices. Informal, on-the-job training (both supervisor- and self-directed) is critical for employee to gain competency and proficiency in all aspects of the position. At full performance level the employee is expected to exercise a high degree of independence for initiating, prioritizing, and performing routine work tasks. The employee is also expected to review own work results to ensure quality standards are met. The employee is required to seek Supervisor's review and approval on all non-routine matters and unusual situations including utility service disconnections and related correspondence.</p> <p>Appointments: None</p>
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ADMINISTRATIVE & COMMUNICATIONS

ASSISTANT/UTILITY BILLING CLERK

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties and tasks is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

▪ THE UTILITY BILLING PROCESS

- **Daily Utility Billing Tasks** – uses POS system to process payment [cash/check/credit card] transactions including receipting; uses UB module to process/post payments to customer accounts including electronic check, credit card, and online (ACH) transactions. Prepares electronic check and physical bank deposits. Reviews aging reports and follows up on delinquent accounts, printing and mailing notices to property owners. Accesses meter reading software to check for any issues and carries out appropriate follow-up. Performs accuracy checks within software programs and uses Excel reconciliations spreadsheets as appropriate.
- **Monthly Utility Billing Cycle (Backup)**– uses UB module to perform routine tasks associated with recurring utility billing cycle: uses automated meter reading (AMR) system for processing uploads of new readings to customer accounts in UB software; reviews reports and investigates unusual readings/usages, requesting rereads from public works staff if needed; enters appropriate adjustments into UB software; initiates calculation of bills, prints and reviews reports, and resolves discrepancies; prints and reviews bill register, printing utility bills when amounts are fully verified; and initiates direct payment transactions, sending file to bank.
- **Utility Billing Administration (Daily)** – uses UB module to set up new accounts and maintains customer account information; initiates and maintains direct payment information for all accounts; and coordinates move-ins/move-outs, scheduling final meter reads with public works when appropriate. Provides friendly, accurate and prompt customer service, personally answering questions or referring to Supervisor.
- **Utility Billing Administration (Monthly)** – sets up new accounts from meter reports submitted by public works, comparing this list to building permit records to ensure all new accounts are billed; initiates, in UB software, late payment penalty calculations; sets up and monitors special charges; and maintains Excel reconciliation spreadsheets to verify the accuracy of UB transactions. Coordinates mailing of utility bills.
- **As-Needed & Annual Utility Billing Activities** – sends out assessment or shut-off notices for delinquent accounts depending on the situation; arranges for final meter reads with public works and processes final bills; updates UB software with any Council-approved rate changes; and compares utility accounts with property tax rolls to ensure all customers are accounted for and being billed. Prepares annual water and sewer reports. Assists with utility rate studies, surveys, and fiscal reporting.

▪ FRONT OFFICE/COUNTER DUTIES

- Keeps Supervisor informed about all noteworthy items.
- Answers phone and greets/receives city hall visitors, routing calls and referring persons to appropriate staff member or taking accurate messages.
- Provides general information to the public and city employees/volunteers, referring other requests to Supervisor or appropriate city employee.
- Receives check & cash payments for utility bills. Maintains petty cash drawer.
- Assists with license/permit applications with authority to issue certain licenses and permits as specifically delegated by Supervisor.
- Manages park reservations/rentals of park shelters and counts pool receipts.
- Maintains own work files and participates in centralized recordkeeping system.

ADMINISTRATIVE & COMMUNICATIONS

ASSISTANT/UTILITY BILLING CLERK

V. ESSENTIAL FUNCTIONS (cont.)

- **CITY-WIDE COMMUNICATIONS & SOCIAL MEDIA**
 - Assists City Administrator by performing technical/specialized and skilled work to maintain and increase the City's online & digital presence for communications, community engagement, and marketing purposes. Keeps Supervisor informed of noteworthy communications matters and seeks review/approval of any difficult issues or unusual situations.
 - Receives direction from City Administrator on broadcast and targeted messages for City's Facebook Page and any specific content changes or updates for City's website.
 - Prepares/maintains the Master Calendar for City Events and Social Media content.
 - Assists City Administrator in supporting the City's Communications Team (i.e. the City Council) in development and administration of the City's communications strategies as well as related policies and procedures.
 - Maintains the City's website and coordinates City's presence on management-approved social media platforms [currently Facebook, Twitter, and limited YouTube]: a) posts internally-generated information and coordinates inclusion of approved third-party information through posts, uploads, and links; b) uses various content creation software programs to create/edit content and publish with built-in templates and/or user-made graphics designs and layout; c) creates blog posts/entries related to events, activities, and city businesses AND responds to questions & comments on all platforms; and d) works with vendor(s) on any technical issues with website, software programs for design/management, or social media platforms.
 - Reviews built-in analytical tools (e.g. tracking/usage) to understand reach and increase followers on all social media platforms.
 - May participate, as permitted by the City Administrator, in outside groups relative to the City's communications efforts.
- **OTHER ADMINISTRATIVE SUPPORT**
 - Attends meetings of the City Council and when needed the Planning Commission and EDA to take minutes and record official actions. Edits and posts minutes.
 - Prepares correspondence and provides other administrative support for the City Administrator, public works director, and City Council if directed by Supervisor.
 - Provides regular administrative support for the police department including typing reports, transcription; handling records and permit requests, ordinance enforcement letters, etc.
 - Reviews, as indicated by policy or directed by Supervisor, any bookkeeping/accounting transactions as needed for proper checks and balances.
- **RECORDS AND INFORMATION MANAGEMENT**
 - Assists Supervisor in the preparation and maintenance of the department's electronic and physical files.
 - Scans documents and official records for capture into recordkeeping system.
 - Participates in records retention efforts as directed by Supervisor.
- **BACK-UP DUTIES**
 - Serves as primary back-up person for administrative support position.
 - Assisting with tasks associated with processing payroll in deputy/accounting clerk's absence. May perform clerical tasks associated with payables and receivables.
 - May attend meetings of City's advisory bodies to take minutes.

VI. OTHER DUTIES & RESPONSIBILITIES

ADMINISTRATIVE & COMMUNICATIONS

ASSISTANT/UTILITY BILLING CLERK

- May serve as an election judge as directed by Supervisor.
- Performs other duties as directed by Supervisor.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ relevant laws, rules and regulations ▪ relevant City policies and ordinances as well as the Administration Department's policies, procedures, and internal controls ▪ City and each department's organizational structure, operations, programs, services and activities ▪ bookkeeping practices and procedures used in payroll, utility billing, A/P, and A/R ▪ fund & GL accounting ▪ office procedures, business writing rules and techniques, and methods ▪ relevant word processing, spreadsheet, presentation, and publishing/website software programs ▪ City's automated accounting software including utility billing, payroll, and A/P modules ▪ City's automated meter reading (AMR) system ▪ Police department records management software (RMS) 	<ul style="list-style-type: none"> ▪ being polite and courteous to callers and visitors ▪ establishing cooperative and productive work relationships, particularly with coworkers ▪ using training & experience to solve problems and make decisions commensurate to position's authority ▪ keyboarding and entering numeric & alpha-numeric data with speed and accuracy ▪ maintaining and retrieving complete and accurate computer and physical records ▪ locating & compiling data/information and performing basic research ▪ online/internet search engines ▪ understanding and performing mathematical calculations with accuracy ▪ using available software program functionality to increase work productivity ▪ achieving correctness and accuracy in work results 	<ul style="list-style-type: none"> ▪ improve personal knowledge base through on-the-job training and any other employer-provided training ▪ focus on task at hand, handle interruptions, and switch from task to task ▪ follow policies and procedures and internal controls with consistency and uniformity ▪ interact with staff from various levels of local government and area organizations ▪ handling not public data and other sensitive information IAW City policies and state statutes ▪ initiate routine work duties and carry out tasks with little direct supervision ▪ complete duties/tasks in a timely manner according to deadlines and supervisory targets ▪ listening attentively and receive input/feedback (and constructive criticism) on performance ▪ successfully attend any employer-required training ▪ lift, carry or move objects up to 10 pounds (frequently), up to 20 pounds (occasionally)

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, accounting software, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.

ADMINISTRATIVE & COMMUNICATIONS ASSISTANT/UTILITY BILLING CLERK

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration. An equivalent combination of education and experience may be considered during the hiring and in a promotional context.

For Use in Hiring and Promotions	<ul style="list-style-type: none"> ▪ Two-year degree in administrative assistant, communications, accounting/bookkeeping or closely-related degree program. ▪ At least two years of experience in one or more of the position's core functional areas. ▪ Demonstrable competency (via skills testing) in relevant software programs.
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and during promotions.

For Use in Hiring and Promotions	<ul style="list-style-type: none"> ▪ Post-secondary coursework in communications, Journalism, English, marketing, and bookkeeping/accounting relative to the position's duties and responsibilities. ▪ Specific experience in performing the routine clerical duties/tasks associated with utility billing or other type of account billing including regular customer contact. ▪ Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) and strong data entry skills (measured by KSPH or KSPM). ▪ Knowledge in website design and content management software applications. ▪ Proficiency in use of automated accounting or bookkeeping or database management software.
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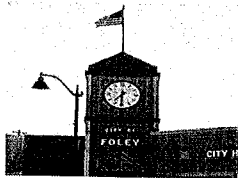
XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time or Reasonable Area Requirement: NONE	Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



ADMINISTRATIVE ASSISTANT/UB CLERK

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB/POSITION TITLE:	Administrative Assistant/UB Clerk	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	City Administrator	PAY GRADE:	4/5
DEPARTMENT:	Administration	NORMAL WORK SCHEDULE:	M-F, 7:30am-4:00pm; some evenings
WORK LOCATIONS:	City Hall		

II. PURPOSE STATEMENT

Performs administrative support, clerical (accounting/bookkeeping/billing), and secretarial/receptionist work in support of the daily operations of the Administration department. May also provide intermittent support to the police department. Primary responsibility for administering the monthly utility billing process, electronic filing system, and all accounts payable functions as well as providing support to the City Administrator in preparing resolutions, ordinances and council packets. Also provides support as front counter person, providing information to residents and city hall visitors through phone and in-person contact. Serves as back-up person for payroll and utility billing receipting. Attends meetings as directed.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Accounting Technician, Administrative & Communications Assistant, Other City staff
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers, including Fire department
<i>Externally:</i>	community organizations & business owners, utility customers, and City residents
Supervises:	None
May receive work direction from:	Accounting Technician, Deputy Clerk

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

A new hire in this position initially works under close supervision of the Supervisor, with guidance/assistance by co-workers, and follows department policies, procedures, and standards for assigned work tasks. Informal, on-the-job training (both supervisor- and self-directed) is critical for employee to gain competency and proficiency in all aspects of the position. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing routine and typical work tasks. The employee is also expected to review own work results to ensure quality standards are met. The employee is required to seek Supervisor's review and approval on all non-routine matters.

Current Appointments: Data Practices Compliance Official (DPCO), Data Practices Designee

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- **UTILITY BILLING PROCESS**
 - **Monthly Utility Billing Cycle** – uses UB module to perform routine tasks associated with recurring utility billing cycle: uses automated meter reading (AMR) system for processing uploads of new readings to customer accounts in UB software; reviews reports and investigates unusual readings/usages, requesting rereads from public works staff if needed; enters appropriate adjustments into UB software; initiates calculation of bills, prints and reviews reports, and resolves discrepancies; prints and reviews bill register, printing utility bills when amounts are fully verified; and initiates direct payment transactions, sending file to bank.
 - **Utility Billing Administration (Daily)** – uses UB module to set up new accounts and maintains customer account information; initiates and maintains direct payment information for all accounts; and coordinates move-ins/move-outs, scheduling final meter reads with public works when appropriate. Provides friendly, accurate and prompt customer service, personally answering questions or referring to Supervisor.
 - **Utility Billing Administration (Monthly)** – sets up new accounts from meter reports submitted by public works, comparing this list to building permit records to ensure all new accounts are billed; initiates, in UB software, late payment penalty calculations; sets up and monitors special charges; and maintains Excel reconciliation spreadsheets to verify the accuracy of UB transactions. Coordinates mailing of utility bills.
 - **As-Needed & Annual Utility Billing Activities** – sends out assessment or shut-off notices for delinquent accounts depending on the situation; arranges for final meter reads with public works and processes final bills; updates UB software with any Council-approved rate changes; and compares utility accounts with property tax rolls to ensure all customers are accounted for and being billed. Prepares annual water and sewer reports. Assists with utility rate studies, surveys, and fiscal reporting.
- **ACCOUNTS PAYABLE FUNCTIONS**
 - **Payables** - performs routine tasks associated with accounts payable: uses fund accounting software; sets up new vendors; codes and processes A/P claims for all departments; prepares payment registers, reviewing for accuracy; and prints checks in timely manner. Submits Form ST3 (Certificate of Exemption) as appropriate. Collects W-9 information and sets up new vendors.
- **FRONT COUNTER SERVICES**
 - Answers phone and greets/receives city hall visitors, routing calls and referring persons to appropriate staff member or taking accurate messages or answering questions that I can.
 - Provides general information to the public and city employees, referring other requests to Supervisor or appropriate city employee. Assists residents with rentals and complaint forms if needed.
 - Receives check, cash and credit card payments for utility bills.
 - Assists with license/permit applications with authority to issue/renew certain licenses/permits (business, contractor, & animal) as specifically directed by Supervisor. Accepts building permit, planning & zoning applications, and utility service applications, routing to Supervisor for approval. Receives payments for permits/applications.
 - Maintains own work files and participates in the City's centralized recordkeeping system.
- **ADMINISTRATIVE, CLERICAL, & BOOKKEEPING SUPPORT FOR ADMINISTRATION DEPARTMENT**
 - Uses adopted records retention schedule and electronic filing system to coordinate the proper disposition of documents and records for all city departments, referring any questions to the Clerk/Administrator.
 - Provides administrative support including data entry, filing, copying, faxing, e-mailing, and drafting, proofing, typing and editing various correspondence and reports with efficiency and accuracy.
 - Assists with handling incoming and outgoing mail.

