

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
December 15, 2014
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – December 1, 2014
 - b. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a.
7. Ordinances & Resolution
 - a. Resolution 2014-43: Certifying Taxes Payable in 2015
 - b. Resolution 2014-44: Adopting a Budget for 2015
 - c. Resolution 2014-45: End of Year Transfers
 - d. Resolution 2014-46: License Renewals for 2015
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: City Administrator Search
 - c. Staff:
 - Building Official:
 - Finance Dept.
 - Fire Dept.: Joint Fire Update
 - Public Works: 1) Minor Revisions to Job Descriptions
2) Reclassify and Fill Two Supervisory Positions
3) Authorization to Hire Additional Streets/Parks Employee
 - Liquor Store:
 - Police:
 - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- Dec 17: ~~Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices)~~ CANCELLED
- Dec 18: Picture with Santa @ Police Department Lobby 5-8 pm
- Dec 24: City Offices will be closing at Noon
- Dec 25: City Offices will be closed
- Jan 1: City Offices will be closed
- Jan 5: Reception for Outgoing and Incoming Council 5:30 pm
- Jan 5: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council
FROM: Paul Teicher, Acting City Administrator
RE: Agenda Memorandum – December 15, 2014 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions:

a. *Resolution 2014-43:* Attached is Resolution 2014-43 which certifies the Municipal taxes payable in 2015. A motion would be in order to approve this Resolution.

b. *Resolution 2014-44:* Attached is Resolution 2014-44 which adopts the 2015 Municipal Budget. A motion would be in order to approve this Resolution.

c. *Resolution 2014-45:* Attached is Resolution 2014-45 which approves some end of the year transfers in the 2014 Budget. An Agenda Report from Finance Director Darcy Mulvihill explains the adjustments. A motion would be in order to approve this Resolution.

d. *Resolution 2014-46:* Attached is Resolution 2014-46 which approves the 2015 License Renewals. Please note the Agenda Report by City Clerk Barb Held relating to a request of a liquor license renewal. A motion would be in order to approve this Resolution.

8. Reports:

a. Engineer:

b. **Attorney:** *City Administrator Search:* The incoming mayor expressed an interest in getting the city administrator search underway as soon as possible and is supportive of using Barna, Guzy and Steffen to assist in the recruitment and hiring process. Council direction is requested on whether to appoint BGS as the entity to assist the City on an administrator recruitment and hiring and get this process underway in December. BGS would perform this service as an additional hourly contract item not to exceed \$14,000.

c. Staff:

Building Official:

Fire: *Joint Fire Agreement Update:* After extensive discussions and work toward creating a joint powers fire department, the representatives from the various cities have not been able to resolve a number of key issues associated with such an entity, notably the contribution toward a fire relief association. Accordingly, this matter is not going to be pursued further at this time.

Public Works: *1) Minor Revisions to Job Descriptions 2) Reclassify and Fill Two Supervisory Positions and 3) Authorization to Hire Additional Streets/Parks Employee* Attached you will find an agenda report explaining the three agenda items. The minor changes to the job descriptions have no budget impact and the two other items were accounted for in the 2015 Budget. Three separate motions would be in order to approve the three requests.

Liquor Store:

Police:

City Administrator:

11. Old Business:

12. New Business:

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

CITY COUNCIL MINUTES

December 1, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Richard Orpen, Amy Lazere, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Dean Kapler, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Clerk Barb Held and Council Elect Steve Kane and Rich Skordahl.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BY BROWN TO ADOPT THE DECEMBER 1, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE DECEMBER 1, 2014, CITY COUNCIL CONSENT AGENDA AS FOLLOWS:
 - a. City Council Minutes – November 17, 2014
 - b. URRWMO Minutes – November 11, 2014
 - c. Termination of Intermittent part time position of Julie Gray
 - d. Pay Estimate No. 3 for \$10,862.56 to North Pine Aggregate, Inc. of Forest Lake for the Aztec Street Improvements
 - e. Payment of Claims \$104,470.00 (Check #68244-68297)Motion carried 5-0.

5. **Meeting Open to the Public:** Doug Lennartson, 23355 Jonquil Street, was before the council for two reasons. First, it is about his tax statement. Mine went up 8.5% increase, Lennartson stated. Why did it go up and whom do I talk to. Tveit said there are a number reason's it could have gone up. Tveit stated tonight we will be discussing the budget. The other issue I am here for is the curve/corner by the Ponds and American Legion. It is hard to see and the traffic goes by too fast for the seniors to cross the street. What can the city do about the curve and speed of this area? Can the speed limit sign be moved farther to the east? Tveit asked public works director, the engineer and the police chief to look into his concern in this area. Teicher said speed through that corridor was mentioned during our roundabout meetings. This is a county road and Anoka County Highway Department said after the roundabout project they are going to look at that area to bring some consistency to the speed limits.

Steve Kane, 23104 Guarani Street St. Francis, there are three things I would like to say tonight. I would like to encourage the new council members Richard Orpen and Rich Skordahl to attend the newly elected official conference put on by the League of MN Cities.

I would like to attend the Anoka County Elected Officials Public Safety Academy on January 10, 2015 and invite the rest of the city council to also attend. If we have more than three members attending, please let staff know so it can be posted properly.

This past weekend I was ran into Mary T, who owns and manages several senior living housing developments. She stated that I should contact her after the first of the year. She now has a new partner and is still interested in St. Francis.

6. **Petitions, Requests, Applications:**

a. **2015 Proposed Budget Discussion:** Finance Director Darcy Mulvihill gave a power point presentation on the 2015 proposed budget and levy. The City Council previously set the maximum levy at \$3,180,953. The final budget and levy will need to be finalized and adopted at the December 15, 2014 City Council meeting. Mayor Tveit opened the meeting for public input. Doug Lennartson said after seeing the presentation I guess I understand my tax statement a little better. Tveit explained how in the past years the levy was not increased but the cost of everything kept going up so that is why the council decided on a 6.5% increase to the levy. Tveit asked again if anyone else wanted to speak on the 2015 Budget. Tveit again stated this will be brought back to the December 15, 2014 City Council meeting for final adoption of the levy and budget. Brown asked about the social media contract and if it is worth the money. Held stated our Facebook page has increased our likes and they do a good job with our newsletter. However all information is still gathered by hand and forwarded to her. Held stated she was under the impression the contracted service would have been gathering more information. Brown said thought we were going to get updates and have not seen any reports from them. Just want to make sure we are getting our money's worth.

7. **Ordinances & Resolution:**

8. **Reports of Consultants & Staff Members:**

a. **Engineer: Pederson Drive Pedestrian Study– Resolution 2014-42:** City Engineer Jared Voge completed the Pedestrian Study the City Council authorized. In addition, city staff also evaluated the existing speed limits along Pederson Drive between Hwy 47 and Ambassador Blvd and potential street improvements. Voge provided a memorandum of the study that also includes improvements to Pederson Drive. One recommendation is to request a reduction in the speed limit from 50 mph to 35 mph. Just because we put a speed limit sign that says 35 mph it may not feel like a 35 mph on a portion of it. That is why we are recommending some street improvements such as curb and gutter and striping. Moeckel said another area of concern on the stretch closer to County Market is that it is quite dark. Was additional lighting addressed. Voge said this is a Municipal State Aid road so no general fund dollars would not be impacted by any roadway improvements. This road is a very busy road. The average daily traffic volume is approximately 6,900. Orpen said I think we should move forward too but start by Hwy 47 first and move west with the improvements. I would like to see a plan of what is all going to be done. Consensus was to move forward and have engineer come back with a plan of all potential improvements.

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.:

Fire Dept.: Anoka County Joint Fire Protection Council Joint Powers Agreement:

City Attorney Scott Lepak and Fire Chief Dean Kapler gave a brief explanation of the

background of the agreement and the proposed expenditures with this agreement. The cities of Anoka, Champlin, Andover, Bethel, Centerville, Lino Lakes, Circle Pines, Elk Rapids, Columbia Heights, East Bethel, Fridley, Ham Lake, Hilltop, Lexington, Newburg, Oak Grove, Ramsey, St. Francis, Spring Lakes Park, Blaine, Mounds View, and the Township of Linwood have determined that it is mutually beneficial for them to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area. Lepak stated this was put together so the fire departments can act as a whole in the implementation of the new records management system. They also address the long term needs for fire-fighting and emergency equipment, fire records data systems, fire-fighter and EMS training, fire prevention, fire inspection, fire-related public education, and other fire and emergency related essentials. Approximately 2.07% should be St. Francis' cost share amount. Lepak stated this should have been completed years ago. The police departments have had this similar agreement since the 1970's. MOTION BY LAZERE SECOND BROWN TO ENTER INTO THE ANOKA COUNTY FIRE PROTECTION COUNCIL JOINT POWERS AGREEMENT. Motion carried 5-0. Chief Kapler stated he appreciated Lepak's for his leadership in this process.

SCBA Replacement Bottles: The Carbon Fiber material Self Contained Breathing Apparatus (SCBA) bottles must be hydro tested every 5 years with a maximum of 2 hydro tests. After the 3rd 5-year term or 15 years, the bottles must be replaced. The 25 bottles in this case were purchased in the year 2000 and must be replaced. Staff has obtained a quote for new bottles at \$876.50 each for a total of \$21,912.50. The money would come from the fire department fund. MOTION BY McCLISH SECOND LAZERE TO PURCHASE 25 NEW SCBA BOTTLES FROM AMEX AIR IN THE AMOUNT OF \$21,912.50. Motion carried 5-0

Public Works Update on New Hire for 2015: Teicher stated with the Council's direction at the last City Council meeting, an agenda report will be prepared for the December 15, 2014 meeting asking for authorization to hire a Streets/Parks employee in 2015.

Liquor Store:

Police Dept.:

City Administrator: Separation Agreement and Release of Claims Involving the City Administrator: Lepak stated before you is a consideration on a separation agreement. I have been in contact with his (Matt Hylen's) attorney. This agreement would end the employment of the city administrator at the end of this year; December 31, 2014. However, he would not be coming back to work. The six-month severance amount, the vacation and one-half sick leave payouts are pursuant to the Administrator's employment agreement and City personnel policies. The other payments are consideration for release of any claims the City Administrator may have. Funding of these payments would be through a combination of a number of sources without a great burden on the city. MOTION BY LAZERE SECOND McCLISH APPROVING THE SEPARATION AGREEMENT AND RELEASE OF CLAIMS. Brown said it is no secret how I feel. Brown read a prepared statement. Motion carried 5-0.

Brown asked if we heard any more about Meridian. Held stated she forwarded on some documentation to our planner last week that Meridian had requested. No direction either way was given to our planner on how they were proceeding.

Brown asked about the property behind the post office. It is city property and if we are not using, I would like to see it sold or fenced off.

9. **Reports from Council Members:** McClish reminded the City Council that he will be unable to attend the December 15, 2014 City Council meeting.
10. **Report from Mayor:** Nothing to report.
11. **Old Business:** None.
12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 7:10 pm.

Barbara I. Held, City Clerk

DRAFT



PAYMENT BATCH AP 12/15/214

ACE SOLID WASTE, INC.