▪ **ADMINISTRATIVE, CLERICAL, & BOOKKEEPING SUPPORT FOR ADMINISTRATION DEPARTMENT (cont.)**

- Assists with the assembly of Council agenda and information packets, checking materials for correctness in terms of order of documents, format/layout, and proofreading internally-prepared documents for any grammar/spelling/etc. mistakes.
- Prepares and proofreads word processed minutes and other materials for spelling, grammar and punctuation following up with corrections as needed.
- Serves as primary back-up person for payroll, and utility billing receipting processes.
- Assists Supervisor with content for City's website and approved social media platforms as needed.
- Assists Supervisor in the preparation of content for city newsletters, resident mailings, and other materials. Assists with proofreading and either makes or suggests corrections.
- Performs other special projects as directed by Supervisor.

VI. OTHER DUTIES & RESPONSIBILITIES

- Provides administrative support to police, public works and fire department as needed.
- Performs other related duties and tasks as assigned by Supervisor.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each duty category and task
- relevant City policies and ordinances as well as the Administration & Police Department's policies, procedures, and internal controls
- City and each department's organizational structure, operations, programs, services and activities
- law enforcement & policing policies, practices and terminology
- bookkeeping practices and procedures used in utility billing, payroll, A/P, and A/R
- office procedures, business writing rules and techniques, and methods
- relevant word processing, spreadsheet, presentation, and publishing/webpage software programs
- City's automated accounting software including utility billing, payroll, and A/P modules
- Police Department's automated records management system/ software

Skill in;

- being polite and courteous to callers and visitors
- establishing cooperative and productive work relationships, particularly with coworkers
- using training & experience to solve problems and make decisions commensurate to position's authority
- keyboarding and entering numeric & alpha-numeric data with speed and accuracy
- maintaining and retrieving complete and accurate computer and physical records
- locating & compiling data/information and performing basic research
- understanding and performing mathematical calculations with accuracy
- using available software program functionality to increase work productivity
- achieving correctness, completeness and accuracy in work results

Ability to;

- improve personal knowledge base through on-the-job training and any other employer-provided training
- focus on task at hand, handle interruptions, and switch from task to task
- follow policies and procedures and internal controls with consistency and uniformity
- interact with staff from various levels of local government and area organizations
- handling not public data and other sensitive information IAW City policies and state statutes
- initiate routine work duties and carry out tasks with little direct supervision
- complete duties/tasks in a timely manner according to deadlines and supervisory targets
- listening attentively and receive input/feedback (and constructive criticism) on performance
- successfully attend any employer-required training
- lift, carry or move objects up to 10 pounds

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Desktop/laptop computer and peripherals, various software applications (police RMS, word processing, spreadsheets, accounting software, etc.), calculator, telephone, postage machines, folding machine, copy and fax machines, and other typical office equipment. Police/emergency scanner and radios.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

- High School Diploma or equivalent.
- Experience in position(s) with public contact and customer service.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- Post-secondary education—resulting in a diploma/certificate/associate degree—in administrative assistant/secretarial, office assistant, bookkeeping, or comparable vocational-technical program.
- Experience in performing routine tasks associated with employee payroll, accounts payable and any type of account billing using automated accounting/billing software.
- Competency in creating spreadsheets and word processing documents.
- Notary Public or ability to obtain.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Works in typical office setting including sitting at desk for extended periods of time. Performs many repetitive movements and uses fine motor skills as well as hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office and other spaces, reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects (10-20/25 lbs.) such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Typically works set office hours and may work some evenings for meetings.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the Clerk/Administrator.)



DEPUTY CLERK & DEPUTY TREASURER DUTIES

(Addendum to Administrative Job Descriptions)

Approved 11/02/21

I. State & Local Authority for Appointment

- **Statutory Authority:** Minnesota Statutes 2017, section 412.151, subdivision 1 and section 412.141
- **Local Authority:** Appointment by incumbent clerk-treasurer, with Council's consent OR Council appointment in clerk-treasurer's absence or disability

II. Purpose Statement

The City's Clerk-Treasurer (C-T) may deputize subordinate positions to perform, regularly and as needed, certain statutory clerk and treasurer duties as listed below.

III. Duties and Responsibilities

Specific Authorities to Act

- **Banking Privileges:** fills out and makes physical bank deposits; processes electronic check deposits, processes ACH transactions (direct deposit, payroll, and vendor payments) for approved claims/payables.
- **Signing Privileges:** no authority to counter-signs payroll checks, vendor checks, or checks for other payable accounts.
- **Use of City Seal:** no authority for signing contracts or agreements, other official documents (ordinances & resolutions), or any unspecified use of city seal.
- **External Reporting:** prepares specified reports & forms and submits to appropriate county, state, or federal agency with the C-T's prior review/approval if directed.
- **Permit Issuance:** may issue dog and cat licenses, and other approved permits & licenses as specifically directed. Collects fees and issues approved building permits. Sells lots in municipal cemetery.
- **Data Practices:** does not serve as a Responsible Authority designee. Can release privileged data only when specifically directed by C-T. No authority to disseminate/disclose personnel data.

Financial/Accounting/Bookkeeping Duties

- **Accounting Functions:** performs routine duties and tasks associated with utility billing, payroll, and other normal payable & receivable accounts. No authority for accounting of TIF districts or capital project funding & costs including grant monies. Performs assigned accounting/bookkeeping tasks for EDA's revolving loan funds.
- **Assessments:** conducts assessment searches, assists C-T in preparation of assessment rolls, and performs other support tasks as directed by C-T.
- **External Filings/Reports:** prepares reports/forms (1. building permit surcharge, 2. quarterly sales & use tax, and 3. City financials for state auditor) and files after C-T's review/approval. May prepare/file other reports as assigned.
- **Income Reporting:** generates Forms W-2, W-3, & 1099 after C-T's approval of review report.
- **General Accounting (i.e. General Ledger):** performs routine checks, balances, and reconciliations related to assigned accounting functions. Performs reconciliations for all bank statements. May perform other monthly, quarterly, and yearly and other periodic reviews as specifically assigned.
- **Corrections of Errors:** checks own work for completeness and accuracy; performs straightforward coding corrections; and refers any questions or issues to C-T.
- **Money handling:** accesses cash drawer & uses petty cash, receives cash payments & prepares receipts, and prepares & makes bank deposits using remote deposit for checks received.
- **Delinquent utility accounts:** follows C-T-approved payment plans, may work with collection agency if needed/approved by C-T, and prepares shut-off notices and orders as approved by C-T.
- **Annual Audit:** works with auditors to provide requested information.
- **Office supplies:** checks on inventory levels and re-stocks necessary supplies when needed.



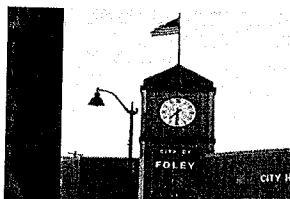
DEPUTY CLERK & DEPUTY TREASURER DUTIES

(Addendum to Administrative Job Descriptions)

Duties and Responsibilities (cont.)

Non-Financial Duties

- Legal Notices: may prepare and publish meeting/hearing notices, meeting minutes, and ordinances. No authority to publish advertisements (e.g. requests for bids/proposals, job vacancies, etc.) and financial reports.
- Permits & Licenses: issues dog and cat licenses, golf cart permits, and vendor permits. May process and/or issue other permits and licenses as specifically directed.
- City Council Administrative Support: may assist C-T in preparation of agenda and information packets and council correspondence; attends council meetings to take official minutes and record Council's actions; may publish meeting minutes when specifically directed; and uploads agenda and approved minutes on City's website.
- Municipal Elections: serves as assistant local election official to C-T, secures election judges, coordinates logistics (supplies, meals, etc.) for election day, and processes payroll for election judges. May serve as head judge and manage the polling place. May assist C-T in other election administration activities including candidate filings.
- Records and Information Management (RIM): assists in maintenance of department's physical and electronic files (administrative & financial) and assists Clerk-Treasurer to protect, care, & preserve official records and dispose of same according to council-approved retention schedule.
- Work Documents & Forms: prepares forms, correspondence, other documents for city administration and other departments as directed.
- Code Enforcement: may prepare, for C-T's signature, compliance letters regarding topics such as blight and nuisance ordinances.



PUBLIC WORKS DIRECTOR

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Public Works Director	WORK/PAY STATUS:	Full-time, Salaried
SUPERVISOR:	City Administrator/City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Public Works Director	PAY GRADE:	9
DEPARTMENT:	Public Works	WORK SCHEDULE:	Per City Policy
WORK LOCATION:	Maintenance Shop & Various Work Sites		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:

Performs executive, administrative, and para-professional work to manage the City's Public Works department and significant operations that impact the health, welfare, and safety of city residents. Exercises overall and direct responsibility for several public service functions including water treatment/supply, wastewater collection/treatment, surface infrastructure, parks and other landscape/green areas, and city-owned buildings/facilities. Manages budget and promotes the effective and efficient use of resources. Fully participates in administrative activities including short- & long-term plans, policies, operating and capital budgets, labor relations, contractor management, and legal compliance. Plans and manages in-house projects and works closely with consulting engineer and others to design & manage capital improvement projects.

This position participates in the department's field & production work, particularly during snow events, but incumbent's primary focus is exempt managerial duties (e.g. supervision of employees, application of standards, tracking of time & materials, inspections & evaluations) while performing these incidental tasks.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Council, advisory bodies (planning commission & EDA)
Works closely with:	City hall staff, consulting engineer, city attorney, department heads, St. Cloud wastewater staff
Communicates with:	
Internally:	All other city employees and volunteers (including fire department)
Externally:	Other public works superintendents & directors, other water & wastewater superintendents and operators, MDH, MPCA, DNR and other county/state/federal agencies, professional organizations/associations, consultants and contractors, suppliers & vendors, developers and landowners, business owners, utility customers and residents
Supervises:	All department staff (regular & seasonal)

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

As department head the incumbent has authority to control various systems, processes, and activities subject to Council's policy guidance. Working with the City Administrator the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. Acts as City's principal liaison to local/state/federal public agencies for assigned areas.

Appointments: May serve as acting administrator when delegated

PUBLIC WORKS DIRECTOR

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

DEPARTMENT

ADMINISTRATION & MANAGEMENT

- » Planning & Budgeting
- » Policies & Procedures
- » Laws, Rules & Regulations
- » Records & Information Management

- Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.
- Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.
- Prepares department's draft operating budget in cooperation with City Administrator; administers Council-approved budget; and keeps Supervisor and Council informed of significant and noteworthy financial concerns and issues.
- Attends Council meetings to report on the department's operations, programs, and activities; attends relevant city boards/commissions/committees as directed/needed; and keeps City Administrator regularly informed.

OPERATIONS & MAINTENANCE

- » Seasonal-Daily Maintenance Activities & Tasks
- » Inspections
- » Equipment Repairs & Services
- » Cost Control/Quality Control
- » Recordkeeping
- » Equipment Replacement

- Plans and schedules seasonal maintenance activities; oversees and participates in daily work; and provides leadership and guidance to subordinates on more difficult & complex problems.
- Serves as department's primary licensed operator of the municipal water supply and wastewater treatment facilities & systems: collects, and tests as required, water and wastewater samples; makes process adjustments as necessary to maintain the quality of water and effluent and control the integrity of wastewater treatment process; and regularly inspects & checks equipment and machinery. Inspects new service connections and processes other utility locate requests.
- Oversees and participates in the seasonal maintenance activities for city streets, roads, and other surfaces (parking lots, sidewalks, etc.): performs routine maintenance tasks such as patching, crack filling/sealing, sweeping, and snow plowing/removal, and ice control. Handles seasonal decorations.
- Oversees and participates in maintenance of all city buildings and other infrastructure.
- Oversees and participates in the maintenance of park grounds and amenities including the municipal pool: monitors mowing/trimming tasks; maintains playground equipment; prepares for cold weather season by winterizing water & sewer lines & bathrooms; supervises and performs duties related to the operation of the outdoor municipal pool including maintenance, testing and licensing requirements.
- Oversees and participates in the development, maintenance and use of the department's physical and electronic files related to the assigned physical & capital assets including maps & diagrams, sketches/drawings/blueprints, registries/inventories, manuals and specifications.
- Oversees equipment maintenance activities through regular observation of employees' pre-operation checks. Conducts spot checks as well as fuller inspections on tools/equipment/machinery to make various determinations (operating condition, useful life, etc.). Recommends equipment replacements by preparing plans in conjunction with City Administrator.
- Oversees the usage of materials and supplies and provides guidance and direction as appropriate.

PUBLIC WORKS DIRECTOR

V. ESSENTIAL FUNCTIONS (cont.)

CAPITAL IMPROVEMENTS, CONSTRUCTION & PROJECT MANAGEMENT

- » CIP
- » Construction Management
- » Project Management
- » RFP/Bidding Processes
- » Consultant/Contractor Management
- » Project Cost Accounting

- Participates in the City's planning process for capital improvements by working closely with city appointed/elected officials and consultants: keeps informed of relevant industry changes and conducts research and analysis as appropriate; makes recommendations to the Council about anticipated growth and direction for City's infrastructure, and carries out Council-approved plans, projects, and initiatives.
- Works with the City's elected/appointed officials to identify and finalize expectations and goals for various public works construction projects. Works with consulting engineers and other consultants to develop plans, specifications, and other documentation for construction projects. Coordinates the City's bidding/RFP process.
- Oversees contractors and closely monitors project costs and timelines. Prepares, or directs the preparation of, reports for: 1) internal use; 2) review by City decision makers; and 3) submission to governmental agencies. Oversees detailed and accurate recordkeeping.
- Manages a variety of seasonal and other smaller, in-house projects (repairs/replacements/installations) that can be accomplished by department staff. Tracks project costs and maintains necessary paperwork.

SUPERVISION OF DEPARTMENT EMPLOYEES

- » Employee Relations
- » Hiring/Interviewing
- » Supervision & Work Scheduling
- » Performance Management
- » Discipline/Safety
- » Training & Development

- Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/ interviewing, managing work schedules including leave approvals, assigning/ prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/ discharge per City policy and under Council's final approval for hiring and firing.
- Oversees and regularly participates in department's work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.
- Promotes workplace safety through ongoing efforts related to employee training and awareness as well as personal observation and feedback.
- Works closely with other departments to coordinate work and perform any shared responsibilities, particularly during city/community events.
- Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Administrator about important issues and concerns.
- Works closely with other staff on unsafe/urgent situations and emergencies.

COORDINATION WITH OTHER DEPARTMENTS

- » Joint/Shared Responsibilities
- » City-wide projects, events, & activities
- » Emergencies

EXTERNAL COMMUNICATIONS/ RELATIONS

- » City Representation & Liaison
- » Intergovernmental Relations
- » Business Relations
- » Public Relations
- » Media Relations

- Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Administrator of significant or noteworthy concerns and issues.
- Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.
- Receives requests for information, complaints, and other input/feedback about the Public Works Department and personally responds. Informs City Administrator of noteworthy problems/complaints and refers any policy matters for the Council's consideration.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Council or apparent to the incumbent.

PUBLIC WORKS DIRECTOR

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each major area of accountability
- City's and Department's organizational structure, operations, programs and activities
- City's geography, business & residential areas, and infra- & super-structure
- laws, rules and regulations applicable to City government, including OSHA and other safety-related laws, rules, and regulations
- budgeting/accounting principles & bookkeeping practices
- management principles and practices as they apply to public sector
- office automation and other technologies (e.g. SCADA, GIS/GPS, etc.) useful for municipal operations
- City and department policies and procedures
- program management, process control and improvement, and work flow management
- OMR of public works and utilities
- Basic First Aid

Skill in;

- providing leadership/supervision to employees and promoting a positive and motivational workplace
- establishing and maintaining cooperative and productive relationships with a variety of individuals and groups
- analyzing and planning department's operations
- developing alternatives; including cost/benefit and other pros & cons of various options
- analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers
- communicating, both verbally and in writing; and using an appropriate degree of tact depending on the situation
- using information technologies to increase work productivity
- reading/understanding plans, maps, blueprints, specifications, etc.
- preparing/administering budgets
- operating a variety of public works equipment and machinery

Ability to;

- handle not public data and other sensitive information IAW state statute and City policy
- keep current on public works/utilities and related issues through participation in/contact with appropriate organizations, agencies, and other bodies
- continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends
- cope with the mental stress of the position
- lift/carry/move heavy objects weighing up to 30 pounds and heavier objects with assistance
- implement Council policies and carry out directives
- interpret and administer policies with consistency and uniformity
- interact with various local & community organizations
- work beyond normal work hours as well as evenings, some weekends, and holidays
- attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Typical office equipment; radio and phones, including personal cell phone; and City vehicles.

All machines, tools, and equipment listed for subordinate positions.

PUBLIC WORKS DIRECTOR

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

- | | |
|---|--|
| For Use
in
Hiring
and
Promotions | <ul style="list-style-type: none">▪ A level of training and experience equivalent to a vocational-technical degree related to the position's major functional areas.▪ Three years of full-time work experience with direct responsibility for the operation of a wastewater treatment facility and/or water supply system.▪ Some supervisory experience or demonstrated ability to lead others in work tasks.▪ Current MN Class C water and MN Class D wastewater certificates.▪ Valid Minnesota Class A driver's license (or ability to obtain as specified by City).▪ Current CPO (Certified Pool Operator) certification (or ability to obtain). |
|---|--|

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- | | |
|---|--|
| For Use
in
Hiring
and
Promotions | <ul style="list-style-type: none">▪ Associate's or higher degree in water and/or wastewater technology, operations management, construction management or related program.▪ Experience as first-level or higher supervisor including responsibility for scheduling, assigning/prioritizing, directing employees and reviewing work results.▪ Knowledge of, and/or experience with, budgeting, project management, and administrative duties including reporting & record keeping.▪ Experience working with decision making boards or advisory bodies. |
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XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

**Response Time
Requirement:
15 minutes**

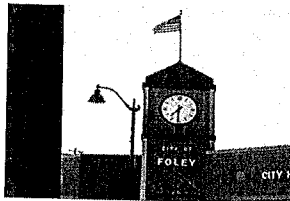
Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including climbing water tower and using a bucket truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing 10 pounds (regularly) and up to 50 pounds (occasionally). Uses all types of vision (far/near/peripheral/ depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. Serves on-call during a rotating schedule for weekends. Also performs significant work in office setting including sitting at desk for extended periods of time and repetitive movements and uses fine motor skills as well as hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Can be exposed to blood, bodily fluids, and infectious diseases. Ability to follow established protocols and supervisory direction in emergencies.

THIS IS A SAFETY-SENSITIVE POSITION SUBJECT TO THE CITY'S DRUG AND ALCOHOL TESTING PROGRAM.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



LEAD PUBLIC WORKS OPERATOR

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Lead Public Works Operator	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	Public Works Director	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Public Works Director	PAY GRADE:	6
DEPARTMENT:	Public Works	WORK SCHEDULE:	M-F: 7a - 3:30p
WORK LOCATIONS:	City maintenance shop, w/www facilities, & many other work sites		

II. PURPOSE STATEMENT

Performs technical, skilled and semi-skilled work to support the operation, maintenance, and repair of the City's public works and assigned utilities including duties that require water & wastewater certification, ongoing technical/specialized training, and a commercial driver license. The department's major infrastructure includes: city streets/alleys/parking lots/sidewalks, park grounds and amenities, the storm sewer system, the municipal water treatment/supply/distribution and wastewater collection/treatment systems, and city-owned landscape/green areas. Operates a wide variety of tools/equipment/machinery. Participates, as an active partner, in the City's and department's workplace safety and emergency response efforts. Responds to unscheduled and scheduled call backs (e.g. weekend rounds) if seasonal employees are not available.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Public Works Director
Works closely with:	All other city staff, county staff
Communicates with:	
Internally:	All other city employees
Externally:	Suppliers/vendors, contractors, repair services, utility customers and city residents
Supervises:	None
Provides lead work direction to:	Public works operators and seasonal help (work direction can be provided in all areas)

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

This is the senior level at which the incumbent possesses comprehensive knowledge about the position and the department's various facilities & systems. The employee exercises greater responsibility for routine and some non-routine duties and tasks, determining work methods, sequence of tasks, and compliance with quality standards. At full performance the employee works with the highest degree of independence, initiative, & proficiency and provides training and direction to co-worker(s) in daily work tasks including review of work results to ensure standards are met. The employee also helps the Supervisor with tracking time spent and materials used on particular work activities.

In regard to water and wastewater, a fully-licensed individual can independently exercise direct operating responsibilities for either system & facilities and serve as the director's primary back-up during absences.

LEAD PUBLIC WORKS OPERATOR

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- **Keeps Supervisor informed of all noteworthy matters.**
- **Uses personal protective and other safety equipment, discussing safe work practices with Supervisor and co-worker(s), as appropriate, prior to performing work.**
- **Water & Wastewater Operations (including water/sewer main lines, lift stations, treatment ponds, and other system facilities)**
 - Assists Director in operation, maintenance, and repair of water and wastewater systems.
 - Performs regular checks and inspections of: 1) treatment plant and pump houses including various controls, treatment equipment/machinery, and building systems; 2) lift stations including pump machinery/equipment and control panels; and 3) other components of the supply and collection systems. Maintains logs of any required readings (gauges/meters/etc.) and measurements (e.g. tank levels), statistical data, and any other recordable activity per department policy and government regulations.
 - Operates a variety of equipment & machinery through active monitoring and adjustments made to valves, switches and other controls as well as pumps and filters for the proper control of treatment processes.
 - Participates, and directs others, in routine/scheduled, as-needed, and emergency maintenance and repair of utility systems and components.
- **Process Control/Quality Control (Sampling, Testing, Analysis, & Process Control)**
 - Checks and records chlorine and fluoride readings; adds chemicals as needed; and collects samples of treated water as required by MDH.
 - Collects samples of treated wastewater (at various stages) and wastewater effluent and influent. Performs some in-house testing and sends for outside lab testing as required by MPCA.
 - Evaluates procedures and results and recommends appropriate changes to work methods.
- **Performs duties and tasks associated with routine maintenance of city's hard surfaces**
 - Maintains city streets/alleys/parking lots by operating a variety of equipment to carry out seasonal work activities: operates street sweeper, plows and removes snow, and applies sand/de-icing agents.
 - Maintains designated steps, sidewalks (adjacent to city-owned buildings) and trails by sweeping/shoveling, using skid-steer for brushing/blowing/plowing, and de-icing/sanding.
 - Repairs city streets by patching potholes according to Supervisor's direction.
 - Maintains storm sewer system (including catch basins). Repairs or replaces manholes covers.
 - Maintains street signage and markings including painting of street markings and maintenance of streets signs; notes any problem areas.
- **Performs duties and tasks associated with routine seasonal maintenance of city parks, municipal pool, grounds, and green areas including rights-of-way**
 - Operates gas-powered lawn mower to maintain grass at desired length, operates power trimmer to maintain all assigned areas; and maintains assigned trees/shrubs/bushes/plants by pruning, trimming, and applying fertilizers. Sprays approved pesticides for weed control.
 - Maintains playground equipment; paints and stains city fences, park buildings, and other city-owned structures; and may perform some basic carpentry work on same.
 - Checks supplies inventory, notifying supervisor when re-stocking is needed.
 - Maintains ice-rinks.
 - Performs duties related to the operation of the municipal pool including maintenance, testing and assisting with needed licensing requirements.

LEAD PUBLIC WORKS OPERATOR

V. ESSENTIAL FUNCTIONS (cont.)

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- **Equipment Operation, Care, & Maintenance – Maintenance of Building & Grounds**
 - Operates a variety of motorized vehicles and heavy & medium-sized equipment, performing operator-level checks on tools, equipment and machinery.
 - Performs higher-level, in-house shop repairs and services as approved by the Supervisor and commensurate with employee's knowledge and skills.
 - Performs regular and as-needed cleaning on tools, equipment, and machinery as well as operator-level services and repairs as approved by the Supervisor.
 - Notifies Supervisor of unsafe/inoperable equipment and may help schedule outside repairs.
 - Performs maintenance of all other city owned buildings and grounds including cleaning, repairing, checking facilities and minor carpentry activities.
- **Water/Wastewater and Other Department Administration**
 - Provides input, including recommendations, on purchases, repair/replacement decisions, and other budgetary items. Assists Supervisor in tracking and ordering ordinary supplies & materials.
 - Assists in the preparation and maintenance of internal and external reports and division records. May communicate with outside entities, including state agencies, as directed.
 - Assists in the maintenance of maps/drawings/schematics of public works/utility infrastructure.
 - Works with contractors' personnel and oversees their work when directed by Supervisor.
 - Receives and logs complaints & concerns from utility customers and city residents, informing Supervisor in a timely manner.
- **Performs all duties of subordinate positions, regularly or as assigned by Supervisor.**
 - Participates with other public works employees in the maintenance of water quality at city-owned public swimming pool: monitors operating conditions, tests water quality, and makes necessary adjustments. Responds to urgent or emergency situations according to established protocol. Participates in the routine cleaning and maintenance of pool system components and equipment.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.