12/01/2014	358531	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	68.82
12/01/2014	358531	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	35.15
12/01/2014	358531	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	17.21
12/01/2014	358531	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	45.54
12/01/2014	358531	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	42.91
12/01/2014	358531	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	45.54
12/01/2014	358531	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	17.20
12/01/2014	358531	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	17.20
12/01/2014	358531	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	65.07
12/01/2014	358531	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	65.07
12/01/2014	358531	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	17.20
12/01/2014	358531	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	139.75
					\$576.66

ADVANCED AUTOMOTIVE CARE, INC.

08/28/2014	41226	E 101-42110-221	Vehicle Repair & Maintenance	07 CALIBER	831.17
10/09/2014	41526	E 101-42110-221	Vehicle Repair & Maintenance	08 CHARGER	299.35
10/16/2014	41564	E 101-42110-221	Vehicle Repair & Maintenance	12 CHARGER	169.35
					\$1,299.87

AIRGAS NORTH CENTRAL

11/30/2014	9923577332	E 101-43100-217	Other Operating Supplies	CYLINDER RENT	5.05
11/30/2014	9923577332	E 101-43210-217	Other Operating Supplies	CYLINDER RENT	5.05
11/30/2014	9923577332	E 101-45200-217	Other Operating Supplies	CYLINDER RENT	5.05
11/30/2014	9923577332	E 601-49440-217	Other Operating Supplies	CYLINDER RENT	5.05
11/30/2014	9923577332	E 602-49490-217	Other Operating Supplies	CYLINDER RENT	5.05
					\$25.25

AMERICAN PRESSURE

11/26/2014	80637	E 101-42110-401	Repairs/Maint Buildings	SERVICE ALKOTA	64.18
11/26/2014	80637	E 101-43100-401	Repairs/Maint Buildings	SERVICE ALKOTA	64.18
11/26/2014	80637	E 101-45200-401	Repairs/Maint Buildings	SERVICE ALKOTA	64.18
11/26/2014	80637	E 601-49440-401	Repairs/Maint Buildings	SERVICE ALKOTA	64.18
11/26/2014	80637	E 602-49490-401	Repairs/Maint Buildings	SERVICE ALKOTA	64.20
					\$320.92

ASPEN MILLS

12/05/2014	158181	E 101-42110-437	Uniform Allowance	SCHWIEGER, N	27.85
					\$27.85

BACHMAN, NICOLAS

E 601-49440-444	Refund & Reimbursement	REFUND ACCT #3166	33.46
			\$33.46

BALTUS, AMBER

E 601-49440-444	Refund & Reimbursement	REFUND ACCT #1702	45.58
			\$45.58

BAUER BUILT INC.

12/01/2014	940027106	E 101-42400-221	Vehicle Repair & Maintenance	TIRES-B INSPECTION	260.00
					<u>\$260.00</u>

BERNDT, BRITTNEY

		E 101-41910-110	Commission Pay	1 PLANNING MEETING	20.00
					<u>\$20.00</u>

BERNICK COMPANIES, THE

12/01/2014	180190	E 609-49751-252	Beer For Resale	BEER	336.00
					<u>\$336.00</u>

BGS (BARNA GUZY)

11/30/2014	139195	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,850.00
11/30/2014	139196	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	247.00
11/30/2014	139197	E 101-41600-304	Civil Legal Fees	CITY ADMIN INVESTIGATION	1,064.14
11/30/2014	139198	E 101-41600-304	Civil Legal Fees	FRANCHISES	837.00
11/30/2014	139202	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS	1,535.00
11/30/2014	139215	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,950.00
11/30/2014	139282	E 101-41600-304	Civil Legal Fees	VILLAS OF STONE HOME	78.00
11/30/2014	139311	E 101-41600-312	Criminal Legal Fees	HANSON FORFEITURE	26.00
					<u>\$10,587.14</u>

BOLTON & MENK, INC.

11/17/2014	172399	E 602-49490-303	Engineering Fees	2015 BRIDGE ST	14,739.00
11/17/2014	172400	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	550.50
11/17/2014	172400	E 101-43100-303	Engineering Fees	GENERAL ENGINEERING	4,349.00
11/17/2014	172400	E 602-49490-303	Engineering Fees	GENERAL ENGINEERING	162.00
11/17/2014	172400	G 803-22119	Esc-Dollar General	GENERAL ENGINEERING	1,978.00
11/17/2014	172400	G 803-22122	Green Valley Development Esc	GENERAL ENGINEERING	722.50
11/17/2014	172402	E 415-43100-303	Engineering Fees	AZTEC STREET	374.00
11/17/2014	172404	E 101-43100-303	Engineering Fees	PEDERSON DR STUDY	1,155.00
11/17/2014	172404	E 101-45200-303	Engineering Fees	PEDERSON DR STUDY	1,155.00
11/17/2014	172406	E 101-43100-303	Engineering Fees	2014 STREET MAINTENANCE	491.00
11/30/2014	172830	E 602-49490-229	Project Repair & Maintenance	WWTP	84,300.00
					<u>\$109,976.00</u>

BUCKET MAN

12/02/2014	.1214	E 101-43100-311	Contract	REPLACE BANNER	213.75
12/02/2014	.1214	E 101-45200-311	Contract	REPLACE BANNER	213.75
					<u>\$427.50</u>

BURNET TITLE

		E 601-49440-444	Refund & Reimbursement	REF-#3124-LOWERS	145.58
					<u>\$145.58</u>

C. E. Murphy Real Estate

		E 601-49440-444	Refund & Reimbursement	REF- #3597-23015 ARROWHEAD	21.20
					<u>\$21.20</u>

COMPASS MINERALS AMERICA, INC

11/21/2014	71257134	G 101-14100	Inventory of Material/Supply	SALT	3,358.12
11/25/2014	71259590	G 101-14100	Inventory of Material/Supply	SALT	3,456.93
11/26/2014	71260700	G 101-14100	Inventory of Material/Supply	SALT	1,678.32
12/01/2014	71262154	G 101-14100	Inventory of Material/Supply	SALT	1,765.34
12/02/2014	71262987	G 101-14100	Inventory of Material/Supply	SALT	1,750.59
					<u>\$12,009.30</u>

CONNEXUS ENERGY

11/19/2014	.1114	E 101-41940-381	Electric Utilities	SIGN	76.48
11/19/2014	.1114	E 101-41940-381	Electric Utilities	CITY HALL	239.46
11/19/2014	.1114	E 101-42110-381	Electric Utilities	SIREN	5.00
11/19/2014	.1114	E 101-42110-381	Electric Utilities	SIREN	5.00
11/19/2014	.1114	E 101-42110-381	Electric Utilities	POLICE/PW	754.25
11/19/2014	.1114	E 101-42210-381	Electric Utilities	FIRE STATION	414.01
11/19/2014	.1114	E 101-43100-381	Electric Utilities	POLICE/PW	188.57
11/19/2014	.1114	E 101-43100-386	Street Lighting	STREET LIGHTS	3,438.68
11/19/2014	.1114	E 101-45200-381	Electric Utilities	POLICE/PW	188.57
11/19/2014	.1114	E 101-45200-381	Electric Utilities	PARKS	228.57
11/19/2014	.1114	E 601-49440-380	Electric-System	WATER	3,776.68
11/19/2014	.1114	E 601-49440-381	Electric Utilities	POLICE/PW	188.57
11/19/2014	.1114	E 602-49451-381	Electric Utilities	LIFT STATIONS	6,652.57
11/19/2014	.1114	E 602-49451-381	Electric Utilities	POLICE/PW	188.57
11/19/2014	.1114	E 609-49750-381	Electric Utilities	LIQUOR	975.74
					<hr/>
					\$17,320.72

COUNTY MARKET - CITY ACCOUNT

12/01/2014	.1214	E 101-42210-212	Motor Fuels	GAS	115.15
					<hr/>
					\$115.15

COURIER, THE

12/03/2014	68151	E 609-49750-340	Advertising	HOLIDAY AD	50.00
12/03/2014	68205	E 101-41400-441	Miscellaneous	HOLIDAY AD	50.00
12/03/2014	68205	E 101-43210-439	Recycling Days	RECYCLE AD	89.00
					<hr/>
					\$189.00

DAHLBERG, REBECCA

E 601-49440-444	Refund & Reimbursement	REF-#3249-23068 KERRY ST	82.41
			<hr/>
			\$82.41

DAHLHEIMER DIST. CO. INC.

11/18/2014	101073	E 609-49751-252	Beer For Resale	BEER	(146.00)
11/26/2014	101167	E 609-49751-252	Beer For Resale	BEER	7,608.95
11/26/2014	101167	E 609-49751-254	Miscellaneous Merchandise	MISC	256.00
12/03/2014	1136628	E 609-49751-252	Beer For Resale	BEER	6,935.10
					<hr/>
					\$14,654.05

DAY DISTRIBUTING CO.

12/05/2014	781213	E 609-49751-252	Beer For Resale	BEER	1,842.60
					<hr/>
					\$1,842.60

DE LAGE LANDEN

12/06/2014	43730491	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					<hr/>
					\$237.00

ECM PUBLISHERS, INC.

11/30/2014	166509	E 609-49750-340	Advertising	BLACK FRIDAY AD	500.00
					<hr/>
					\$500.00

ELITE SANITATION

11/26/2014	22251	E 101-45200-402	Janitorial Service	TOILET RENTAL	293.00
					<hr/>
					\$293.00

EMBEDDED SYSTEMS

11/26/2014	33580	E 101-42110-311	Contract	6 MO SIREN FEE	527.16
					<hr/>
					\$527.16

F.I.R.E.

12/03/2014	910	E 101-42210-208	Training and Instruction	HAZMAT REFRESHER 12/3/14	700.00
					<u>\$700.00</u>
FERGUSON WATERWORKS					
12/03/2014	0111690	E 601-49440-259	Water Meters	METERS	380.55
					<u>\$380.55</u>
FERRELLGAS					
12/04/2014	1085102290	E 101-43100-212	Motor Fuels	GAS	20.02
					<u>\$20.02</u>
FIRST FINANCIAL TITLE AGENCY					
		E 601-49440-444	Refund & Reimbursement	REF-#1766-23598 FLORA CT	42.07
					<u>\$42.07</u>
FISKEWOLD, JESSE					
		E 601-49440-444	Refund & Reimbursement	REF-#2277-2882-235TH AVENUE	63.61
					<u>\$63.61</u>
FORPAHL, DEREK					
		E 101-43100-408	Ice& Snow Removal	FIX FENCE	182.80
					<u>\$182.80</u>
FREEDOM SERVICES, INC.-FD					
12/08/2014		G 101-21706	Flex Account	JANUARY	287.50
					<u>\$287.50</u>
FREEDOM SERVICES, INC-MA					
12/08/2014		E 101-41540-301	Auditing and Acct g Services	Admin Fee	79.20
					<u>\$79.20</u>
G&K SERVICES, INC					
12/02/2014	1043862783	E 609-49750-219	Rug Maintenance	RUGS	11.23
12/02/2014	1043862784	E 101-41940-402	Janitorial Service	RUGS	16.96
12/02/2014	1043862785	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
12/02/2014	1043862785	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
12/09/2014	1043868142	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
12/09/2014	1043868142	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
					<u>\$44.99</u>
GARDNER, TODD					
		E 101-41910-110	Commission Pay	3 PLANNING MEETINGS	60.00
					<u>\$60.00</u>
GERDIN AUTO SERVICE, INC.					
12/10/2014	74989	E 208-42110-436	Towing Charges	TOW 04 CAVALIER	133.00
					<u>\$133.00</u>
GOOD DOMUS DUO, LLC					
		E 601-49440-444	Refund & Reimbursement	REF-#3936-23162 BUTTERFIELD	83.33
					<u>\$83.33</u>
GOPHER STATE ONE-CALL					
11/30/2014	127515	E 601-49440-442	Gopher State	NOVEMBER 2014	20.30
11/30/2014	127515	E 602-49490-442	Gopher State	NOVEMBER 2014	20.30
					<u>\$40.60</u>
GORDON, LUKE					
		E 601-49440-444	Refund & Reimbursement	REF-#4124-22776 ELDORADO	30.42

\$30.42

GRANITE CITY JOBBING CO.

12/02/2014	838624	E 609-49750-210	Operating Supplies	OPERATING	45.54
12/02/2014	838624	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
12/02/2014	838624	E 609-49751-256	Tobacco Products For Resale	TOBACCO	450.84
12/09/2014	839423	E 609-49750-210	Operating Supplies	OPERATING	67.32
12/09/2014	839423	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.01
12/09/2014	839423	E 609-49751-256	Tobacco Products For Resale	OPERATING, TOBACCO, TAX	665.58
12/09/2014	839423	G 101-20810	Sales Tax Payable	OPERATING, TOBACCO, TAX	(0.88)
					<hr/>
					\$1,238.66

GRATITUDE FARMS

11/30/2014	.1114	E 101-42700-311	Contract	NOVEMBER-ANIMAL CONTROL	350.00
					<hr/>
					\$350.00

GREGG, AMY

		E 601-49440-444	Refund & Reimbursement	REF-#2088-22950 POPPY	89.53
					<hr/>
					\$89.53

GRUENHAGEN. SHANNON

		E 601-49440-444	Refund & Reimbursement	REF-#1932-23058 IVYWOOD	3.57
					<hr/>
					\$3.57

HACH COMPANY

12/03/2014	9142024	E 601-49440-235	Lab Supplies	CHEMICALS	316.59
					<hr/>
					\$316.59

HAWKINS, INC.

11/21/2014	3669291	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	2,401.36
11/21/2014	3669292	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	455.50
					<hr/>
					\$2,856.86

INNOVATIVE OFFICE SOLUTIONS, L

11/27/2014	IN0668273	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	95.94
11/27/2014	IN0668273	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	10.30
11/27/2014	IN0668273	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	10.30
11/27/2014	IN0668273	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	10.30
11/27/2014	IN0668273	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	10.29
12/02/2014	IN669162	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	53.68
12/05/2014	IN0672534	E 101-42110-200	Office Supplies	SUPPLIES	37.06
12/05/2014	IN0672534	E 101-43100-200	Office Supplies	SUPPLIES	13.37
12/05/2014	IN0672534	E 101-45200-200	Office Supplies	SUPPLIES	13.37
12/05/2014	IN0672534	E 601-49440-200	Office Supplies	SUPPLIES	13.37
12/05/2014	IN0672534	E 602-49490-200	Office Supplies	SUPPLIES	13.36
					<hr/>
					\$281.34

JJ TAYLOR DISTRIBUTING

12/03/2014	2286549	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
12/03/2014	2286549	E 609-49751-252	Beer For Resale	BEER	350.90
					<hr/>
					\$353.90

JOHNSON BROS WHLSE LIQUOR

11/25/2014	5036178	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.03
11/25/2014	5036178	E 609-49751-251	Liquor For Resale	LIQUOR	673.00
11/25/2014	5036179	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.47
12/03/2014	5040543	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.08
12/03/2014	5040543	E 609-49751-251	Liquor For Resale	LIQUOR	445.04
12/03/2014	5040544	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.92

12/03/2014	5040544	E 609-49751-253	Wine For Resale	WINE	1,176.05
12/03/2014	5040545	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
12/03/2014	5040545	E 609-49751-254	Miscellaneous Merchandise	MISC	37.25
12/05/2014	506506	E 609-49751-251	Liquor For Resale	LIQUOR	(31.16)
12/05/2014	506507	E 609-49751-251	Liquor For Resale	LIQUOR	(20.00)
12/10/2014	5045878	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.36
12/10/2014	5045878	E 609-49751-251	Liquor For Resale	LIQUOR	1,421.33
12/10/2014	5045879	E 609-49751-206	Freight and Fuel Charges	FREIGHT	68.40
12/10/2014	5045879	E 609-49751-253	Wine For Resale	WINE	2,102.55
					<u>\$5,952.84</u>

JOHNSON, DON

E 601-49440-444	Refund & Reimbursement	REF-#1711-23636 ELDORADO	26.78
			<u>\$26.78</u>

KNEELAND, LEN

E 601-49440-444	Refund & Reimbursement	REF-#3010-23244 FOX ST	46.48
			<u>\$46.48</u>

KOSTUCHOWSKI, CORY

12/11/2014	1276	E 101-42110-218	Equipment Repair & Maintenance	GUNSMITH SERVICES	1,550.00
					<u>\$1,550.00</u>

LEHMAN, CHRISTIAN

G 803-22123	ESC-Lehman Driveway	REFUND ESCROW	200.00
			<u>\$200.00</u>

LMC INSURANCE TRUST

12/07/2014	28681	E 101-41400-160	Work Comp Insurance	WORKERS COMP	272.75
12/07/2014	28681	E 101-41410-160	Work Comp Insurance	WORKERS COMP	2.50
12/07/2014	28681	E 101-41500-160	Work Comp Insurance	WORKERS COMP	114.25
12/07/2014	28681	E 101-42110-160	Work Comp Insurance	WORKERS COMP	4,481.50
12/07/2014	28681	E 101-42210-160	Work Comp Insurance	WORKERS COMP	1,875.25
12/07/2014	28681	E 101-42400-160	Work Comp Insurance	WORKERS COMP	130.00
12/07/2014	28681	E 101-43100-160	Work Comp Insurance	WORKERS COMP	1,907.25
12/07/2014	28681	E 101-43210-160	Work Comp Insurance	WORKERS COMP	123.00
12/07/2014	28681	E 101-45200-160	Work Comp Insurance	WORKERS COMP	632.75
12/07/2014	28681	E 601-49440-160	Work Comp Insurance	WORKERS COMP	776.50
12/07/2014	28681	E 602-49490-160	Work Comp Insurance	WORKERS COMP	839.50
12/07/2014	28681	E 609-49750-160	Work Comp Insurance	WORKERS COMP	815.25
12/07/2014	48512	E 101-41110-360	Insurance	PROPERTY	45.14
12/07/2014	48512	E 101-41120-360	Insurance	PROPERTY	2.08
12/07/2014	48512	E 101-41400-360	Insurance	PROPERTY	526.78
12/07/2014	48512	E 101-41410-360	Insurance	PROPERTY	10.72
12/07/2014	48512	E 101-41500-360	Insurance	PROPERTY	183.93
12/07/2014	48512	E 101-41600-360	Insurance	PROPERTY	165.87
12/07/2014	48512	E 101-41910-360	Insurance	PROPERTY	133.01
12/07/2014	48512	E 101-41940-360	Insurance	PROPERTY	568.43
12/07/2014	48512	E 101-42110-360	Insurance	PROPERTY	3,717.19
12/07/2014	48512	E 101-42210-360	Insurance	PROPERTY	1,768.03
12/07/2014	48512	E 101-42400-360	Insurance	PROPERTY	209.06
12/07/2014	48512	E 101-43100-360	Insurance	PROPERTY	2,616.55
12/07/2014	48512	E 101-43210-360	Insurance	PROPERTY	68.87
12/07/2014	48512	E 101-45000-360	Insurance	PROPERTY	0.76
12/07/2014	48512	E 101-45200-360	Insurance	PROPERTY	3,616.07
12/07/2014	48512	E 101-49200-360	Insurance	PROPERTY	8.40
12/07/2014	48512	E 601-49440-360	Insurance	PROPERTY	3,483.59
12/07/2014	48512	E 602-49490-360	Insurance	PROPERTY	2,598.65

12/07/2014	48512	E 609-49750-360	Insurance	PROPERTY	3,157.87
					<u>\$34,851.50</u>
M. T. CARPENTER LANDSCAPE					
	G 803-22110		Esc-Fairview Retaining Wall	REFUND ESCROW	250.00
					<u>\$250.00</u>
MCDONALD DIST CO.					
11/26/2014	142530	E 609-49751-252	Beer For Resale	BEER	3,359.40
11/28/2014	143135	E 609-49751-252	Beer For Resale	BEER	105.00
12/04/2014	142850	E 609-49751-252	Beer For Resale	BEER	11,867.40
12/04/2014	142850	E 609-49751-255	N/A Products	N/A	18.55
12/11/2014	143949	E 609-49751-252	Beer For Resale	BEER	2,802.40
12/11/2014	143949	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
					<u>\$18,186.75</u>
MCGRUFF SAFE KIDS					
11/24/2014	116023	E 101-42110-308	Drug Education	KITS	587.60
					<u>\$587.60</u>
MCMANIGLE, AMANDA					
	E 601-49440-444		Refund & Reimbursement	REF-#1991-23335 JONQUIL	11.40
					<u>\$11.40</u>
METRO SALES, INC.					
11/25/2014	126611	E 101-42110-311	Contract	POLICE COPIES	199.26
					<u>\$199.26</u>
MEYERS, ROBERT					
	E 601-49440-444		Refund & Reimbursement	REF-#3227-3752 225th	138.61
					<u>\$138.61</u>
MILESTONE RADIO, LLC					
11/30/2014	3654-1	E 609-49750-340	Advertising	ADVERTISING	289.00
					<u>\$289.00</u>
MN COUNTY ATTORNEYS ASSN.					
07/09/2014	18164170	E 101-42110-200	Office Supplies	DUI FORMS	58.00
					<u>\$58.00</u>
MN SECRETARY OF STATE					
	E 101-42110-433		Dues and Subscriptions	SANDY NOTARY	120.00
					<u>\$120.00</u>
MURRAY, WILLIAM					
	E 101-41910-110		Commission Pay	4 PLANNING MEETINGS	80.00
					<u>\$80.00</u>
NOGLE, JUSTIN					
	E 601-49440-444		Refund & Reimbursement	REF-#3573-23033 KIOWA	71.48
					<u>\$71.48</u>
NORTHERN AIR CORPORATION					
11/28/2014	108768	E 101-42210-401	Repairs/Maint Buildings	REPAIR VENT	293.00
					<u>\$293.00</u>
NORTHWEST ASSOC. CONSULTANTS					
12/02/2014	21583	E 101-41910-311	Contract	NOVEMBER 2014	3,636.65
12/02/2014	21584	E 101-41910-311	Contract	NOVEMBER MEETINGS	400.00