LEAD PUBLIC WORKS OPERATOR

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each duty category and task
- City and department policies & procedures as well as the Director's directives
- City's and Department's organizational structure, operations, programs and activities
- City's geography, business & residential areas, and infra- & super-structure
- applicable federal & state laws and city & county ordinances
- principles and practices in street maintenance including construction & repair
- principles and practices in park maintenance including construction & repair
- OSHA-required safety standards and department safety practices
- machines, tools, and equipment used in public works
- basic first aid procedures
- general computer operations and typical software programs

Skill in;

- operating a Class C water treatment and supply system
- operating wastewater treatment/stabilization ponds
- operating a variety of heavy equipment in diverse situations and circumstances
- using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency
- troubleshooting routine issues and problems, taking independent action, and using proper procedures
- using an appropriate degree of patience and tact in customer service situations
- using shop tools and equipment including welder

Ability to;

- attend employer-required training and satisfy learning objectives
- work independently and perform duties with consistency and uniformity
- handle not public data and other sensitive information IAW state statute and City/department policy
- continually improve personal knowledge base through OJT and informal training
- work beyond normal works hours as well as evenings, weekends and holidays
- cope with the mental stress and physical demands of the position including emergency situations
- communicate with city residents as well as contractors/consultants and suppliers/vendors
- lift, carry or move objects: up to 10 pounds (regularly), up to 50 pounds (frequently), & up to 100 pounds (occasionally)
- lift, carry or move heavier objects with assistance

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Motorized (gasoline and other powered) vehicles and equipment (pickup, dump truck, plow truck, tractors & front-end/pay loader, boom truck, mowers, bobcat/skidsteer, sewer jetter/vac truck), various power and manual tools, shop tools and equipment including plasma cutter, torch and welding equipment, generators, pumps, locating tools, weed trimmers/whips, blowers, wood chipper and chainsaws, sampling and lab testing equipment, mobile radio and phone.

Personal protective equipment can include: adequate work clothing, including outerwear and reflective apparel; OSHA-approved steel-toe or other safety footwear (boots preferred); safety glasses/lenses & face shield (if required); hearing protection; respirator/respiratory protection; gloves; hard hat; and other PPE as needed.

LEAD PUBLIC WORKS OPERATOR

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

- High school diploma or equivalent.
- Current Class D Water Operator's certificate issued by MDH (and ability to obtain Class C within employer's specified time-frame). Current Class D Wastewater Operator's certificate issued by MPCA.
- Valid Minnesota Class B commercial driver's license.
- Current CPO (Certified Pool Operator) certification.

¹ "Ability to obtain" means: 1) for the Class D certifications: the employee must attend, after one year of service, the first available formal training course and successfully pass the state-required exam; and, 2) for the Class C certification: the employee must attend, after three years of service, the first available formal training course and successfully pass the state-required exam.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- Experience performing lead worker duties such as assigning/prioritizing work, determining work methods, reviewing work results, coaching/mentoring employees, and promoting safe work practices.
- Additional full-time experience with complete and active responsibility for water and/or wastewater operations including reporting, record keeping, and other administrative activities (budgeting, CIP, etc.).
- Experience operating heavy equipment including snow plowing & removal.
- Experience operating various machines, tools and equipment including those with gas-powered engines.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed by incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

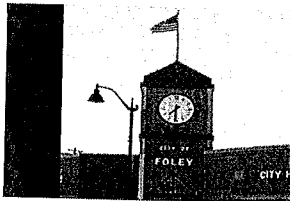
Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights including using a bucket/boom truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing: 10 pounds (regularly), 50 pounds (frequently) and up to 100 pounds (occasionally)—preferably using assistive devices or team lifting when feasible. Uses all types of vision (far/near/peripheral/ depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events, works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations following City policy. As scheduled or directed by Supervisor, performs plant duties and other checks during weekends and participates in on-call weekend rotations.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Must be able to read, understand and follow Safety Data Sheets (SDS) and take appropriate steps to properly use, store, and dispose of hazardous materials. Can be exposed to blood, bodily fluids, and infectious diseases. Ability to follow established protocols and supervisory direction in emergencies.

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PUBLIC WORKS OPERATOR

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Public Works Operator	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	Public Works Director	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Public Works Director	PAY GRADE:	4/5
DEPARTMENT:	Public Works	WORK SCHEDULE:	M-F: 7a - 3:30p
WORK LOCATIONS:	City maintenance shop, w/www facilities, & many other work sites		

II. PURPOSE STATEMENT

Performs some skilled, semi-skilled, and manual work to support the maintenance and repair of the City's public works and assigned public utility infrastructure including work tasks that require a commercial driver license and other skills-based OJT. The department's major infrastructure includes: city streets/alleys/parking lots/sidewalks, park grounds and amenities, the storm sewer system, the municipal water supply/distribution and wastewater collection/treatment systems, and city-owned landscape/green areas. Operates a wide variety of tools/equipment/machinery. Participates, as an active partner, in the City's and department's workplace safety and emergency response efforts.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Public Works Director
Works closely with:	All other city staff, county staff
Communicates with:	
Internally:	All other city employees
Externally:	Suppliers, contractors, repair services, utility customers and city residents
Supervises:	None
Receives direction from:	Lead Public Works Operator

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

A new hire works under the direct supervision of the Public Works Director and lead operator and closely follows department policies, procedures, and standards for assigned work tasks. The employee develops his/her know-how and skills for all duty categories through on-the-job training and work experiences which are critical for the employee's expected performance and development. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review their own work results to ensure quality standards are met. Additionally, a fully performing employee can perform troubleshooting that is commensurate with his/her training and experience but refers more difficult and complex problems to the lead worker or Supervisor.

PUBLIC WORKS OPERATOR

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- **Keeps Supervisor informed of all noteworthy matters.**
- **Uses personal protective and other safety equipment, discussing safe work practices with Supervisor and co-worker(s), as appropriate, prior to performing work.**
- **Performs duties and tasks associated with routine maintenance of city's hard surfaces**
 - Maintains designated city streets/alleys/parking lots by operating a variety of equipment to carry out seasonal work activities: operates street sweeper, plows & removes snow, and applies sand/de-icing agents.
 - Repairs city streets: patches potholes and fills cracks according to Supervisor's direction.
 - Maintains designated sidewalks (in front of city-owned buildings) and trails by sweeping, plowing/removing snow, and de-icing/sanding. May repair existing sidewalk/trail or construct new.
 - Maintains storm sewer system (including catch basins and sand traps);
 - Maintains street signage and markings: paints curbs and stripes crosswalks; installs, repairs or replaces signs.
- **Performs duties and tasks associated with routine seasonal maintenance of city parks, municipal pool, grounds, and green areas including right-of-ways**
 - Operates gas-powered lawn mower to maintain grass at desired length, operates power trimmer to maintain all assigned areas; and maintains assigned trees/shrubs/bushes/plants by pruning, trimming, and applying fertilizers. Sprays approved pesticides for weed control and insecticides for mosquito control.
 - Maintains playground equipment; paints and stains city fences, park buildings, and other city-owned property; and may perform some basic carpentry work on same. Evaluates for safety-related and other repairs.
 - Checks supplies inventory, notifying Supervisor when re-stocking is needed.
 - Prepares and maintains ice for skating rink and hockey.
 - Performs duties related to the operation of the municipal pool including maintenance, testing and assisting with needed licensing requirements.
- **Assists Supervisor and operator with the operation, maintenance and repair of the municipal water supply and wastewater treatment systems**
 - Performs inspections & checks of lift stations, pumps, meters and gauges, and control panels.
 - Mows and trims at stabilization ponds; cleans pond aerators; and exterminates pests as needed.
 - Responds to calls for plugged sewers; sewer back-ups; and broken, leaking, and frozen water lines and helps lead operator or Director determine city responsibility and need for outside contractor.
 - May assist Supervisor and lead operator in collecting samples, making adjustments to chemicals, and filling out required reports.
 - Maintains fire hydrants: makes adjustments for proper operation, repairs, paints, flushes and prepares for cold weather season.
 - Reads water meters using remote AMR system when assigned; installs/replaces water meters; and distributes disconnect notices, performs disconnects & reconnects as directed by Supervisor or City Administrator.
- **Equipment Operation, Care & Maintenance**
 - Operates a variety of vehicles and motorized equipment, machinery, and hand/power tools.
 - Performs operator-level checks and cleans on tools, equipment and machinery.
 - Performs operator-level services and approved in-house repairs.
- **Performs cleaning tasks for shop, water/wastewater facilities, and other city-owned buildings.**
- **Performs building and grounds maintenance tasks including some carpentry and plumbing-related work as directed by Supervisor.**
- **Performs set-up and take-down of decorations for holidays and city events.**

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.

PUBLIC WORKS OPERATOR

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each duty category and task
- City and department policies & procedures as well as the Superintendent's directives
- City's and Department's organizational structure, operations, programs and activities
- City's geography, business & residential areas, and infra- & super-structure
- applicable federal & state laws and city & county ordinances
- principles and practices in street maintenance including construction & repair
- principles and practices in park maintenance including construction & repair
- OSHA-required safety standards and department safety practices
- machines, tools, and equipment used in public works
- basic first aid procedures
- general computer operations and typical software programs

Skill in;

- operating a variety of heavy equipment in diverse situations and circumstances
- using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency
- troubleshooting routine issues and problems, taking independent action, and using proper procedures
- using an appropriate degree of patience and tact in customer service situations
- using shop tools and equipment including welder

Ability to;

- attend employer-required training and satisfy learning objectives
- work independently and perform duties with consistency and uniformity
- handle not public data and other sensitive information IAW state statute and City/department policy
- continually improve personal knowledge base through OJT and informal training
- work beyond normal working hours as well as evenings, weekends and holidays
- cope with the mental stress and physical demands of the position including emergency situations
- communicate with city residents as well as contractors/consultants and suppliers/vendors
- lift, carry or move objects: up to 10 pounds (regularly), up to 50 pounds (frequently), & up to 100 pounds (occasionally)
- lift, carry or move heavier objects with assistance

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Motorized (gasoline and other powered) vehicles and equipment (pickup, dump truck, plow truck, tractors & front-end/pay loader, boom truck, mowers, bobcat/skidsteer, sewer jetter/vac truck), various power and manual tools, shop tools and equipment including plasma cutter, torch and welding equipment, generators, pumps, locating tools, weed trimmers/whips, blowers, wood chipper and chainsaws, sampling & lab testing equipment, mobile radio and phone.

Personal protective equipment can include: adequate work clothing, including outerwear and reflective apparel; OSHA-approved steel-toe or other safety footwear (boots preferred); safety glasses/lenses & face shield (if required); hearing protection; respiratory protection; gloves; hard hat; and other PPE as needed.

PUBLIC WORKS OPERATOR

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

- High school diploma or equivalent.
- Valid Minnesota Class B driver's license (or ability to obtain within employer's specified time-frame).
- Ability to obtain¹ MN Class D water and MN Class D wastewater operator's certificates.

¹ "Ability to obtain" means: 1) for the Class D certifications: the employee must attend, after one year of service, the first available formal training course and successfully pass the state-required exam; and, 2) for the Class C certification: the employee must attend, after three years of service, the first available formal training course and successfully pass the state-required exam.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- Some experience in maintenance field including duties associated with routine maintenance and repair of machines/tools/equipment and mechanical systems.
- Experience operating heavy equipment including those involved in street maintenance including blading, sweeping, and snow plowing & removal.
- Experience operating various machines, tools and equipment with small, gas-powered engines.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed by incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Operates many types of equipment and vehicles (with & without cabs). Work is regularly performed outdoors in all kinds of weather, in the maintenance shop, and in/around other buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment. Uses balance while negotiating stairs/steps/ladders and working at heights using a bucket/boom truck. Enters and works in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Can lift/carry/move objects weighing: 10 pounds (regularly), 50 pounds (frequently) and up to 100 pounds (occasionally). Uses all types of vision (far/near/peripheral/ depth/color/night), and senses of smell, touch, and hearing during regular work tasks and when making lockout/tagout decisions. Depending on seasonal work activities, construction projects, and weather & other events works outside normal hours including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations. As scheduled/directed by Supervisor, serves on-call during weekend rotation.

Work environment includes working around moderate to loud noises, fumes, and chemicals. Must be able to read, understand and follow Safety Data Sheets (SDS) and take appropriate steps to properly use, store, and dispose of hazardous materials. Can be exposed to blood, bodily fluids, and infectious diseases. Ability to follow established protocols and supervisory direction in emergencies.