					\$4,036.65
OCWEN LOAN SERVICING					
	E 601-49440-444	Refund & Reimbursement	REF-#4135-3770 227TH CT NW		77.41
					\$77.41
OLSON, JOEL					
	E 101-41910-110	Commission Pay	2 PLANNING MEETINGS		40.00
					\$40.00
OPHEIM, TOBIN					
	E 601-49440-444	Refund & Reimbursement	REF-#1315-2768 231ST LANE		10.90
					\$10.90
ORPEN, RICHARD					
	E 101-41110-441	Miscellaneous	3 EDA MEETING		60.00
					\$60.00
OSOWSKI, KATIE					
	E 601-49440-444	Refund & Reimbursement	REF-#1091-3937 233RD LANE		77.70
					\$77.70
PACE ANALYTICAL SERVICES					
11/26/2014	141245386	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION	186.50
11/26/2014	141245387	E 602-49490-313	Sample Testing	TESTING	103.00
12/05/2014	141245572	E 601-49440-313	Sample Testing	TESTING	120.00
					\$409.50
PACE, SUE					
	E 601-49440-441	Miscellaneous	REF-#3552-23426 IVYWOOD		54.96
					\$54.96
PARDIECK, CLARA					
	E 601-49440-444	Refund & Reimbursement	REF-#1404-4423 231ST CT		401.33
					\$401.33
PAVELICH-BECK, BRENDA					
	E 101-41110-441	Miscellaneous	3 EDA MEETINGS		60.00
					\$60.00
PERSCHMANN, GARY & CINTHIA					
	E 601-49440-444	Refund & Reimbursement	REF-#2931-23245 KERRY		67.49
					\$67.49
PHILLIPS WINE & SPIRITS CO.					
12/03/2014	2707847	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.40
12/03/2014	2707847	E 609-49751-251	Liquor For Resale	LIQUOR	2,228.75
12/03/2014	2707848	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.52
12/03/2014	2707848	E 609-49751-253	Wine For Resale	WINE	888.50
12/10/2014	2711448	E 609-49751-206	Freight and Fuel Charges	FREIGHT	66.12
12/10/2014	2711448	E 609-49751-251	Liquor For Resale	LIQUOR	5,792.49
12/10/2014	2711449	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
12/10/2014	2711449	E 609-49751-253	Wine For Resale	WINE	989.16
					\$10,059.26
PLOCHER, JESSE					
	G 803-22109	ESC-Plocher (Home Business)	REFUND ESCROW		6,034.49
					\$6,034.49

POEPFER, RICK					8.06
	E 601-49440-444	Refund & Reimbursement	REF-#3873-23545 HEATHER ST		<u>\$8.06</u>
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PRINTING UNLIMITED					
11/11/2014	7296	E 101-41110-441	Miscellaneous	BUSINESS CARDS	84.00
					<u>\$84.00</u>
<hr/>					
RAMSEY, CITY OF					
12/01/2014	.1214	E 101-42210-311	Contract	DECEMBER KAPLER	666.00
					<u>\$666.00</u>
<hr/>					
RICK JOHNSON DEER & BEAVER					
12/02/2014	.1114	E 101-43100-311	Contract	REMOVE DEAD DEER	90.00
					<u>\$90.00</u>
<hr/>					
ROBERTSON, NATHAN					
	E 601-49440-444	Refund & Reimbursement	REF-#2604-3657 234TH AVE		234.23
					<u>\$234.23</u>
<hr/>					
ROMANO, AMANDA					
	E 601-49440-444	Refund & Reimbursement	REF-1789-23176 FOX ST		251.13
					<u>\$251.13</u>
<hr/>					
RONYAK, RONI					
	E 101-41910-110	Commission Pay	1 PLANNING MEETING		20.00
					<u>\$20.00</u>
<hr/>					
ROSEVILLE, CITY OF					
12/02/2014	219530	E 101-41110-310	Computer Consulting Fees	IT SERVICES	192.03
12/02/2014	219530	E 101-41400-310	Computer Consulting Fees	IT SERVICES	640.11
12/02/2014	219530	E 101-42110-310	Computer Consulting Fees	IT SERVICES	864.16
12/02/2014	219530	E 101-42210-310	Computer Consulting Fees	IT SERVICES	160.02
12/02/2014	219530	E 101-43100-310	Computer Consulting Fees	IT SERVICES	160.02
12/02/2014	219530	E 101-45200-310	Computer Consulting Fees	IT SERVICES	160.02
12/02/2014	219530	E 601-49440-310	Computer Consulting Fees	IT SERVICES	160.02
12/02/2014	219530	E 602-49490-310	Computer Consulting Fees	IT SERVICES	160.02
12/02/2014	219530	E 609-49750-310	Computer Consulting Fees	IT SERVICES	192.10
12/02/2014	219581	E 101-41940-321	Telephone	PHONE	63.78
12/02/2014	219581	E 101-42110-321	Telephone	PHONE	63.78
12/02/2014	219581	E 101-42210-321	Telephone	PHONE	63.78
12/02/2014	219581	E 101-43100-321	Telephone	PHONE	63.78
12/02/2014	219581	E 101-45200-321	Telephone	PHONE	63.78
12/02/2014	219581	E 601-49440-321	Telephone	PHONE	63.78
12/02/2014	219581	E 602-49490-321	Telephone	PHONE	63.78
12/02/2014	219581	E 609-49750-321	Telephone	PHONE	63.79
					<u>\$3,198.75</u>
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ROYAL SUPPLY					
12/05/2014	15817	E 101-41940-210	Operating Supplies	SUPPLIES	24.28
12/05/2014	15817	E 101-42110-217	Other Operating Supplies	SUPPLIES	48.57
12/05/2014	15817	E 101-43100-217	Other Operating Supplies	SUPPLIES	24.28
12/05/2014	15817	E 101-45200-217	Other Operating Supplies	SUPPLIES	24.28
12/05/2014	15817	E 601-49440-217	Other Operating Supplies	SUPPLIES	24.28
12/05/2014	15817	E 602-49490-217	Other Operating Supplies	SUPPLIES	24.31
					<u>\$170.00</u>
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SHOOK, TROY					
	E 101-41110-441	Miscellaneous	2 EDA MEETINGS		40.00

					\$40.00
SKORDAHL, RICHARD					
	E 101-41910-110	Commission Pay		3 PLANNING MEETINGS (CHAIR)	75.00
					\$75.00
SOUND SYSTEMS, INC.					
12/01/2014	7167489	E 101-41940-445	Security	ALARM MONITORING	227.00
					\$227.00
SOUTHERN WINE & SPIRITS OF MN					
12/04/2014	1231465	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
12/04/2014	1231465	E 609-49751-251	Liquor For Resale	LIQUOR	1,358.46
12/04/2014	1231466	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.37
12/04/2014	1231466	E 609-49751-253	Wine For Resale	WINE	372.00
12/11/2014	1233958	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.00
12/11/2014	1233958	E 609-49751-253	Wine For Resale	WINE	660.50
12/11/2014	1233959	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.50
12/11/2014	1233959	E 609-49751-251	Liquor For Resale	LIQUOR	1,153.94
					\$3,594.27
ST. FRANCIS TRUE VALUE HARDWAR					
	E 101-43100-218	Equipment Repair & Maintenance		SUPPLIES	18.98
	E 602-49490-229	Project Repair & Maintenance		SUPPLIES	3.13
	E 602-49490-229	Project Repair & Maintenance		SUPPLIES	30.36
	E 602-49490-229	Project Repair & Maintenance		SUPPLIES	4.74
	E 602-49490-229	Project Repair & Maintenance		SUPPLIES	2.40
					\$59.61
STAADS, JOSHWA					
	E 601-49440-444	Refund & Reimbursement		REF-#3324-4440 232ND CT	59.89
					\$59.89
STEINKE, RAY					
	E 101-41910-110	Commission Pay		4 PLANNING MEETINGS	80.00
					\$80.00
STREICHER S					
02/24/2014	CM265133	E 101-42110-437	Uniform Allowance	JAKE UNIFORMS	(54.99)
10/17/2014	I1117880	E 101-42110-437	Uniform Allowance	JAKE UNIFORMS	104.99
12/02/2014	I1125119	E 101-42110-218	Equipment Repair & Maintenance	REHLING	93.94
					\$143.94
TCF NATIONAL BANK					
	E 601-49440-444	Refund & Reimbursement		REF-#3950-23360 ARROWHEAD	6.53
					\$6.53
THORPE DISTRIBUTING COMPANY					
12/05/2014	863726	E 609-49751-252	Beer For Resale	BEER	64.00
					\$64.00
TORNES, LAN					
	E 101-41910-110	Commission Pay		4 URRWINO MEETINGS	100.00
					\$100.00
US DEPT OF EDUCATION					
	G 101-21716	Other Deductions		WAGE LEVY 12-04-14	295.53
					\$295.53

USABUEBOOK

11/03/2014	490361	E 602-49490-217	Other Operating Supplies	SUPPLIES	(110.16)
11/26/2014	509492	E 602-49490-217	Other Operating Supplies	SUPPLIES	331.09
					<u>\$220.93</u>

VANGELOF, JULIE

E 601-49440-444	Refund & Reimbursement	REF-#1320-2780 231ST LANE NV	153.90
			<u>\$153.90</u>

WASNICK, BARBARA

E 601-49440-444	Refund & Reimbursement	REF-#1548-2693 230TH CT	54.44
			<u>\$54.44</u>

WEICHERT REALTORS

E 601-49440-444	Refund & Reimbursement	REF-#4147-23171 FLORA ST	120.45
			<u>\$120.45</u>

WINE MERCHANTS

12/10/2014	7009615	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
12/10/2014	7009615	E 609-49751-253	Wine For Resale	WINE	600.00
					<u>\$615.20</u>

WIRTZ BEVERAGE MN

11/12/2014	2080065473	E 609-49751-251	Liquor For Resale	LIQUOR	(51.02)
12/04/2014	1080260821	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.59
12/04/2014	1080260821	E 609-49751-251	Liquor For Resale	LIQUOR	1,962.29
12/04/2014	1080260821	E 609-49751-253	Wine For Resale	WINE	104.00
12/11/2014	1080263784	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.87
12/11/2014	1080263784	E 609-49751-251	Liquor For Resale	LIQUOR	797.33
12/11/2014	1080263784	E 609-49751-253	Wine For Resale	WINE	1,496.00
12/11/2014	1080263784	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	36.00
					<u>\$4,407.06</u>

YEVDOKIMOV, OLGA

E 601-49440-444	Refund & Reimbursement	REF-#1162-2889 235TH AVENUE	55.72
			<u>\$55.72</u>

ZUTZ, GREG

E 101-41910-110	Commission Pay	4 PLANNING MEETINGS	80.00
			<u>\$80.00</u>

\$278,989.97**FUND SUMMARY**

101 GENERAL FUND	\$76,393.51
208 POLICE FORFEITURE	\$133.00
415 Aztec Street Improvements	\$374.00
601 WATER FUND	\$12,519.58
602 SEWER FUND	\$112,884.69
609 MUNICIPAL LIQUOR FUND	\$67,500.20
803 ESCROW	\$9,184.99
Total	<u>278,989.97</u>

CITY OF ST. FRANCIS
12/15/2014

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		TOTAL		<u>0.00</u>

Disbursements via Debits to 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		<u>0.00</u>

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Federal Tax	Payroll 11/6/14	17,590.92
PERA	Payroll 11/6/14	13,406.49
ING	Payroll 11/6/14	1,050.00
ICMA	Payroll 11/6/14	720.00
State Tax	Payroll 11/6/14	3,625.96
MSRS	Payroll 11/6/14	712.67
Visa	CC Bill	8,811.24
Village Bank	Returned Ach-Smith	115.26
Village Bank	Returned Ach fee	5.00
Federal Tax	Payroll 11/18/14	1,309.41
PERA	Payroll 11/18/14	340.17
State Tax	Payroll 11/18/14	139.19
Federal Tax	Payroll 11/20/14	18,686.02
PERA	Payroll 11/20/14	14,296.49
ING	Payroll 11/20/14	1,050.00
ICMA	Payroll 11/20/14	720.00
State Tax	Payroll 11/20/14	3,905.75
MSRS	Payroll 11/20/14	799.79
Mn Dept of Revenue	Sales Tax	16,718.00
Village Bank	Fees	84.00
PSN	Fees	157.45
	TOTAL	<u>104,243.81</u>
	Total All	<u>104,243.81</u>

AGENDA REPORT

TO: Paul Teicher, Acting City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Certify Levy, Adopt Budget and Approve End of Year Transfers**
DATE: December 9, 2014

INTRODUCTION

The Minnesota State Legislature requires all Minnesota cities to annually adopted a tax levy and certify it to the county by December 28th of the year before. A budget must all be approved at this time.