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PUBLIC WORKS LABORER

Job Description

Approved: 11/2/2021
Last Revised: 11/2/2021

I. IDENTIFYING INFORMATION

JOB FAMILY TITLE:	Seasonal Public Works Laborer	EMPLOYMENT STATUS:	Seasonal (Summer)
SUPERVISOR:	PW Director, Lead PW Operator	WORK STATUS:	up to 48 hours per week
DEPARTMENT HEAD:	PW Director	FLSA STATUS:	Nonexempt
DEPARTMENT:	Public Works (PW)	PAY BASIS:	Hourly, Non-scheduled
WORK LOCATION:	PW Shop, various worksites	WORK SCHEDULE:	Variable/Flexible

II. PURPOSE STATEMENT

Performs unskilled, basic skilled, and semi-skilled work tasks to carry out a variety of maintenance duties related to the City's greenspaces, buildings, and facilities. Regularly performs manual tasks and operates hand/powered tools and machinery/equipment.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Public Works Director
Works closely with:	Public works operators
Communicates with:	
Internally:	City hall staff
Externally:	None (work is performed around business owners, residents and tourists)
Supervises:	None
May receive work direction from:	Public Works Operator

IV. DELEGATION OF AUTHORITY

Initially, a newly hired employee's work depends on following verbal and written instructions as well as direct supervision as needed. Given satisfactory performance and sufficient initiative, the employee will independently execute and perform routine work tasks following defined procedures and meeting established standards. The employee is expected to develop his/her know-how & skills regarding applicable duties associated with gardening and grounds maintenance and ready knowledge about the City's relevant assets & amenities. Both on-the-job training and work experiences are critical for the employee's performance and development. The individual is expected to refer unusual and more difficult problems to supervisor and notify supervisor of any hazardous or unsafe conditions.

PUBLIC WORKS LABORER

V. ESSENTIAL FUNCTIONS

Below are the position's duty categories and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's supervisor, according to City needs.

- **Keeps supervisor informed of noteworthy items.**
- **Refers any questions or complaints, from the public, to Public Works Superintendent.**
- **Performs duties and tasks associated with grounds maintenance**
 - Works independently and with other public works employees.
 - Maintains assigned grassy areas (parks, public rights-of-way, & around municipal buildings) by regular mowing and trimming.
 - Identifies and sprays weeds with approved herbicide. Notifies supervisor of problem areas.
 - Trims trees, shrubs, and bushes; carries out new plantings and removals (including stumps) as directed; and informs supervisor of any diseased or damaged trees and plants in assigned areas.
 - Performs a variety of manual tasks including picking up trash, raking leaves, and clearing any storm and other debris in assigned areas.
 - Operates a variety of hand and power tools & equipment.
 - Performs basic checks before operating tools, machinery, and equipment.
 - Cleans tools, machinery, and equipment after use.
- **Performs duties and tasks associated with building/facility maintenance**
 - Performs directed maintenance on city-owned buildings and structures including repairs and replacements. Installs new light bulbs or lamps.
 - Performs striping on city-owned streets and in city-owned parking lots including parking spaces, crosswalks, and any traffic markings. May help coworkers install signs.
 - Paints or stains park buildings and structures as directed.
 - Performs some basic carpentry tasks as directed.
 - Collects/removes garbage from offices & workspaces in city buildings.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs some cleaning tasks in city buildings. Collects/removes garbage from city buildings.
- Performs other duties and responsibilities as directed by supervisor

PUBLIC WORKS LABORER

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each area of responsibility and duty category ▪ relevant department policies and procedures ▪ horticulture & gardening practices for flowering and ornamental plants ▪ applicable OSHA and other safety-related laws, rules, and regulations ▪ first aid treatments 	<ul style="list-style-type: none"> ▪ working cooperatively with fellow public works workers and city hall staff ▪ performing work tasks in a timely manner ▪ meeting expected quality and other standards ▪ producing consistent, high quality work results once full performance level is reached ▪ using an appropriate degree of tact, persuasion and influence depending on the situation ▪ following established procedures with consistency and uniformity ▪ operation of a variety of vehicles, equipment, and machinery ▪ using a variety of hand and powered tools 	<ul style="list-style-type: none"> ▪ increase personal knowledge base for assigned areas ▪ follow department policies & procedures and carry out supervisor's directives ▪ work independently and with a high degree of initiative ▪ communicate effectively with co-workers ▪ receive input/feedback (and constructive criticism) on performance ▪ work a flexible/variable work schedule that includes evenings, weekends, and holidays ▪ positively represent the department and City through appearance and demeanor while performing most work tasks in a highly visible, public setting ▪ follow safe work practices for self and others

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: City pickup, mowers, weed trimmer, ladders, hand trimmer, spade/shovel, spraying equipment, chainsaw, bow saw, and other hand & power tools and equipment. Personal protective equipment as needed.

PUBLIC WORKS LABORER

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

- High school diploma or GED.
- Valid Minnesota Class D driver's license.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- Experience in operating comparable mowing equipment.
- Experience in operating a variety of same or similar hand and power tools.

XI. WORKING CONDITIONS (summary only)

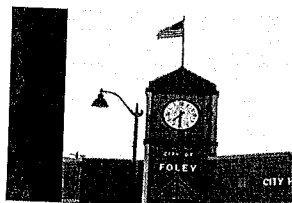
Includes characteristics related to both the job itself and its work environment as the work is currently performed. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Work is typically performed outdoors—in changing weather conditions (e.g. wind, rain, and heat), as well as in/around buildings & facilities. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate tools, machines, and pieces of equipment. Uses balance while using ladders and working at heights while trimming/pruning and using chain saws. Ability to exert moderate to considerable physical effort including pushing/lifting/carrying/moving objects weighing up to 50 pounds. Can use most types of vision (far/near/peripheral/depth/color), senses of touch and hearing depending on work task.

Ability to read, understand and follow SDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Ability to follow established safety protocols and emergency response measures.

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POLICE CHIEF

Job Description

Approved: 11/2/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Police Chief	WORK/PAY STATUS:	Full-time, Salaried
SUPERVISOR:	City Administrator	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Police Chief	PELRA STATUS:	Supervisory employee
DEPARTMENT:	Police	PAY GRADE:	9
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE STATEMENT

PURPOSE &

NATURE OF WORK:

Performs executive, administrative, and para-professional/professional work to manage the City's police department and significant public safety operations. Exercises overall and direct responsibility for several police functions including patrol, crime prevention, law enforcement, investigation, and emergency response. Manages budget and promotes the effective and efficient use of resources. Incumbent is agency's designated Chief Law Enforcement Officer (CLEO). Serves as Responsible Authority's designee for the department's data practices. May serve as acting administrator when delegated.

This position regularly performs patrolling/policing activities while maintaining responsibility for the department's performance and being accountable for its success.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator, City Council
Works closely with:	Council Liaison, Council committees/commissions/boards, Public Works Director, city and county attorneys, other city employees
Communicates with:	
Internally:	All other city employees and volunteers, including Fire Department staff
Externally:	Other police chiefs, county sheriffs & deputies, and state patrol directors; Benton County PSAP and social services; DPS, DVS & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents
Supervises:	All uniformed personnel (full- & part-time) and non-uniformed staff & volunteers

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

As administrative head of this department and CLEO the incumbent has authority to command licensed peace officers and control various systems, processes, and activities subject to City Council's policy guidance & oversight. Working with the City Administrator, the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent regularly provides information, advice, and recommendations. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. Acts as City's principal liaison to sheriffs' offices and local/state/federal law enforcement agencies.

Current Appointments: Responsible Authority (RA) designee,
Emergency Management Director

POLICE CHIEF

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

DEPARTMENT

ADMINISTRATION & MANAGEMENT

- » Planning & Budgeting
- » Policies & Procedures
- » Laws, Rules & Regulations
- » Records & Information Management

- Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies.
- Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.
- Prepares department's draft operating budget in cooperation with City Administrator; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues.
- Regularly informs the City Administrator about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities as directed/needed; and attends relevant meetings of relevant advisory bodies as directed/needed.
- Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; responds to public data requests and legal requests (subpoenas, summons, etc.) for production; and otherwise manages the department's other data practices as the Responsible Authority's designee.

LEADERSHIP AND CLEO FUNCTIONS

- » Knowledge & Expertise
- » Goals & Objectives
- » Programs & Initiatives
- » CLEO Functions
- » Criminal Justice
- » Community Policing

- Initiates and coordinates the department's short- and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's law enforcement efforts and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service.
- Provides technical expertise and professional knowledge in conducting more difficult and serious investigations to promote a satisfactory resolution and ensure efficient use of resources; works closely with attorneys and other relevant professionals on all legal matters; and represents the department in Court and other legal proceedings.
- Determines each licensed individual's eligibility to be hired according to POST requirements and City standards; depending on circumstance, submits appropriate personnel forms (e.g. *Request for Peace Officer License, Personnel Notification, & Employment Termination*) to POST; provides initial and continuing instruction on the use of force, deadly force, and the use of firearms within required time-frames; and receives, investigates, and resolves complaints of officer misconduct ensuring any appropriate sanctions are enforced and proper notifications are made.
- Establishes and implements or enforces statutorily-required, written policies; receives, reviews, and manages lawful disposition of seized firearms; and takes command of incidents/scenes when required.
- Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.

VEHICLE & EQUIPMENT MAINTENANCE

- » Replacement Planning
- » Maintenance & Repair

- Participates in the City's planning process for equipment replacement decisions by working closely with City Administrator and City Council.
- Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.

POLICE CHIEF

V. ESSENTIAL FUNCTIONS (cont.)

SUPERVISION OF

DEPARTMENT EMPLOYEES

- » Employee Relations
- » Hiring/Interviewing
- » Supervision & Work Scheduling
- » Performance Management
- » Discipline/Safety
- » Training & Development

- Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per applicable CBA under the Council's final approval for hiring and firing.
- Promotes workplace safety through ongoing efforts related to employee training and awareness.

COORDINATION WITH

OTHER CITY

DEPARTMENTS

- » Joint/Shared Responsibilities
- » City-wide projects, events, & activities
- » Emergencies

- Hosts/organizes community events such as Fun with Police, Bicycle Safety Rodeo, Cocoa with a Cop, Halloween Safety, and senior fraud classes.
- Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings.
- Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.
- Provides administrative/technical support to other departments as workload and work priorities allow.
- Works closely with Public Works staff on unsafe/urgent situations and emergencies.
- Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.
- Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.
- Receives requests for information, complaints, and other input/feedback about Police Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.
- Maintains departmental information on City's website and manages department's Facebook page.

EXTERNAL

COMMUNICATIONS/

RELATIONS

- » City Representation & Liaison
- » Intergovernmental Relations
- » Business Relations
- » Public Relations
- » Media Relations

VI. OTHER DUTIES & RESPONSIBILITIES

- Ensures back entrance of city hall is clear of snow by either shoveling or contacting public works.
- Works TZD shifts as needed.
- Performs other duties including basic duties of police officer* and as directed by the City Council or apparent to the incumbent.

*see Police Officer Job description for specific duties.

POLICE CHIEF

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each major area of accountability
- City and relevant County ordinances, Council resolutions & directives; City and department policies and procedures
- Relevant state and federal laws/rules/regulations including court decisions
- City Council's overall budget goals and each department's work plans
- City and Department's organizational structure, operations, programs and activities
- City's geography, business & residential areas, and infra- & super-structure
- principles and practices applicable to modern law enforcement/policing and community policing
- management principles and practices as they apply to public sector
- OSHA and other safety-related laws, rules, and regulations
- office automation and other technologies useful for municipal operations
- program management, process control and improvement, work flow management

Skill in;

- planning and evaluating department's operations
- coordinating and controlling city-wide police education and crime prevention programs
- preparing/administering operating and capital budgets and budget plans
- conducting research, analyzing/interpreting data, and preparing reports
- researching and applying for grant monies
- developing alternatives; including cost/benefit and other pros & cons of various options
- providing/presenting reliable information and sound advice to elected & appointed officials
- establishing and maintaining cooperative and productive relationships with a variety of individuals and groups
- communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation
- providing leadership/supervision to employees and promoting a positive and motivational workplace
- using office software and ensuring information technologies help to increase work productivity
- operating a patrol vehicle and using personal and departmental weapons

Ability to;

- handle not public data and other sensitive information IAW state statute and City policy
- keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)
- continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends
- implement Council policies and carry out Council and City Administrator directives
- interpret and administer policies with consistency and uniformity
- work independently and with a high level of initiative & resourcefulness
- cope with the mental stress of the position
- interact with various local & community organizations
- operate a personal computer and other typical office machines
- use active listening skills and receive input/feedback (and constructive criticism) on performance
- promote work products that are complete, accurate, and error-free
- work beyond normal work hours as well as evenings, some weekends, and holidays
- attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (police management, accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, video recording equipment and other recording devices, various medical and other emergency response equipment. Specialized police equipment including: MDC/Laptop, ballistic vests, Firearms, Baton, Taser, Mace, handcuffs, and Radar.

All machines, tools, and equipment, including PPE, used by subordinate personnel.