BACKGROUND

The proposed 2015 budget was discussed on December 1st at 6:00 p.m. The tax levy needs to be adopted before the budget is adopted. The final levy can be decreased from the proposed levy that was set in September, but not increased. This resolution lowers the levy from September. Please note that the 2015 Proposed Budget Book is on the city's website under the Finance Department. This will be updated in January.

RECOMMENDATION

It is recommended that the council make the following motions: 1. Motion to adopt Resolution 2014-43 certifying taxes payable in 2015; 2. Motion to adopt Resolution 2014-44 adopting the budget for 2015. 3) Motion to adopt Resolution 2014-45 approving End of Year Transfers

BUDGET IMPACT

None.

Attachments:

1. Resolution 2014-43
2. Resolution 2014-44
3. Resolution 2014-45

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2014-43

RESOLUTION CERTIFYING TAXES PAYABLE IN 2015

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2015,
upon the taxable property in said City of St. Francis, for the following purposes:

General Fund	\$3,160,053
Debt Service	<u>20,900</u>
TOTAL LEVY	\$3,180,953

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15TH DAY
OF DECEMBER, 2014.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2014-44

RESOLUTION ADOPTING A BUDGET FOR 2015

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2014 is hereby adopted as outlined in the following summary:

	OPERATING BUDGET	CAPITAL IMPROVEMENTS BUDGET	DEBT SERVICE BUDGET	TOTAL
Revenues	\$8,671,873	\$44,500	\$48,900	\$8,765,273
Net other increases (decreases)	(614,880)	50,000	564,880	\$0
Expenditures	(8,574,686)	(266,021)	(649,678)	(\$9,490,385)
Net change in fund balance	(\$517,693)	(\$171,521)	(\$35,898)	(\$725,112)

BE IT FURTHER RESOLVED that the department appropriations totaling \$8,574,686 as listed in the budget booklet are hereby approved for the 2015 Operating Budget.

BE IT FURTHER RESOLVED that the expenses for the Municipal Liquor Operations Fund may exceed the appropriation provided that the net operating income before other revenues and expenses excluding depreciation for 2015 is not less than \$66,800.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2014 Capital Improvements Budget:

CAPITAL EQUIPMENT	\$0
FIRE TRUCK REPLACEMENT	266,021
IVYWOOD STREET & 230 TH LANE	0
	0
TOTAL CAPITAL IMPROVEMENTS BUDGET APPROPRIATIONS	\$266,021

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2015 Debt Service Budget:

\$300,000	Principal
348,078	Interest
1,600	Paying Agent Fees
<hr/>	
\$649,678	TOTAL DEBT SERVICE BUDGET APPROPRIATIONS

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15TH DAY OF DECEMBER, 2014.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2014-45

END OF YEAR TRANSFERS
FOR THE YEAR 2014

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	Liquor Fund	General Fund	Budgeted amount	\$60,000.00
2	Water Fund	GO Bonds 2007A	Debt Service	\$18,580.00
3	Sewer Fund	GO Bonds 2007A	Debt Service	\$21,300.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15TH DAY OF DECEMBER, 2014.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

AGENDA REPORT

TO: Paul Teicher, Acting City Administrator
FROM: Barb Held, City Clerk
SUBJECT: License Renewals
DATE: December 15, 2014

INTRODUCTION

The second meeting in December of each year is when I provide the City Council a resolution listing all the license renewals for the next year. Attached you will find Resolution 2014-46 listing the 2015 License Renewals.

BACKGROUND

Annually we review the fees of other cities to make sure we are charging fees that are comparable. If fees adjustments are recommended you will find the changes on the fee schedule. Applications are sent out to the local businesses to make sure if they want to continue with the license that is applicable to them.

RECOMMENDATION

The Ponds Golf Course submitted a written request for consideration to have their liquor license be prorated due to the fact they anticipate reopening only in April and closing at the end of November. If agreeable to the prorated liquor license amounts for the Ponds Golf Course a motion would be in order to adopt Resolution 2014-46 as submitted. If you choose not to prorate the liquor license fee an amendment to the resolution would be required.

BUDGET IMPACT

The City does budget the potential revenue of the licenses, however they can fluctuate from year to year slightly.

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Attachments:

1. The Ponds Golf Course request for consideration.
2. Resolution 2014-46

**CITY OF ST. FRANCIS
ST. FRANCIS, MN**

RESOLUTION 2014-46

**A RESOLUTION ADOPTING THE
LICENSE RENEWALS FOR 2015**

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember and was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:

and the following voted against the same: None.
and the following abstained: None.
and the following were absent: None.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15th
DAY OF DECEMBER, 2014.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

Exhibit A
LICENSE RENEWALS FOR 2015

<u>LIQUOR LICENSES:</u>	<u>REGULAR</u>	<u>SUNDAY</u>
(1) Beef O'Bradys	\$ 4,000.00	\$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	2,666.67	133.33

<u>WINE/BEER LICENSES:</u>	
(1) Mansetti's	\$400.00

<u>TOBACCO LICENSES:</u>	
(1) Casey's General Store	\$150.00
(2) King's County Market	150.00
(3) St. Francis Bottle Shop	150.00
(4) Super America	150.00
(5) Restyle Consignments	150.00

<u>AMUSEMENT MACHINES</u>	<u># OF MACHINES</u>	<u>TOTAL</u>
(1) Beef O'Bradys	5	\$ 90.00
(2) Mansetti's Pizza & Pasta	1	30.00
(3) Patriot Lanes and Lounge	5	90.00
(4) Rum River Inn	2	45.00
(5) St. Francis American Legion	4	75.00
(6) Tasty Pizza	3	60.00

<u>REFUSE HAULERS:</u>	<u># OF TRUCKS</u>	
(1) Ace Solid Waste Management	3	\$350.00
(2) Republic/Allied Waste Services	5	450.00
(3) East Central Sanitation	4	400.00
(4) LePage & Sons	3	350.00

<u>TOWING LICENSE:</u>	
(1) Gerdin Auto & Tire	\$150.00

<u>3.2 ON-SALE:</u>	
(1) Super America	\$ 50.00

Barb Held

From: tammy <tammy@refugegolfclub.com>
Sent: Tuesday, December 02, 2014 3:45 PM
To: Barb Held
Cc: ricklund8801@aol.com
Subject: The Ponds Golf Course Liquor License renewal

Hello Barb,

I am writing you per the request of Rick Lund, owner of The Ponds, to formally request a proration of the liquor license renewal for the period of April 1st, 2015- November 30th, 2015. Thank you for your time.

Tammy Westling
Office Administration
Corporate Offices for
The Refuge, Cheap Skate, Lilli Putt &
The Ponds Golf Course
763/862-9987 Telephone
763/755-3618 Fax
Email: tammy@refugegolfclub.com

AGENDA REPORT

TO: City Council

FROM: Paul Teicher, Public Works Director

SUBJECT: Department Reclassification/Reallocation

DATE: December 15, 2014

INTRODUCTION: Over the past several years the Public Works Department has been monitoring potential changes in regulation and in future requirements being set forth by other regulatory agencies. Along with these regulatory changes we see planned projects within the City taking shape and we see the potential for many new projects as St Francis begins to grow again. As the Public Works Director, it is my job to maintain a positive, productive working environment so personnel are motivated to perform to the best of their abilities and to facilitate proper training among employees to improve the overall efficiency of the department, thus ensuring the City is in compliance with all regulatory agencies and is meeting the needs and expectations of the City Council and our residents.

BACKGROUND: With growth, new regulation, stronger regulation, and potential projects coming to the forefront, we needed to take a look at what are our immediate needs and future needs for the department. During this process, I noticed our department was becoming more reactive than proactive. Despite another record breaking season (2013-2014) for snow accumulation and cold temperatures, we were able to stay on top of snow removal and have a very successful snow plow season. We were able to plow streets, parking lots and trails in a very effective, efficient and safe manner, but it is clear snowplowing gets the majority of our time and efforts. Many other important items fall to the sidelines. Typically, water treatment plants receive the majority of preventative maintenance in the off peak season (winter). Our plant as designed and reported in a June 2006 study requires an average of 20 hours per week for routine operation and quality control. During scheduled preventative maintenance operations, the average jumps up to 28 hours per week utilizing 2 staff members to perform the work. Currently, we have been getting by with an average of 6-12 hours per week but as our plant continues to age, this preventative maintenance becomes more and more critical and it is very important that we start to increase our time taking care of this asset. Also, it is certain the way the City treats its wastewater will be changing. This means a new mechanical wastewater treatment plant. This treatment plant will require an average (as reported by our Engineer) of 60 man hours per week for routine operation, quality control, lab work, and maintenance, with some cleaning operations weeks requiring 80 man hours. City Council continues to be supportive and encouraging in our efforts to utilize the most efficient tools when it comes to providing the best services to our residents but at some point it just takes more or the right personnel to accomplish these tasks. In recent months/years City Council has been very enthusiastic about making sure we are “planning” for the future. The Public Works Department shares that enthusiasm and wants to make sure we stay on top of upcoming issues like the County Round-a-bout project, the new wastewater treatment project, Wellhead Protection Plan Implementation, Source Water Protection/Groundwater Sustainability, Building and Facility Maintenance, Sanitary Sewer Asset Management(RedZone), future water treatment needs(regionalization), storm water management (MS4), parks and recreation facility coordination and street reconstruction projects as our infrastructure ages. In order to stay proactive rather than reactive with future regulation requirements, projects and to strengthen the backbone of the Public Works Department we are proposing the reallocation of two current positions within the Department. We also ask the Council

to carefully consider adding some specific positions over the next couple of years. In 2007, City Council commissioned a study that classified and provided current and future job descriptions to positions needed in the City. Since then, some changes have occurred and some of the “future” job positions/descriptions have been used, some have been left vacant because of no current need. Per City Policy, the Department Head and the City Administrator have the authority to revise job descriptions and classify job positions. Over the last year, we have reviewed, amended and made minor changes to six existing job descriptions for the Public Works Department to bring them current. Two of those are non-union intermediate Supervisor positions for the Department. We intend to promote from within to fill these positions. These two employees intend on coming out of the union to fill these reassigned positions. Staff will continue to work with the Public Works Union to ensure all the proper steps are taken to make this transition happen.

As stated earlier, winter time means snow plow operations take priority. Other projects and operations take a back seat. Our more recent winter seasons have resulted in many large snowfall events and snowplowing operations have taken longer. To help shorten the time it takes to plow snow, to help bring back some balance (being proactive rather than reactive), and to allow more time for routine city maintenance projects within Public Works an additional Streets and Parks worker is currently being recommended.