POLICE CHIEF

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

- Associate's degree in police science, law enforcement, or criminal justice.
- Three to five years of full-time work experience as a licensed police officer with some supervisory experience or demonstrated leadership abilities.
- Licensed as a peace officer with MN POST Board or eligible to be licensed (at time of appointment).
- Valid Minnesota Class D driver's license (or ability to obtain within employer's time-frame) AND satisfactory driving record.
- Certification as EMR.
- Must meet the same MN POST Board minimum selection standards for hiring a patrol/police officer.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use
in
Hiring
and
Promotions

- Bachelor's degree in police science or criminal justice OR closely-related program.
- Greater supervisory experience at a sergeant or higher level with specific responsibility for areas such as work scheduling, assigning/prioritizing/reviewing work, and evaluating employee performance/coaching.
- Experience in policy development/administration, program management, and budget preparation/administration.
- CLEO certification from Minnesota Police Chief's Association (MPCA).
- Specialized training including CornerHouse, CIT/mental health, and crime-free multi-housing.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed by incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time
Requirement
of:
minutes

Works in office setting including sitting at desk for extended periods of time and working on a computer. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, and hearing. Physical demands also include moving around the office, the police area, and city hall building and can involve reaching, pulling/pushing, grasping, and holding. Can be exposed to outside weather conditions. Attends meetings within and outside the City. Operates departmental vehicles. Works beyond normal work hours as well as evenings, some weekends, and holidays. May serve on-call and must be able to personally respond to urgent and emergency situations for police chief position and emergency response duties.

The incumbent is subject to all the working conditions of the Police Officer job class.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



EMERGENCY MANAGEMENT DIRECTOR

(Addendum to Police Chief Job Description)

Approved 11/02/2021

I. State & Local Authority for Position and City's Appointment

- **State Statute:** Minnesota Statutes 2014, section 12.25, subdivision 1
- **Appointment:** *Incumbent police chief is the City's local director for emergency management*

II. Essential Functions, Duties, and Responsibilities

- **Administration & Organizational Management**
 - Exercises direct responsibility for the organization, administration, and operation of the City's local organization for emergency management, subject to the City Council's direction/control and the City Administrator's supervisory oversight and guidance.
 - Develops and administers organization's budget. Coordinates efforts to collect and summarize disaster-related costs, particularly for purposes of state and federal reimbursement.
 - Accesses the grant application and management system; researches and applies for relevant state and federal grants; and administers grants according to program and legal requirements.
 - Maintains local organization's records, expands knowledge base of current trends, legislation, and new industry practices; and incorporates best practices and other improvements into ongoing operations.
- **Planning, Training Preparedness, & Facilities Readiness**
 - Serves as principal coordinator for NIMS implementation jurisdiction-wide: implements applicable components of state's emergency management and federal government's national incident management systems; revises and updates emergency operations plan (EOP), hazard mitigation plan, and other applicable operating plans and procedures.
 - Assists local community groups in their emergency preparedness planning.
- **Incident Command & Emergency Operations Management**
 - Manages local actions in accordance with organizational structures, operating plans and procedures, and available resources. Coordinates response to evolving or multiple incidents.
 - Coordinates local actions with local 911 Center as well as other local, county, state, and federal EOCs.
- **Public Relations & Communications**
 - Serves as liaison to neighboring cities and various private & nonprofit groups/entities within the local organization's operational area as well as relevant county, state, and federal agencies.
 - Oversees and promotes communications about hazardous chemicals within the community in accordance with the state's Emergency Planning and Community Right-to-Know Act (EPCRA).
 - Makes presentations and prepares reports for elected/appointed officials, community groups, and media outlets as authorized by the City Council or City Administrator.
 - Attends HSEM, NIMS-related, and other training as directed and/or approved by the City Council.



POLICE OFFICER

Job Description

Approved: 11/02/2021

I. IDENTIFYING INFORMATION

JOB TITLE:	Police Officer	WORK/PAY STATUS:	Full-time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Nonexempt
DEPARTMENT HEAD:	Police Chief	WAGE SCHEDULE:	CBA
DEPARTMENT:	Police	WORK SCHEDULE:	Per Supervisor
WORK LOCATIONS:	City Hall/Police Offices, Squad Vehicle, & Community		

II. PURPOSE STATEMENT

Serves as a sworn member of City's police department to dutifully protect life and property through the responsible performance of a diverse array of patrol and police functions. Responds to calls for service and provides emergency & public assistance. Enforces state laws and city ordinances as well as county ordinances and federal laws. Conducts investigations according to incumbent's training and experience as well as position's level of authority. Works with other city police and county sheriff's departments according to mutual aid agreements or directives from the Police Chief or the City Council.

Incumbents typically work as generalists with a focus on patrolling during which the officer may encounter and respond to a variety of calls including: traffic stops/parking complaints, medical situations, thefts/suspicious activity, domestic situations and other arguments/disputes/fights, disorderly conduct & public nuisances, and animal complaints & ordinance violations.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Police Chief
Works closely with:	City administrative staff, public works staff, fire department staff, city and county attorneys
Communicates with:	
Internally:	All other city employees and volunteers, including Fire Department staff
Externally:	Benton County PSAP, surrounding city police departments, Benton County Sheriffs' Department personnel and social services staff; area hospitals, clinics, and detox centers; Minnesota State Patrol and various federal/state/area public agencies; city schools and businesses, various civic/community organizations and groups; and city residents, visitors, and tourists
Supervises:	None
Provides some work direction to:	Part-time officers

IV. DELEGATION OF AUTHORITY AND ADDITIONAL DUTY ASSIGNMENT

Based on state statute, city policies, and management's direction the incumbent has the authority to personally enforce laws and ordinances, execute a variety of court warrants/orders, and conduct investigations commensurate with the individual's training & experience and according to the Chief's direction and oversight. As the employee develops his/her knowledge base and skill sets, on-the-job training, mandatory continuing education, and specialized training are critical for the employee's performance and development. At full-performance level the employee works with a high degree of independence, initiative, and proficiency.

Additional Duty Assignment: At the Council's sole discretion, one incumbent may be assigned the primary role of School Resource Officer with responsibilities and duties listed in an addendum to this job description.

POLICE OFFICER

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- **Keeps Supervisor informed of all appropriate department matters.**
- **Performs duties and responsibilities related to Patrol, Call Response, & Emergency Response**
 - Operates police vehicles for routine patrol, call response, and in response to emergency situations. Conducts foot patrols as appropriate for active patrolling.
 - Identifies potential physical and safety hazards if *observed* during patrols; inspects hazard and reports to public works or administrative staff (if on city-owned property); and investigates any *observed* or *reported* public nuisances.
 - Monitors any *observed* severe storm or weather activity during shift and notifies PSAP of noteworthy conditions.
 - Responds to routine and urgent calls for service including: all types of alarms, disturbances and other potentially illegal behaviors/activities; reports of missing/found/endangered persons; and welfare & safety checks. Takes appropriate action(s) including arrests/detentions, referrals to social services, and mental health transports.
 - Responds to emergencies: provides—commensurate with training & experience—emergency medical service at accident and crime scenes or assists fire/rescue/ambulance personnel, county deputies, and state patrol officers as requested; establishes a safety/security perimeter if possible; and controls crowd/onlookers and directs traffic. May provide police escorts as assigned by Chief.
 - Responds to requests from public: provides information to residents and tourists; provides assistance to disabled motorists; and provides other assistance according to department policy.
- **Performs duties and responsibilities related to Community Policing & Active Police Coverage**
 - Investigates suspicious circumstances and activities; stops & interviews suspicious persons; and intervenes in observed dangerous, suspicious or criminal activities.
 - Enforces traffic laws of the State of Minnesota and ordinances of the City of Foley; issues citations or warnings for moving, mechanical & safety violations; maintains stationary and moving radar surveillance; and conducts traffic/seatbelt surveys as assigned.
 - Conducts inspections for tobacco retailer compliance, conducts POR checks, and participates in state-funded programs such as TZD.
 - Provides a police presence during city/community events. Acts if necessary to preserve the peace, protect property, and enforce the law. Takes charge of traffic control and directs traffic as needed.
 - Apprehends and arrests suspected law violators: places individuals under arrest using approved protocol and procedures (e.g. advises of rights, questions, searches, etc.) and transports to detention center or other appropriate facility.
 - Administers Blood Alcohol test for DPS/DVS notification, if certified to do so, or finds certified officer to administer the test.
 - Executes a variety of court orders including HROs and OFPs; participates in raids and search warrant executions; performs stakeouts, surveillance of persons or places; and initiates a variety of investigations.
 - Issues citations for parking violations, follows up on habitual violators, and enforces animal complaints, including carrying out animal control procedures.
- **Performs duties and responsibilities related to Investigations & Court Proceedings**
 - Investigates all alleged criminal behavior based on personal observations and complaints or as directed by Police Chief.
 - Conducts preliminary crime and accident investigations: secures crime or accident scene; surveys scene for witnesses, interviewing witnesses and victims and obtaining information on suspects; and searches area for physical evidence, gathering and preserving evidence through established department procedures. Works with city and county attorneys as well as other law enforcement staff.
 - Using approved techniques interrogates suspects, obtaining statements and confessions.

POLICE OFFICER

V. ESSENTIAL FUNCTIONS (cont.)

- **Performs duties and responsibilities related to Investigations & Court Proceedings (cont.)**
 - Prepares incident/accident reports, citations, affidavits and other legal documents, memoranda and other correspondence; prepares for court testimony; and testifies as witness in criminal and civil proceedings. Works with prosecuting attorneys.
 - Performs follow-up crime and accident investigations, assisting Police Chief or other agencies as assigned.
 - Maintains and organizes evidence/property room and assists with the proper disposition of evidence (destruction/transfer/etc.) and sale/auction of seized property.
 - Investigates and arranges for removal of abandoned/stolen vehicles and property.
- **Performs duties and responsibilities related to Equipment Care & Maintenance**
 - Performs operator-level checks and services on patrol vehicle, keeping it clean and orderly.
 - Inspects vehicles and other equipment, reporting deficiencies and needed repairs to Supervisor.
 - Inspects and cleans handgun, firearms and other weapons, keeping them in proper working order.
 - Inspects duty belt, ensuring it is properly equipped per Supervisor's guidance.
- **Performs duties and responsibilities related to Training, Paperwork and Recordkeeping**
 - Participates in departmental and outside training to maintain knowledge, skills and abilities necessary to perform duties. Maintains Minnesota POST license and a good driving record.
 - Attends specialized training (e.g. CIT, DMT, ATV safety, etc.) as approved by the Chief.
 - Completes routine and other paperwork critical to essential duties and properly maintains official records and other files/documents.
 - Performs clerical tasks within the office, including filing, data entry/retrieval, and answering phone.

VI. OTHER DUTIES & RESPONSIBILITIES

- Offers professional expertise and provides some training and mentoring support to new officers.
- Performs additional or special duties, such as evidence room technician, as assigned by City Council, City Administrator, or Police Chief.
- Performs other related work as apparent or assigned by Supervisor.

POLICE OFFICER

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- each duty category and task
- City and department policies & procedures as well as the Chief's directives
- City's and Department's organizational structure, operations, programs and activities
- City's geography, business & residential areas, and infra- & super-structure
- applicable federal & state laws and city & county ordinances
- office automation and other technologies useful for patrol/police duties
- investigative techniques and procedures
- relevant medical & legal terminology and court rules & procedures
- first aid, CPR, and other emergency medical/first responder procedures

Skill in;

- using personal and departmental equipment including firearms & other weapons
- analyzing problems/situations, taking decisive and effective action, and using proper procedures
- communicating, both verbally and in writing to include analyzing data, preparing reports and providing/presenting reliable information
- using an appropriate degree of tact, persuasion, conflict resolution/mediation, and intervention depending on the situation
- establishing and maintaining cooperative and productive relationships with a variety of individuals and groups
- using information technologies to increase work productivity
- interviewing and conducting various types of investigations
- speak and write effectively in English
- interacting with diverse individuals including adolescents/juveniles, the mentally ill, and elderly

Ability to;

- follow department's and City's code of conduct
- attend mandatory and other training and satisfy learning objectives
- keep current on law enforcement, criminal justice, & policing fields and related issues
- work independently and perform duties with consistency and uniformity
- handle not public data and other sensitive information IAW state statute and City/department policy
- continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends
- work beyond normal works hours as well as evenings, weekends and holidays
- cope with the mental stress and physical demands of the position including emergency situations
- maintain fitness for duty in all essential aspects of position
- maintain appearance IAW City/department standards interact with diverse individuals

VIII. MACHINES, TOOLS & EQUIPMENT AND DUTY UNIFORM

Machines, tools, and equipment regularly used: Squad car/vehicle with emergency lights, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, intoxilizer & portable breath tester, medical and other emergency response equipment, investigative equipment, computer, calculator and office equipment, phone, and other personal and departmental equipment.

Standard Duty Uniform and Personal Protective Equipment include:

- Department-approved Shirt, Pant, & Jacket
- Name Plate, Collar Brass, and approved Tie;
- Approved Footwear (Boots);
- Bullet-resistant Vest/Body Armor;
- Supervisor-approved personally-owned service weapon/handgun
- Duty Belt, equipped;
- Hi-Vis Vest and other Safety Equipment;
- Other Personal Protective Equipment (e.g. glasses, masks/gloves, hearing protection) and EMR PPE (as needed).