Over the next several months we will be reviewing and recommending some job position descriptions for Council consideration that will cover the needs for the new wastewater treatment plant operation (2016 budget), public works office/clerical/record keeping needs and recreation coordination.

RECOMMENDATION: Recommendation number one is to have the City Council endorse the minor changes made to the current job descriptions. Recommendation Number two is to have the City Council ratify Staffs decision to promote two union members to the non-union intermediate supervisor positions. Recommendation number three is to have the City Council declare a Streets and Parks Worker position vacancy in the Public Works Department and authorize Staff to fill said position.

BUDGET IMPACT: None, these changes are accounted for in the 2015 Budget.

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Attachments:

1. NONE

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: ~~January 2007~~ March 2014

Position Title: Public Works Director

Status: Exempt

Department: Public Works

Approved: _____

Accountable to: City Administrator

Primary Objectives

Performs managerial and administrative work overseeing the operations of the Public Works Department including street and storm sewer system, parks, ~~and the water and wastewater facilities and system;~~ ~~water treatment plant, wastewater treatment plant and the distribution and collection systems;~~ performs related duties as required.

Supervision Received

Works under the administrative direction of the City Administrator.

Supervision Exercised

Provides general supervision to department staff, either directly or through department supervisors.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Plans, directs and oversees operations and maintenance of streets, storm sewers, parks, including equipment, buildings, grounds and trails, and the water and wastewater system and facilities. ~~including the wastewater treatment plant.~~
- * 2. Supervises staff including: interviewing and recommending hire, training, coaching, providing direction, assigning and reviewing work, evaluating performance and recommending or administering reward and discipline.
- * 3. Assists and oversees department supervisors in the exercise of all personnel functions; ensures labor agreements, safety rules and practices and personnel policies are enforced.
- * 4. Establishes, implements and enforces departmental policies and procedures and long and short-term goals and ensures their implementation.
- * 5. Reviews division budget requests and develops and submits the operational budget and CIP requests for the Department to the City Administrator for approval.

- * 6. Confers with engineers, developers, city officials, and the public in the development of long-range plans and programs and directs and oversees long-range maintenance and facility upgrades.
- * 7. Handles complaints and resolves citizen concerns in a manner to encourage cooperation and community acceptance of municipal policies and activities.
- * 8. Oversees inventories of equipment, materials and supplies; prepares and reviews bid specifications, and authorizes purchases in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the City Administrator for approval.
- 9. Analyzes and recommends, when appropriate, rates or charges for goods or services sold or performed by the City to outside entities.
- * 10. Oversees grant preparation and ensures the terms of grants are met; manages the use of state aid monies and PAC funds.
- * 11. ~~Oversees the WWTF operations to ensure the highest quality discharge effluent. Oversees the discharge of ponds; works with the water/wastewater foreman to plan the appropriate sequence for opening and closing valves in the pond system and to determine the need to discharge into RIB or to irrigate to prevent overflow.~~
- * 12. ~~Oversees the WTP operations to ensure proper operation and highest quality safe drinking water.~~
- * 13. Reviews monthly, bi-annual and annual reports and recommends operational changes as appropriate.
- * 14. Works with outside agencies such as the MPCA, EPA, the Department of Health and DNR; oversees completion of required reports and forms and ensures proper records are maintained.
- * 15. Negotiates and determines solutions for controversial problems with consultants, contractors and the general public, under the direction of the City Administrator.
- 16. ~~Enforces union contract provisions, personnel policies, safety rules and practices.~~
- * 17. Works with engineers, consultants, developers, contractors and other City departments to resolve issues and ensure high quality, cost-effective services.
- * 18. ~~Works with City Engineers and Planners to establish and enforce City Development Standards for consistent building and construction within the City.~~
- * 19. Oversees and advises staff on difficult or unusual problems and communicates regularly with the ~~foreman~~ department supervisors to share information and discuss solutions to problems or plans for change.
- * 20. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities; facilitates cross-training among employees to improve the overall efficiency of department operations.

- * 21. Coordinates activities with other departments and contracted services to avoid work delays and service interruptions.
- * 22. Ensures facilities and equipment are inspected according to guidelines and accurate records and maintained; prepares reports and keeps the City Administrator informed of any pertinent issues.
- * 23. Establishes and maintains a system for public works emergencies and makes arrangements for back-up assistance in the event of system or major equipment failure.
- * 24. Identifies potential risks and establishes security measures in accordance with requirements of the Department of Homeland Security.
- * 25. Attends and participates at meetings of the City Administrator, City Council, Commissions and agencies as requested.
- 26. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of the repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- * ➤ Considerable knowledge of street, storm sewer and park maintenance operations, equipment, tools, materials and processes.
- * ➤ Considerable knowledge of safety laws and requirements affecting the operations of a municipal street and park maintenance system including traffic laws, ordinances and regulations involved with safety street sign placement and equipment operations.
- * ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
- * ➤ Considerable knowledge of budgeting, purchasing, grant management, and financial controls related to areas of responsibility.
- * ➤ Considerable ability to organize, schedule, prioritize and coordinate the activities of the various divisions within public works and to coordinate that work with construction work being done in the City.
- * ➤ Considerable ability to supervise, advise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- * ➤ Considerable ability to develop and maintain accurate records and maps of the infrastructure.
- * ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation.
- * ➤ Considerable ability to resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- * ➤ Considerable ability to communicate effectively, both orally and in writing, and establish and maintain effective working relationships with City Officials, contractors, outside agencies, city staff and the general public.
- * ➤ Considerable ability to plan for needs and improvement in the operation and see that plans and goals are achieved.
- * ➤ Considerable ability to research and analyze problems, determine appropriate solutions and ensure the solutions are implemented.
- * ➤ Working ability to use both large and fine motor skills to manipulate objects requiring manual dexterity and to effectively use a computer with standard office software.
- * ➤ Working ability to operate a telephone or radio for work calls and to hear employees and citizens.

- * ➤ Working ability to visually inspect work quality and technical diagrams and maps.
- Working ability to work in unfavorable and adverse weather conditions and environments.
- * ➤ Ability to respond to emergency 24-hour on call and to determine when to call in staff for emergencies.

MINIMUM QUALIFICATIONS

Must have five years of experience in public works maintenance, including water and wastewater **treatment operations** and street maintenance operations, at least two years of which were in a supervisory capacity. Two years of college or vocational/technical training in water and wastewater operations or street construction and maintenance can substitute for two years of the required experience in that area.

Must possess Minnesota Water Operator **Class C Licenses** and **Minnesota** Wastewater Operator Class **D C License** ~~and must be able to obtain Class C Water and Wastewater licenses within one year~~, and maintain thereafter.

* Note: Asterisked items are essential to the job.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: ~~January 2007~~ March 2014

Position Title: Streets & Parks Supervisor

Status: Exempt

Department: Public Works – Streets and Parks
Maintenance

Approved:

Accountable to: Public Works Director

Primary Objectives

Performs supervisory and skilled maintenance work with the City's streets, storm sewers and parks including equipment, buildings, grounds and trails; oversees and participates with the maintenance work; performs related duties as required.

Supervision Received

Works under the general supervision of the Public Works Director.

Supervision Exercised

Provides general and technical supervision to department staff.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Schedules, oversees, directs and participates in parks and public works construction and maintenance activities.
- * 2. Supervises staff including: ~~assisting with the hiring process, answering questions and advising staff on difficult problems and concerns, training, coaching, providing direction, assigning and reviewing work, assisting with performance reviews and advising the Public Works Director of performance and misconduct issues.~~ assigning and directing work of subordinate employees, recommending discipline of other employees, including suspension and discharge, assisting with the hiring process, answering questions and advising staff on difficult problems or concerns, recommending adjustment of subordinate employee grievances, coaching, training, assisting with performance reviews and advising the Public Works Director.
- * 3. ~~Prepares submits a draft streets and parks operations budget to the Public Works Director for approval;~~ Assists Public Works Director in preparing a draft department operation and maintenance budget. Provides input on CIP requests and monitors expenditures throughout the year.

- * 4. Inventories equipment and supplies; drafts and reviews bid specifications, and recommends purchases of equipment, vehicles and materials in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the Public Works Director for approval.
- * 5. Develops long and short-term goals for the division in cooperation with the Public Works Director and ensures implementation of approved goals.
- 6. Assists with preparation and administration of grants.
- * 7. Coordinates activities with other departments and organizations to avoid work delays and service interruptions and facilitates cross-training among employees to improve the overall efficiency of division operations.
- * 8. Enforces union contract provisions, personnel policies, and safety rules and practices.
- * 9. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities.
- *10. Anticipates and prepares for seasonal needs of personnel, structures, maintenance and equipment.
- *11. Inspects work done to ensure proper safety and functioning of all operations; maintains records and prepares reports. ~~to keep the Public Works Director informed.~~
- 12. Oversees preventative and corrective maintenance and service on all public works department equipment, vehicles, buildings and grounds.
- 13. Communicates regularly with the Public Works Director to share information and discuss solutions to problems or plans for change.
- *14. Establishes and maintains an emergency 24-hour on call schedule; arranges for back-up assistance in the event of system and equipment failure and for heavy storms, where resources may be insufficient to meet the City's needs.
- 15. May attend pre-construction meetings and work with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed.
- *16. Ensures all safety and operational rules, regulations, policies and practices are followed; completes, reviews and maintains records prepares reports.
- 17. Visits project sites to check on work being done, timelines for completion and to ensure locates are properly being performed.
- *18. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *19. Provides staff support and acts as a liaison to the Park Commission.

20. Attends and participates at meetings as requested.
21. **Assists and may oversee all city snowplowing operations.**
22. Work cooperatively with other government agencies.
23. **Responds to calls during non-working hours (On-Call) as required.**
24. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of street, storm sewer and park maintenance operations, equipment, tools, materials and processes.
- * ➤ Considerable knowledge of safety laws and requirements affecting the operations of a municipal street and park maintenance system including traffic laws, ordinances and regulations involved with safety street sign placement and equipment operations.
- * ➤ Considerable knowledge in operating and maintaining snow, ice removal equipment, products and chemicals and ground care including but not limited to graders, dump truck, loaders, mowers, trimmers, power tools and equipment.
- * ➤ Working knowledge of budgeting, purchasing, grant management, inventory and financial controls related to areas of responsibility.
- * ➤ Considerable ability to organize, schedule and coordinate the activities of streets, parks and storm sewer operations.
- * ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation.
- * ➤ Considerable ability to effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- * ➤ Considerable ability to establish and maintain effective working relationships with City Officials, contractors, outside agencies, city staff and the general public.
- * ➤ Considerable ability to lift and carry up to 50 pounds, to work in awkward positions as needed to perform manual and maintenance work, and to stand or walk, sometimes for extended periods of time.
- * ➤ Considerable ability to operate department equipment and vehicles, sometimes under adverse weather conditions.
- * ➤ Working ability to plan for needs and improvement in the streets and parks systems and see that plans and goals are achieved.
- * ➤ Working ability to supervise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- * ➤ Working ability to develop and maintain accurate records.
- * ➤ Working ability to use **both large and fine** motor skills to manipulate objects requiring manual dexterity and to effectively operate a telephone or radio for work calls and a computer with standard office software.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- * ➤ Working ability to work in unfavorable and adverse weather conditions and environments.
- * ➤ Ability to respond to emergency and non-emergency 24-hour on call and to determine when to call in staff for emergencies.
- * ➤ **Working knowledge of basic plumbing, carpentry and electrical wiring.**

- * ➤ Working ability to work with and around irritants, fumes and hazardous chemicals and to work in adverse, unfavorable weather conditions and environments, including confined spaces.