*Each officer is responsible for the maintenance of his/her uniforms and equipment

POLICE OFFICER

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

- Associate's degree in law enforcement, criminal justice, or related program.
- Licensed as a peace officer with Minnesota POST Board or eligible to be licensed (at time of appointment).
- Valid Minnesota Class D driver's license with current EVOC card/certificate (or ability to obtain within employer's specified time-frame).
- Certification as EMR.

X. MINIMUM SELECTION STANDARDS (not all-inclusive)

Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.

- Must be a United States citizen.
- Must not have a felony conviction (as defined in Minnesota) and must not be required to register as a predatory offender (under applicable state law).
- Must complete a comprehensive written application and successfully complete an oral examination or interview conducted by the City.
- Must submit to and successfully pass a thorough background search, physical strength and agility test, psychological evaluation, and medical examination as approved by Minnesota POST and the City.
- Must meet all other state requirements and City minimum hiring standards.

XI. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- None.

XII. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment as the work is currently performed by incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with or detaining/arresting people. Must be able to lift/carry/move objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays. Must be able to respond to urgent and emergency situations.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Administrator.)



SCHOOL RESOURCE OFFICER

(Addendum to Police Officer Job Description)

Approved 11/02/2021

I. Authority for Additional Duty Assignment

- **Local Authority:** Foley City Council per SRO Contract with Foley Public Schools
- **Assignment:** *One incumbent police officer may serve as the City's School Resource Officer*

II. Major Functions, Duties, and Responsibilities

- **Law Enforcement**
 - Exercises primary and specific responsibility for law enforcement activities within the school district's buildings and on school campuses under the Police Chief's direct supervision and subject to the City Administrator's overall management and the City Council's oversight.
 - Assists school administrators (principals and deans) in development of plans and programs that target violence and bullying prevention strategies, encourage nonviolent means of conflict resolution, and work toward the minimization of known risks. Reviews and makes suggestions for updating the district's emergency management plan.
 - Investigates police and specified school matters as necessary, conducting appropriate follow-up and informing relevant school administrators about the process.
 - Takes law enforcement action, including the exercise of arrest powers, when responding to a variety of situations including intruders and unwanted visitors.
 - Maintains all necessary records and information in electronic format as well as certain physical (hard copy) files and physical evidence.
- **Prevention/Intervention/Counseling**
 - Maintains a visible presence during non-structured times (student arrivals/dismissals, passing between classes, assemblies & lunches, and in parking lots).
 - Attends school-related events to provide a police presence and control traffic.
 - Intervenes during displays of violent behavior, seeking to protect students and staff members.
 - Assists Student Assessment Team (SAT) in their work, assists with student welfare checks, and provides support for weapons violations and intruder procedures.
 - Provides a level of intervention for chemical use issues and makes referrals to outside agencies as appropriate coordinating actions with school psychologist and nurse.
- **Education/Information**
 - Educates students in classroom setting in areas such as personal safety, distracted driving, chemical use, and relevant law enforcement topics.
 - Provides information and makes presentations related to law enforcement/criminal justice trends & issues to administrative, teaching staff, and other school-related groups.
 - May coordinate, according to managerial direction, various types of experiential learning opportunities for students including mock accidents.
 - May collaborate with county employees on DARE and other educational programs.
- **Public Relations & Communications**
 - Provides communications, and/or assists as a liaison between the School and City.
 - Attends ALICE, HSEM/NIMS-related, and other training as directed by the Police Chief.

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 463 (DRAFT)

AN ORDINANCE REGULATING LAWFUL GAMBLING AND ESTABLISHING A TRADE AREA
IN THE CITY OF FOLEY

- SECTION 1. ADOPTION OF STATE LAW BY REFERENCE. The provisions of Chapter 349, Minnesota Statutes, as may be amended, relating to lawful gambling are hereby adopted by reference.
- SECTION 2. LICENSE REQUIRED. The City Council of Foley, under the authority of Minnesota Statutes, Chapter 349, hereby ordains that gambling license applications shall be approved by the City only for organizations authorized by Minnesota Statutes Chapter 349.
- SECTION 3. CONTRIBUTIONS TO TRADE AREA. Each organization conducting lawful gambling shall expend or contribute at least 50% percent of its lawful purpose expenditures within, or for the benefit of the City of Foley or its trade area consisting of the city limits of the Foley, and the entire rural area of Benton County (excluding St. Cloud and Sauk Rapids city limits) by the end of each premise permit year.
- SECTION 4. REPORTING. Each organization conducting lawful gambling shall annually be required to submit to the City Clerk all copies of reports that the organization provides to the Charitable Gambling Control Board.
- SECTION 5. AUTHORIZED ORGANIZATIONS. Lawful gambling licenses shall be available within the City of Foley on a locational priority basis. Those non-profit organizations having their original registered office or chapter office within the Foley trade area as defined in SECTION 3. above, for 3 consecutive years prior to the date of application will be approved, providing all other requirements are met, for a lawful gambling license on a first priority basis. Only upon demonstration that no non-profit organization from within the trade area shows an interest in a lawful gambling license in Foley shall outside organizations be given an opportunity to hold a license within the City. Notwithstanding the above, those organizations having a premise permit within the trade area prior to the change in trade area adopted (insert date), shall be grandfathered to provide for continued reissuance of the premise permit
- SECTION 6. FINE, PENALTY, SUSPENSION. If any organization shall fail to make any payments required by this ordinance, or fail to provide the Clerk with reports as required by this

ordinance, such failure shall be grounds for the City to recommend to the Charitable Gambling Control Board, that the gambling license for the organization be suspended, revoked, or not renewed.

SECTION 7. EFFECTIVE DATE. This ordinance shall be effective and apply to all lawful gambling conducted in the City upon passage and publication in the official newspaper.

Dated this ____ day of _____, 2021.

CITY OF FOLEY

By _____
Its Mayor

ATTEST:

By _____
Its City Administrator



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

September 28, 2021

Steve Alberg
Alberg Water Services Inc.
PO Box 328
Annandale, MN 55302
steve@albergwater.com

RE: Wastewater Regionalization Project
Foley, Minnesota
BMI Project No.: R21.120226

Dear Steve,


The City of Foley is regionalizing its wastewater system with the City of St. Cloud. The regionalization project consists of the installation of sanitary sewer forcemain between Foley and St. Cloud. Regulations require that the sanitary forcemain be installed a minimum of 50 feet from all wells. Given the constraints of the MnDOT TH 23 right-of-way, the City of Foley is seeking quotes for the construction of a new residential well at 6003 Highway 23, Sauk Rapids, MN 56379.

The work requested consists of the construction of a new residential well, the sealing of the existing well, MN Unique Well Number 779480, and the installation of a new water service, minimum 1-inch inside diameter from the new well to the existing water service near the home. In addition, all applicable permits shall be obtained for the project e.g. MDH, etc. Please find enclosed the existing Well and Boring Report as well as a figure illustrating the existing well and proposed well locations.

If you are interested in providing a quote for the above mentioned work, please submit your quote to me via e-mail at Jared.Voge@bolton-menk.com prior to October 8, 2021. If you have any questions or would like to review the property prior to submitting a quote, please contact me at 612-756-0326.

Sincerely,

Bolton & Menk, Inc.


Jared Voge, P.E.
Principal Engineer



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

September 28, 2021

Rollie Werner
Werner Well Drilling
14311 55th St. NW
Annandale, MN 55302
wernerwell@windstream.net

RE: Wastewater Regionalization Project
Foley, Minnesota
BMI Project No.: R21.120226

Dear Rollie,


The City of Foley is regionalizing its wastewater system with the City of St. Cloud. The regionalization project consists of the installation of sanitary sewer forcemain between Foley and St. Cloud. Regulations require that the sanitary forcemain be installed a minimum of 50 feet from all wells. Given the constraints of the MnDOT TH 23 right-of-way, the City of Foley is seeking quotes for the construction of a new residential well at 6003 Highway 23, Sauk Rapids, MN 56379.

The work requested consists of the construction of a new residential well, the sealing of the existing well, MN Unique Well Number 779480, and the installation of a new water service, minimum 1-inch inside diameter from the new well to the existing water service near the home. In addition, all applicable permits shall be obtained for the project e.g. MDH, etc. Please find enclosed the existing Well and Boring Report as well as a figure illustrating the existing well and proposed well locations.

If you are interested in providing a quote for the above mentioned work, please submit your quote to me via e-mail at Jared.Voge@bolton-menk.com prior to October 8, 2021. If you have any questions or would like to review the property prior to submitting a quote, please contact me at 612-756-0326.

Sincerely,

Bolton & Menk, Inc.


Jared Voge, P.E.
Principal Engineer

779480

County Benton

Quad Cable

Quad ID 156D

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING REPORT
 Minnesota Statutes Chapter 1031

Entry Date 08/18/2011

Update Date 06/25/2013

Received Date 04/25/2011

Well Name LANDWEHR, JIM 36 Elevation 1029 Address C/W 6003 23 HY SAUK RAPIDS MN				Township 30 Range 30 Dir W Section 23 Subsection ABCBDB		Well Depth 67 ft. Drill Method Non-specified Rotary Use domestic Well Hydrofractured? Yes <input type="checkbox"/> No <input type="checkbox"/>		Depth Completed 63 ft. Drill Fluid Bentonite Status Active		Date Well Completed 07/18/2011	
Stratigraphy Information Geological Material From To (ft.) Color Hardness SAND-ROCK 0 24 BROWN CLAY-ROCK 24 50 GRAY HARD SAND-GRAVEL 50 66 BLU/GRY GRANITE 66 67 GRAY HARD				Casing Type Single casing Drive Shoe? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Joint Above/Below		Casing Diameter 4 in. To 51 ft. lbs./ft.		Hole Diameter 8 in. To 67 ft.	
				Open Hole From ft. To ft.		Screen? <input checked="" type="checkbox"/> Type plastic Make JWS		Diameter 4 in. Slot/Gauze Length 20 ft. Set 12 ft. 51 ft. 63 ft.			
				Static Water Level 13 ft. land surface Measure 04/18/2011							
				Pumping Level (below land surface) 50 ft. 0.5 hrs. Pumping at 80 g.p.m.							
				Wellhead Completion Pitless adapter manufacturer Model <input type="checkbox"/> Casing Protection <input type="checkbox"/> 12 in. above grade <input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)							
				Grouting Information Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified		Material Amount From To bentonite 5 Sacks 45 ft. ft.					
				Nearest Known Source of Contamination 52 feet West Direction		Well disinfected upon completion? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Sewer Type			
				Pump <input checked="" type="checkbox"/> Not Installed Date Installed		Manufacturer's name					
				Model Number HP Volt		Length of drop pipe ft Capacity g.p. Typ					
				Abandoned Does property have any not in use and not sealed well(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
				Variance Was a variance granted from the MDH for this well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
				Miscellaneous First Bedrock		Aquifer					
				Last Strat		Depth to Bedrock ft					
				Located by Minnesota Department of Health							
				Locate Method GPS SA Off (averaged) (15 meters)							
				System UTM - NAD83, Zone 15, Meters X 419024 Y 5050166							
				Unique Number Verification Info/GPS from data Input Date 05/31/2011							
				Angled Drill Hole							
				Well Contractor Jennings Well Drilling, Inc. 2092 Licensee Business		Lic. or Reg. No.		Name of Driller NORDMANN, M.			
Remarks				Minnesota Well Index Report		779480				Printed on 06/10/2021 HE-01205-15	

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING RECORD
Minnesota Statutes, Chapter 103J

MINNESOTA UNIQUE WELL
AND BORING NO.

779480

WELL OR BORING LOCATION

County Name

Benton

Township Name

Minden

Township No.

36 N

Range No.

30W

Section No.

23

Fraction

NW NW NE

GPS

LOCATION:

Latitude degrees minutes seconds

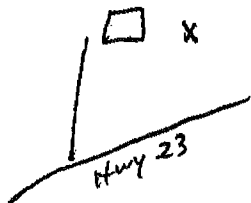
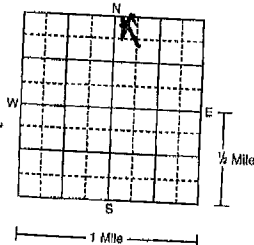
Longitude degrees minutes seconds

House Number, Street Name, City, and Zip Code of Well Location

6003 Hwy 23 Sauk Rapids

Show exact location of well/boring in section grid with "X"

Sketch map of well/boring location.
Showing property lines,
roads, buildings, and direction.



PROPERTY OWNER'S NAME/COMPANY NAME

Jim Landwehr

Property owner's mailing address if different than well location address indicated above.

6003 Hwy 23
Sauk Rapids, MN

WELL OWNER'S NAME/COMPANY NAME

Well/boring owner's mailing address if different than property owner's address indicated above.

WELL/BORING DEPTH (completed)

63

DATE WORK COMPLETED

4-18-11

DRILLING METHOD

☐ Cable Tool
☐ Auger

☐ Driven
☒ Rotary

☐ Dug
☐ Jetted

DRILLING FLUID

Bentonite

WELL HYDROFRACTURED? ☐ Yes ☐ No

From ft. To ft.