MINIMUM QUALIFICATIONS

- Must possess and maintain valid CDL Class B Minnesota Driver's License with Tanker endorsements or ability to obtain within 6 months. ~~no suspensions and revocations within the past five years.~~
- Three years experience maintaining streets including: street repair, snow removal and operation of graders, dump trucks, loaders and/or snow removal equipment. Two years of college or vocational/technical training in a directly related field can substitute for one year of required experience.

* Note: Asterisk items are essential to the job.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: ~~December 2013~~ March 2014

Position Title: Streets, Parks & Recycling Maintenance Worker **Status:** Non-Exempt

Department: Public Works - Streets and Park Maintenance **Approved:** _____

Accountable to: ~~Public Works Director~~ Streets and Parks Supervisor

Primary Objectives

Performs routine to skilled manual and maintenance work associated with the City's streets and storm sewers, and with park equipment, buildings, grounds, trails and recycling program; performs related duties as required.

Supervision Received

Receives general and/or technical supervision from the ~~Public Works Director~~ Streets and Parks Supervisor.

Supervision Exercised

May provide work direction to seasonal workers.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs a variety of manual and semi-skilled tasks related to streets, storm sewers, park maintenance and recycling.
- * 2. Operates equipment and vehicles including **but not limited to**; lawn and ditch mowers, skidsteer, grader, loader/tractor, snow plows, ~~cutting edges~~, dump trucks, ~~chipper~~, chainsaws, aerial lifts, roller, chop saw, welder, generator & cutting torches.
- * 3. Plows snow on streets, parking lots, trails, and sidewalks and applies ice control materials.
- * 4. Maintains City parks including mowing, picking up debris, painting, emptying trash and removing or trimming brush and trees.
- * 5. Maintains City roads including grading of gravel roads, removing small sections of asphalt and applying hot and cold patches, flagging and filling potholes and crack sealing.

- * 6. Inspects and trims trees; removes brush and cleans streets, sidewalks and parks after a storm or as needed; removes leaves in the spring and fall.
- * 7. Prepares sites for contractors, including digging trenches for conduit and light grading; records information for billing.
- 8. Assists with the **city wide bi-annual** clean-up days and all city events. **Changes banners, flags and light bulbs.**
- 9. Removes weeds and debris along roadways, storm sewers and outlets and changes banners, flags and light bulbs.
- *10. Inspects or installs culverts and aprons.
- 11. Notes streetlight outages, documents, and reports to energy provider.
- *12. Orders, installs, removes and repairs or replaces signs, signposts and fences.
- *13. Maintains and operates a variety of tools and equipment.
- *14. Reports equipment malfunctions and makes proper equipment checks before each day's operation; performs routine maintenance on vehicles and equipment.
- *15. Floods and maintains ice rinks and maintains warming houses. **Assists in the maintenance of all city properties, grounds and building.**
- *16. Reads and follows all safety and operational rules, regulations, policies and practices.
- 17. Purchases small items and provides input in larger purchases, including obtaining quotes and researching equipment on occasion as directed.
- *18. Responds to calls during non-work hours (**On-Call**) as required.
- *19. Recycling coordination duties include but are not limited to;
 - Prepare biannual reports for Anoka County Integrated Waste Department.
 - Coordinate and Supervise Recycling Day Events.
 - Attend meetings of Anoka County Recycling Managers and Association of Recycling Managers (ARM).
 - Participate in local recycling conferences and seminars.
 - Budget recycling grant funds.
 - Complete SCORE grant requests/requirements, other grant opportunities.
 - Promote recycling in City communications (newsletters, cablecast, and city message boards), city wide direct mailers, flyer/brochure distribution, and coordinate recycling experts for community meetings when requested.
 - Update ordinances, policies, and procedures from time to time to reflect current recycling operations.
 - Track and report recycling status of the City (directly from a contractor or open hauler licensing reports).

- Assist with monitoring/improving recycling projects primarily related to: park recycling, recycling at our community schools, community event recycling and recycling efforts at multi-family residences.
20. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
 21. May attend pre-construction meetings and work with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed.
 22. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of tools, vehicles and equipment used in street and park maintenance.
- * ➤ Working knowledge of building and ground maintenance and general building repair.
- * ➤ Working knowledge of occupational hazards involved and safety precautions in public works maintenance.
- * ➤ Considerable skill in safe operation of department vehicles and equipment in all types of weather.
- * ➤ Considerable ability to perform hard manual labor, including manual excavation/digging.
- * ➤ Considerable ability to stand, walk, sit, or operate a vehicle or equipment, sometimes for long periods of time.
- * ➤ Considerable ability to bend, crouch, stoop, stretch, or crawl.
- * ➤ Considerable ability to use **both large and fine** motor skills to manipulate objects requiring manual dexterity, and to be able to lift and carry equipment and supplies weighing up to 50 pounds or more.
- * ➤ Working ability to perform work in adverse weather, including storms.
- * ➤ Working ability to work with and around irritants and fumes.
- * ➤ Working ability to work independently without direct supervision and to be able to prioritize tasks and determine the best course of action to fix a problem.
- * ➤ Working ability to establish and maintain effective working relationships with supervisors, **city employees, representatives and contractors and other employees**, and to deal with the public in a pleasant, courteous, and tactful manner.
- * ➤ Knowledge of recycling, waste reduction and organics recovery programs helpful.
- * ➤ Ability to compile statistical information, detail oriented.
- * ➤ Computer proficiency required (Microsoft Office software preferred, with an emphasis on Word and Excel.)
- * ➤ **Working ability to visually detect work to be done, equipment problems and supply needs.**

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota Class B driver's license **with tanker endorsement or the ability to obtain within 6 months.**
- One year of experience operating light equipment and performing general maintenance work, or equivalent.

DESIRABLE QUALIFICATIONS

- Previous experience in construction, building maintenance, farming and/or landscaping is desirable. Experience operating a road grader and bobcat is preferred.

* Note: Asterisked items are essential to the job.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: ~~January 2007~~ March 2014

Position Title: Streets & Parks Maintenance Worker

Status: Non-Exempt

Department: Public Works

Approved: _____

Accountable to: ~~Public Works Director~~ Streets and Parks
Supervisor

Primary Objectives

Performs routine to skilled manual and maintenance work associated with the City's streets and storm sewers, and with park equipment, buildings, grounds, recycling program and trails; performs related duties as required.

Supervision Received

Receives general and/or technical supervision from the ~~Public Works Director or Assistant Public Works Director~~ Streets and Parks Supervisor.

Supervision Exercised

May provide work direction to seasonal workers.

MAJOR AREAS OF ACCOUNTABILITY

- *1. Performs a variety of manual and semi-skilled tasks related to streets, storm sewers, park maintenance and recycling.
- *2. Operates equipment and vehicles including **but not limited to**; lawn and ditch mowers, skidsteer, grader, loader/tractor, snow plows, **cutting edges**, dump trucks, **chipper**, chainsaws, aerial lifts, roller, chop saw, welder, generator & cutting torches.
- *3. Plows snow on streets, parking lots, trails, and sidewalks and applies ice control materials.
- *4. Maintains City parks including mowing, picking up debris, painting, emptying trash and removing or trimming brush and trees.
- *5. Maintains City roads including grading of gravel roads, removing small sections of asphalt and applying hot and cold patches, flagging and filling potholes and crack sealing.

- *6. Inspects and trims trees; removes brush and cleans streets, sidewalks and parks after a storm or as needed; removes leaves in the spring and fall.
- *7. Prepares sites for contractors, including digging trenches for conduit and light grading; records information for billing.
- *8. Assists with the ~~bi-annual~~ city wide clean-up days and all city events. ~~Changes banners, flags and light bulbs.~~
- 9. Removes weeds and debris along roadways, storm sewers and outlets.
- 10. Inspects or installs culverts and aprons.
- 11. Notes streetlight outages, documents, and reports to energy provider.
- *12. Orders, installs, removes and repairs or replaces signs, signposts and fences.
- *13. Maintains and operates a variety of tools and equipment.
- *14. Reports equipment malfunctions and makes proper equipment checks before each day's operation; performs routine maintenance on vehicles and equipment.
- *15. Floods and maintains ice rinks and maintains warming houses.
- 16. Assists in the grounds and building maintenance of all city properties.
- *17. May attend pre-construction meetings and work with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed.
- *18. Reads and follows all safety and operational rules, regulations, policies and practices.
- 19 Purchases small items and provides input in larger purchases, including obtaining quotes and researching equipment on occasion as directed.
- *20. Responds to calls during non-work hours (On-Call) as required.
- *21. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- 22. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of tools, vehicles and equipment used in street and park maintenance.
- * ➤ Working knowledge of building and ground maintenance and general building repair.
- * ➤ Working knowledge of occupational hazards involved and safety precautions in public works maintenance.
- * ➤ Considerable skill in safe operation of department vehicles and equipment in all types of weather.

- * ➤ Considerable ability to perform hard manual labor, including manual excavation/digging.
- * ➤ Considerable ability to stand, walk, sit, or operate a vehicle or equipment, sometimes for long periods of time.
- * ➤ Considerable ability to bend, crouch, stoop, stretch, or crawl.
- * ➤ Considerable ability to use ~~both large and fine~~ motor skills to manipulate objects requiring manual dexterity, and to be able to lift and carry equipment and supplies weighing up to 50 pounds or more.
- * ➤ Working ability to perform work in adverse weather, including storms.
- * ➤ Working ability to work with and around irritants and fumes.
- * ➤ Working ability to effectively operate a telephone or radio for work calls and computer with standard office software.
- * ➤ Working ability to develop and maintain accurate records.
- * ➤ Working ability to work independently without direct supervision and to be able to prioritize tasks and determine the best course of action to fix a problem.
- * ➤ Working ability to establish and maintain effective working relationships with supervisors, ~~city employees, representatives and contractors and other employees~~ and to deal with the public in a pleasant, courteous, and tactful manner.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota Class B driver's license ~~with tanker endorsement or ability to obtain within 6 months~~.
- One year of experience operating light equipment and performing general maintenance work, or equivalent.

DESIRABLE QUALIFICATIONS

- Previous experience in construction, ~~building maintenance~~, farming and/or landscaping is desirable. Experience operating a road grader and bobcat is preferred.

* Note: Asterisked items are essential to the job.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: ~~January 2007~~ March 2014

Position Title: Water/Wastewater ~~System Operation~~
 ~~Specialist~~ Supervisor

Status: Exempt

Department: Public Works – Water and Sewer

Approved: _____

Accountable to: Public Works Director

Primary Objectives

Performs supervisory and skilled preventive and maintenance work on the City's water and wastewater ~~treatment facilities~~ ~~facility~~ and systems; performs related duties as required.

Supervision Received

Works under the general supervision of the Public Works Director.