USE

☒ Domestic
☐ Noncommunity PWS
☐ Community PWS
☐ Elevator

☐ Monitoring
☐ Environ. Bore Hole
☐ Irrigation
☐ Dewatering

☐ Heating/Cooling
☐ Industry/Commercial
☐ Remedial

CASING MATERIAL

☐ Steel
☒ Plastic

Drive Shoe? ☒ Yes ☐ No
☐ Threaded ☐ Welded

HOLE DIAM.

CASING

Diameter

Weight

Specifications

4 in. to 51 ft.

lbs./ft.

8 in. to 67 ft.

lbs./ft.

lbs./ft.

SCREEN

Make

BWS

Type

PVC

Slot/Gauge

20

Set between

51 ft. and 63 ft.

STATIC WATER LEVEL

13 ft.

☒ Below ☐ Above land surface

Measured from

Date measured

4-18-11

PUMPING LEVEL (below land surface)

50 ft. after

1/2 hrs. pumping

80 g.p.m.

WELLHEAD COMPLETION

☐ Pitless/adaptor manufacturer

☐ Casing Protection

☒ At-grade (Environmental Well and Boring ONLY)

Model

☐ 12 in. above grade

GROUTING INFORMATION (specify bentonite, cement-sand, neat-cement, concrete, cuttings, or other)

Material

Bentonite 45 To 0 ft.

Material

From To ft.

Material

From To ft.

Driven casing seal

From To Bags

NEAREST KNOWN SOURCE OF CONTAMINATION

52 feet

W direction

Well disinfected upon completion? ☒ Yes ☐ No

PUMP

☐ Not installed

Date installed

Manufacturer's name

Model Number

HP

Volts

Length of drop pipe

ft. Capacity

Type: ☐ Submersible ☐ L.S. Turbine ☐ Reciprocating ☐ Jet ☐

ABANDONED WELLS

Does property have any not in use and not sealed well(s)? ☐ Yes ☒ No

VARIANCE

Was a variance granted from the MDH for this well? ☐ Yes ☒ No

WELL CONTRACTOR CERTIFICATION

This well was drilled under my supervision and in accordance with Minnesota Rules, Chapter 4725.

The information contained in this report is true to the best of my knowledge.

Hennings Well Drilling Inc 2092

Licensee Business Name

Lic. or Reg. No.

Certified Representative Signature

Certified Rep. No.

Date

Mike Nordmann

Name of Driller

MINN. DEPT. OF HEALTH COPY

779480

IC 140-0020

HE-01205-12 (Rev. 12/08)

Wastewater Regionalization Project
City of Foley

6003 TH 23, Sauk Rapids, MN

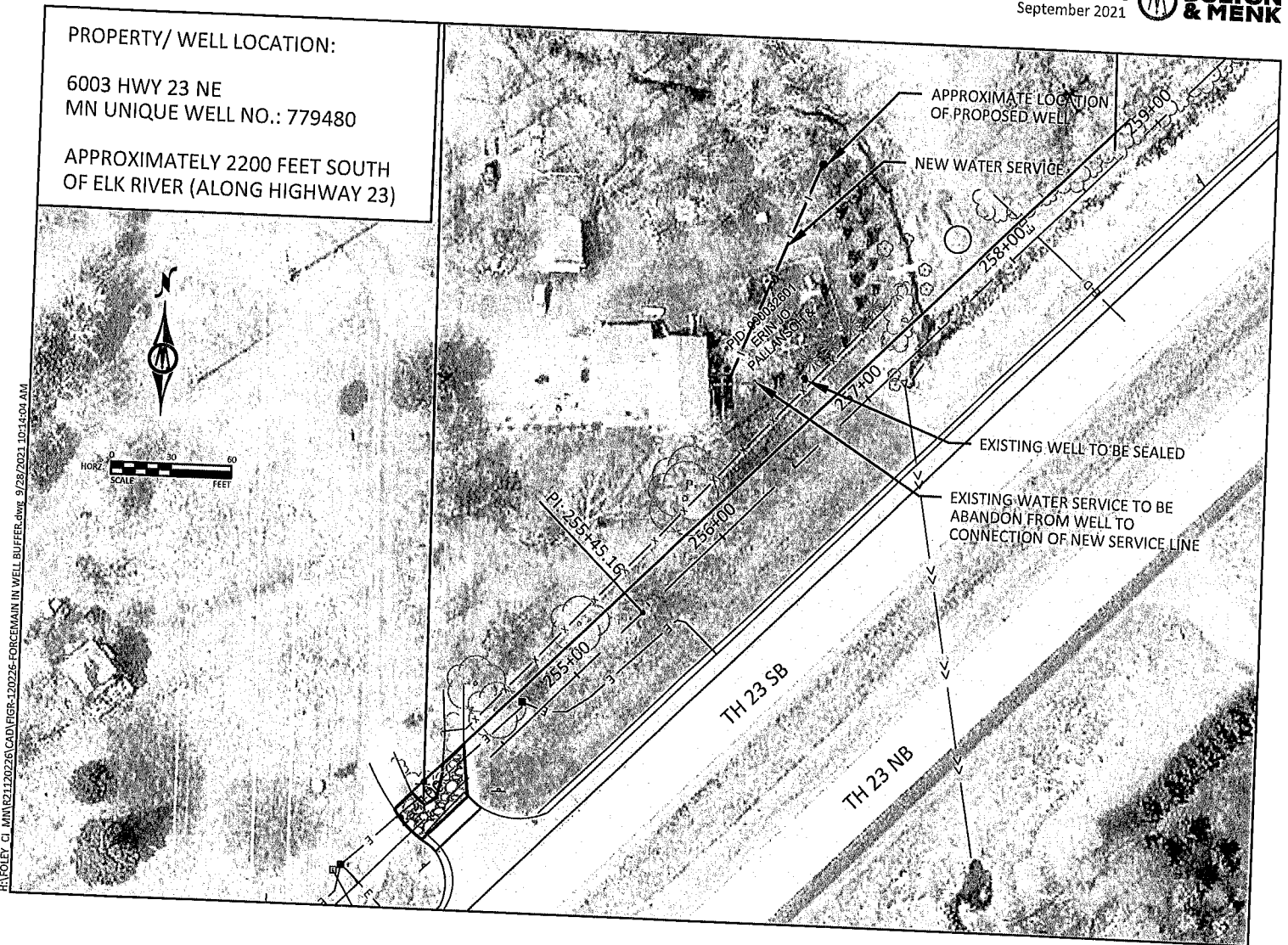
September 2021



PROPERTY/ WELL LOCATION:

6003 HWY 23 NE
MN UNIQUE WELL NO.: 779480

APPROXIMATELY 2200 FEET SOUTH
OF ELK RIVER (ALONG HIGHWAY 23)



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ESTIMATE FOR WELL AND PUMP SYSTEM

NAME Bolton & Menk DATE 10/7/21
ADDRESS Foley Project PHONE _____

A. WELL

1. 4" PVC WELL 66 FEET DEEP AT 20.00 PER FT. 1320.00
(66 FT. MINIMUM, BEYOND 66 FT. @ \$20.00 PER FT.)
2. UP TO 12 FT. OF 4" SCREEN @ \$50.00 PER FT. 600.00
3. DEVELOPMENT, TEST PUMPING/GROUTING CASING ACCORDING TO STATE CODE 575.00
4. STATE APPROVED WATER TEST 240.00
5. STATE WELL PERMIT \$275.00 AND CLERICAL 330.00
6. OTHER Well Sealing 500.00

B. PUMP SYSTEM

SUBTOTAL FOR WELL 3565.00
Excavation 1500.00

1. 12 GPM 1/2 HP SUBMERSIBLE PUMP
2. UP TO 60 FT. 1" INCH SCH, 80 PVC PUMP PIPE AND SUBMERSIBLE CABLE AT \$ 3.95 PER FT.
3. PITLESS UNIT, NON-FREEZING UNDERGROUND DISCHARGE WITH NON-CORROSIVE FITTINGS
4. UP TO 50 FT. HI-DENSITY 1" UNDERGROUND PIPE & 12-3 UNDERGROUND CABLE FROM WELL TO HOUSE @ \$ 3.00 PER FT.
5. PRESSURE TANK SIZE 20 gal pc 66 (5-YEAR WARRANTY INCLUDED)
6. LABOR TO INSTALL SYSTEM

SUBTOTAL FOR PUMP SYSTEM 3910.00

GRAND TOTAL FOR WELL AND PUMP 8975.00

C. OPTIONS

1. 3/4 HP PUMP ADD: _____
2. 1 HP PUMP ADD: _____
3. YARD HYDRANT ADD: _____
4. LARGER PRESSURE TANK ADD: _____
5. DRY HOLES ADD: 12.00 (PER FT.)
6. PENTEK DRIVE FOR CONSTANT PRESSURE.

WERNER WELL AND PUMP, LLC OR ANY OF ITS SUBCONTRACTORS WILL NOT BE HELD LIABLE FOR ANY DAMAGE TO YARDS, TREES, DRIVEWAYS, BUSHES OR ANY CONSEQUENTIAL DAMAGE. WERNER WELL AND PUMP, LLC RETAINS RIGHTS OF OWNERSHIP AND LIEN RIGHTS TO ALL EQUIPMENT AND MATERIALS UNTIL PAID IN FULL. PAYMENT IS DUE IN FULL UPON COMPLETION, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE. (NO EXCAVATION OR ELECTRICAL WORK IS INCLUDED.)



Member of the Better Business Bureau

SIGNATURE _____

DATE _____

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 11-02-21 -COUNCIL MEETING
DATE: OCTOBER 29, 2021

Consent Agenda

A tobacco license is on your agenda for approval. Chief McMillin has already completed the background on this license and recommends approval. This license is for the old Rexall building where a new buyer is looking to establish a mini mart.

Instead of a taking a step increase in 2022 I have placed on the agenda an adjustment to my vacation accrual. This would be in lieu of me receiving a step. This has been discussed and is being recommended by the personnel committee.

Public Hearing – Fee Schedule Updates

After holding a public hearing, the council should adopt the water, sewer and fee schedule ordinances. These will approve all the proposed fee changes we discussed during the budget cycle.

Updated Job Descriptions

In your packet are the updated job descriptions for all full-time staff and the seasonal public works laborer. I do have a couple samples to work with for the pool but am still reviewing if it is needed. If changes will be recommended, I will bring those back later. The employees were all interviewed and also reviewed these drafts prior to them being submitted to council for final approval. If the council approves, we will have each employee sign off on their updated description. The majority of change happened in the administration department because of the new position and segregation of duties. Most departments were simply adding more detail to the descriptions to make them as accurate and complete as possible.

Discussion on Gambling Ordinance

In your packet is a proposed ordinance on regulating where gambling proceeds are spent. This was discussed at the last meeting as part of the overall Stone Creek gambling license discussion. I have not posted the draft ordinance yet – rather would like the council to discuss if they want to proceed with changes. We can also discuss the details such as the percentage and trade area at the meeting.

Update on wastewater project

We finally received the draft permit from the MPCA on Monday. We reviewed and responded with our comments the next day but are still waiting on them regarding our proposed changes. Some concerns we have included new testing requirements for our ponds. The additional testing is at a cost and the city also has concerns with why we'd need to purchase equipment and expend significantly more dollars for permit requirements that will be going away in a couple years. We also have concerns with the permit requiring very strict timelines for our new project. We don't want to be forced into a permit violation if our bids come in high or they can't obtain materials – which is a very common issue. We continue to push the state for responses but the process is extremely slow. I have spoken to our state reps about this issue and I know some councilmembers have also inquired with them. Staff can provide additional information at the meeting.

In addition to the MPCA permit we also need council's approval for the relocation of a private well. This is necessary in order to comply with state requirements – this well is too close to our proposed wastewater forcemain. The property owner would like this done this fall and prior to the start of construction so it's being presented now. It will be eligible for reimbursement of state funds once they become available. Information is included in your packet.

Monthly Water/Sewer Transition

The newsletters went out and we have received a number of calls with questions and also a number of auto-pay forms returned. Staff is also working on some additional information to share via social media that may help people understand what all goes into running a municipal water and sewer system and how the needs are strictly funded through charges for services.

Update on 2022 Budget

We did receive the insurance renewal for the health coverage and it is showing a 2.48% increase which is better than we had anticipated and will fall within our budget projections. Typically, what happens with health insurance is each the employee and employer portion would increase by the same percentage so the increase is shared. I will proceed with that unless the council wishes to discuss further. We still have not received the dental and long-term disability yet but have budgeted typical increases within the new 2022 budget.

Upcoming Reminders:

November 2, 2021 – Joint Planning Board Meeting – 6:30pm (Gilmanton Township Hall)

November 11, 2021 – City Hall Closed - Holiday

November 25 & 26, 2021 – City Hall Closed – Holiday

December 7, 2021 – Council Meeting – 5:30pm

- Public Hearing on Land Use Plan
- TNT Hearing @ 6:00pm
- Final 2022 Budget Adoption