Supervision Exercised

Provides general and technical supervision to Water/Wastewater Operators and seasonal staff.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Plans, schedules, oversees, directs and participates in performing technical, maintenance and repair work to ensure the City's water and wastewater systems are operating properly.
- * 2. Supervises staff including: ~~assigning and reviewing work, assisting with the hiring process, answering questions and advising staff on difficult problems or concerns, coaching, training, assisting with performance reviews and advising the Public Works Director of performance or misconduct issues.~~ assigning and directing work of subordinate employees, recommending discipline of other employees, including suspension and discharge, assisting with the hiring process, answering questions and advising staff on difficult problems or concerns, recommending adjustment of subordinate employee grievances, coaching, training, assisting with performance reviews and advising the Public Works Director.
- * 3. Maintains a variety of logs, records and reports; advises the Public Works Director of significant problems and concerns.
- * 4. Performs and/or oversees preventive and corrective maintenance and service on all department equipment, vehicles, buildings and grounds.

- * 5. Oversees and/or conducts daily inspections of WWTF, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, state, and federal requirements.
- 6. May drive to construction sites during construction season to check on work being done, timelines for completion and to ensure locates are completed before digging occurs; performs locates as needed.
- 7. May attend pre-construction meetings and work with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed. ~~on location and sizes of pipes and curb stops in accordance with standards set by the Public Works Director.~~
- * 8. Monitors WTP to ensure proper operation and highest quality safe drinking water.
- *8. Monitors WWTF levels and quality and assists with discharging effluent; works with the ~~superintendent~~ Public Works Director to plan the proper operations of the WWTF to ensure the highest quality of discharge effluent. ~~appropriate sequence for opening and closing valves in the WWTF and to determine the need to discharge into RIB or to irrigate to prevent overflow.~~
- * 9. Ensures all safety and operational rules, regulations, policies and practices are followed; completes, reviews and maintains records and prepares reports.
- *10. Establishes and maintains an emergency 24-hour on-call schedule; arranges for back-up assistance in the event of system and equipment failure and for heavy storms, where resources may be insufficient to meet the City's needs.
- 11. Communicates regularly with the Public Works Director to share information and discuss solutions to problems or plans for change.
- *12. Develops long and short-term goals for the division in cooperation with the Public Works Director and ensures implementation of approved goals.
- *14. ~~Inventories equipment and supplies; drafts and reviews bid specification, and recommends purchases of equipment, vehicles and materials in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the Public Works Director.~~
- *13. ~~Assists Public Works Director in preparing a draft department operations and maintenance budget. Provides input on CIP requests and monitors expenditures through the year. Prepares a draft Water and Wastewater operations budget and provides input on CIP requests; submits to the Public Works Director for approval; monitors expenditures throughout the year.~~
- *16. Anticipates and prepares for seasonal needs for personnel, structures, maintenance.
- ~~14. Determines purchasing needs and purchases tools, chemicals, materials and equipment costing up to \$100 or for emergencies; obtains estimates for more costly purchases and makes recommendations to the Public Works Director.~~

- ~~*15. Schedules and oversees seasonal tasks and preventive maintenance weed and animal control such as mowing, weeding or burning weeds around ponds, winterizing well houses and other buildings.~~
- *16. Coordinates activities with other departments and organizations to avoid work delays and service interruptions and facilitates cross-training among employees to improve the overall efficiency of division operations.
- *17. Enforces union contract provisions, personnel policies, and safety rules and practices.
- *18. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *20. **Assists in snowplowing operations.**
- *19. Develops and maintains a positive, productive working environment so personnel are **motivates motivated** to perform to the best of their abilities.
- *22. **May assist with preparation and administration of grants.**
- *23. Attends water and wastewater seminars and classes to maintain required operator's licenses.
- 24. Attends and participates at meetings as requested.**
- *25. Responds to calls during non-working hours (On-Call) as required.**
- 21. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- * ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools used in water and wastewater maintenance operations.
- * ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
 - Working knowledge of budgeting, purchasing, inventory and financial controls related to areas of responsibility. **Working ability to develop and maintain accurate records.**
 - Working knowledge of basic plumbing, carpentry and electrical wiring.
- * ➤ Considerable ability to operate department vehicles, equipment and tools, sometimes under adverse weather conditions.
- * ➤ Considerable ability to organize, schedule and coordinate the activities of water and wastewater operations.
- * ➤ Considerable ability to communicate with and develop and maintain effective relationships with contractors, engineers, government agencies, **and** city employees **and general public.**
- * ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary corporation, and effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.

- * ➤ Considerable ability to adhere to federal, state and local laws, rules and requirements related to water and wastewater system operation and safety and to develop and maintain accurate records and reports.
- * ➤ Working ability to plan for needs and improvement in the water and wastewater system and see that plans and goals are achieved.
- * ➤ Working ability to supervise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- * ➤ Working ability to use **large** motor skills to assist with tasks requiring manual dexterity and to be able to lift and carry equipment, hand tools, and supplies weighing up to 50 pounds and to stand and walk, occasionally for long periods of time.
- * ➤ Working ability to work with and around irritants, fumes, and hazardous chemicals and to work in adverse weather conditions and environments, including confined spaces.
- * ➤ Working ability to operate a telephone or radio for work calls.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- * ➤ Ability to respond within a reasonable response time as determined by the City for emergency and non-emergency 24-hour on call.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid **CDL Class B** Minnesota driver's license **with tanker endorsement or ability to do so within 6 months** and have three years of experience in water and wastewater operations and maintenance. Completion of an accredited two-year technical college program in water and wastewater operations or equivalent can substitute for one year of required operations and maintenance experience.
- Must possess a Minnesota Water Operator's Class **D C** License and a Minnesota Wastewater Operator's Class **D C** License **or ability to obtain within 6 months** and maintain thereafter.
- Communicate with contractors, consultants and government agencies.

* Note: Asterisked items are essential to the job.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: ~~January 2007~~ March 2014

Position Title: Water/Wastewater ~~Operator~~ System
Operations Specialist

Status: Non-Exempt

Department: Water and Wastewater

Approved: _____

Accountable to: ~~Public Works Director~~ Water/Wastewater
System Operations Specialist Supervisor

Primary Objectives

Performs routine manual and skilled preventive and maintenance work on the City's water treatment facility, waste water distribution system, collection system and wastewater facility and SCADA systems; performs related duties as required.

Supervision Received

Works under the general and technical supervision of the ~~Public Works Director~~ Water/Wastewater System Operations Specialist Supervisor.

Supervision Exercised

~~None.~~ May provide work direction to seasonal workers.

MAJOR AREAS OF ACCOUNTABILITY

- *1. Performs technical and basic maintenance, repairs, services, and operations associated with the City's water and wastewater systems.
- *2. Performs daily inspections of wastewater treatment facility, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, State, and Federal requirements; notifies the ~~foreman~~ Water/Wastewater System Operations Specialist Supervisor of any problems or concerns.
- *3. Collects, records and analyzes daily water and wastewater readings and samples for pH, chlorine residuals, fluoride and phosphate levels and adjusts chemical feed accordingly; informs the Water/Wastewater Foreman System Operations Specialist Supervisor of any abnormal readings or problems.
- *4. Inspects water and sewer hookups and curb-stops, performs locates as requested and turns water on and off as directed.

- *5. Follows all safety and operational rules, regulations, policies and practices.
- *6. Flushes and repairs hydrants and removes snow around them in the winter. ~~repairs utility holes, curb stops and gate valves; unplugs pumps, clears out debris, changes filters and cleans screens; runs backup generator monthly and makes repairs as needed; occasionally changes chlorine cylinders.~~
- *7. Responds to sewer backup calls and determines if the main is flowing properly; notifies the homeowner or business as to whether the problem is the City's or their responsibility.
- 8. Checks for causes of high customer bills by checking for leaks, checking to see if water meter is working, and repairing meters; inspects new meters after installation by contractor.
- *9. Prepares water **and wastewater** samples for the lab to pick up and test; collects data for reports, calibrates instruments and routinely checks equipment for accuracy and reliability.
- *10. Monitors wastewater treatment system & assists with discharging effluent according to established guidelines or specific direction from supervisory staff; **assist with proper operation of WTP and WWTP including building and ground maintenance, equipment maintenance, plant operations, lab work, chemical calculations, record keeping and maintains records amount of water pumped. ~~note-tills RIB; may assist with calculations of transfer volume and maintains records amount of water pumped.~~**
- 11. Climbs water tower to change light bulbs and flags and checks vents and locks.
- *12. **Reports equipment malfunctions and makes proper equipment checks before operating.** Operates and performs routine **maintenance service** on all vehicles and equipment. ~~associated with the City's Water and Wastewater Departments.~~
- *13. Completes all required maintenance and safety reports and informs the Water/Wastewater **Foreman or superintendent Supervisor** of any equipment or safety problems.
- 14. **Assists in the ground and building maintenance of all city properties, Maintains the grounds around all wastewater treatment facilities** including snow removal.
- *15. **Plows snow on streets, parking lots, trails and sidewalks and applies ice control material.**
- *16. Attends Water and Wastewater seminar classes to maintain required Operator's Licenses.
- *17. **Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.**
- *18. **Responds to calls during non-work hours (On-Call) as required.**
- 19. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Working knowledge of repair, maintenance and operations associated with Municipal Water and **Waste Water** Treatment and Wastewater Collection and **Treatment-Systems water distribution systems**.
- * ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools in water and wastewater maintenance operations.
- * ➤ Working knowledge of occupational hazards and standard safety precautions necessary in the work.
 - Working knowledge of basic tools, plumbing, carpentry and electrical wiring.
- * ➤ Considerable ability to operate department vehicles, equipment and tools.
- * ➤ Considerable ability to use **large-motor skills** to perform tasks requiring manual dexterity and to be able to lift equipment, hand tools, and supplies weighing up to 50 pounds or more.
- * ➤ Considerable ability to adhere to with federal, state and local laws, rules and requirements related to water and wastewater systems operation and safety.
- * ➤ **Working ability to visually detect work to be done, equipment problems and supply needs.**
- * ➤ **Working ability to effectively operate a telephone or radio for work calls and a computer with SCADA and standard office software.**
- * ➤ Considerable ability to work independently, follows oral and written instructions and guidelines, and manages time effectively.
- * ➤ Considerable ability to work with and around irritants, fumes, and hazardous chemicals.
- * ➤ Considerable ability to stand and walk, sometimes for long periods of time.
- * ➤ Working ability to **communicate establish** and ~~to~~ maintain **effective working** relationships with **customers supervisors, city employees, representatives and** contractors and **City-employees to deal with the public in a pleasant, courteous and tactful manner.**
- * ➤ Working ability to read and comprehend technical information.
- * ➤ Working ability to operate a telephone or radio for work calls, and to hear and respond to callers.
- * ➤ Working ability to work in adverse weather conditions and environments, including confined spaces.
- * ➤ Working ability to bend, crouch, stoop, push and pull during the workday, sometimes repetitively and to perform strenuous and repetitive labor.
- * ➤ Ability to respond to calls during non-working hours as required.
- * ➤ **Working ability to develop and maintain accurate records.**

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Minnesota **Class B** driver's license **with tanker endorsement or ability to obtain within 6 months** and must have experience with one of the following:
 - Completion of an accredited Vocational Training Program in water and wastewater operations or equivalent; OR
 - One year of maintenance experience with a sanitary collection and water distribution system; OR
 - One year of related maintenance experience with a Licensed Utility Contractor.
- Must possess or obtain a Minnesota Water Operator's Class D License and a Minnesota Wastewater Operator's Class D ~~or SD~~ License within six months and maintain thereafter.

* Note: Asterisked items are essential to the job.