

City of New Richland
Regular City Council Meeting
August 8th, 2022

Agenda:

- 6:30 Call to Order**
Roll Call
Pledge of Allegiance
Approve Agenda

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approval of July 25th, 2022, Regular Council Meeting Minutes
2. Approve July 2022 Accounts Payable
3. Approve July 2022 Financials
4. Approve Rental Licenses
5. Approve Right-of-Way permit MN Energy Resources – 805 Elm Ave N
6. Approve Job Descriptions for Classification / Compensation Study, etc.
 - a. Ambulance Director
 - b. Assistant City Clerk
 - c. Care Center Administrator
 - d. City Administrator
 - e. Maintenance Lead
 - f. Maintenance Worker
 - g. Maintenance Worker-PT
 - h. Police Chief
 - i. Police Officer

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

1. Tim Raimann – Parking Complaint - Prairie Senior Cottages

Ordinances and Resolutions

Department Reports

1. Ambulance Report – In Writing
2. Fire Department Report – Josh Moen
3. Police Department Report – In Writing

Unfinished Business

1. Chief of Police Opening

New Business**Miscellaneous****Administrators Report**

- In Writing

Mayor/Council Comments**Adjournment**

The next Regular City Council meeting will be held on Monday August 22nd, 2022, at 6:30pm

Regular Council Meeting – July 25th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Shell Johnson-People Service

Others Present

Dan Murphy-Building Inspector
Mark Goldberg-David Drowne – Dylan Arnold
e – Brenda Routh

Members Absent

None

The meeting was called to order by Mayor Gail Schmidt at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Mayor Schmidt asked that 2 items be added to the agenda. Item #2 in new business regarding the railroad tracks on Division Street and item #3 in new business, weekend coverage/call out discussion. Motion made by Jody Wynnemer and 2nd by Loren Skelton to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Loren Skelton and seconded by Chad Neitzel to approve the consent agenda. Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

- None

Ordinances and Resolutions (see attached)

- Motion made by Jody Wynnemer and seconded by Chad Neitzel to approve resolution #22-09 adopting the updated building permit charges. Carried (4 yes, 0 no)
- Motion made by Loren Skelton and seconded by Jody Wynnemer to approve resolution #22-10 accepting ambulance donation. Carried (4 yes, 0 no)

Reports

1. NR Care Center Report – (see attached)
 - Loren Skelton provided the care center update as Interim Administrator was not in attendance. 1 Administrator application has been received as of the advisory board meeting. Motion made to accept the NRCC report by Chad Neitzel and seconded by Jason Wynnemer. Carried (4 yes, 0 no)
2. PeopleService Report – (see attached)
 - Shell Johnson was present to review the monthly wastewater department report.
 - People Service, Administrator Martens and the Engineers need to address the WWTP permit for chloride and phosphorus. The plan is to submit no later than August 23rd.
 - Motion was made by Chad Neitzel and seconded by Jason Casey to approve the Wastewater report. Carried (4 yes, 0 no)
3. Street/Water Report – (see attached)
 - Water and Street department report was submitted in writing.

- Motion to accept Street/Water report by Loren Skelton and seconded by Chad Neitzel. Carried. (4 yes, 0 no)

Unfinished Business

- Mark Goldberg from David Drown Associates presented information about participation in a classification and compensation study. Council discussed the options and believe that this is an important step to provide transparency and make sure our pay equity is current. Motion was made by Loren Skelton and seconded by Chad to approve option #1 for the full study at a cost of \$6,700. Carried (4 yes, 0 no)
- Building inspector Dan Murphy provided information regarding the building permit and payment process and answered questions from the council. Murphy will be working with Administrator Martens to address some property issues.
- Motion was made by Chad Neitzel and seconded by Loren Skelton to table approving any PD garage cooling updates as more information is necessary. Carried (4 yes, 0 no)
- Administrator Martens provided an update on recruitment. As of the meeting, we have not received any applications for the open Chief of Police Position
- Motion was made by Jason Casey and seconded by Jody Wynnemer to appoint Office Bruegger as the Interim Chief of Police with a salary of \$25.66/ hour and to accrue prorated leave benefits. Carried (4 yes, 0 no)
- Motion was made by Chad Neitzel and seconded by Loren Skelton to approve the resignation of Officer Johannsen. Carried (4 yes, 0 no)
- Discussion regarding the Full-time officer position. Motion was made by Chad Neitzel and seconded by Jason Casey to post the Full-time position on the post board website and to open to internal candidates. Carried (4 yes, 0 no)
- Motion was made by Loren Skelton and seconded by Chad Neitzel to approve the purchase of a bullet proof vest for Officer Herrmann at a cost of \$1,756.97 to be reimbursed half by the state and half by the federal grant programs. Carried (4 yes, 0 no)

New Business

- Motion was made by Loren Skelton and seconded by Jody Wynnemer to adopt updated covenants for the Homestake Subdivision. Carried. (3 yes, 1 no, Casey)
- Council discussed the approaches to the railroad tracks that have gotten bad. Administrator Martens will work with the county to try and figure out a solution
- Council discussed weekend call outs for City Staff. Council would like staff to advise them of any item that may be of concern or that they may get calls on to limit the times that they call staff on the weekend.

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report to the council on tasks completed since last meeting

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Chad Neitzel and seconded by Loren Skelton. Carried (4 yes, 0 no) 8:33 p.m.

Submitted by,

Anthony Martens
City Administrator

CITY OF NEW RICHLAND

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*Check Summary Register©

JULY 2022

Name	Check Date	Check Amt	
10100 GENERAL CHECKING			
4231e ISOLVED	7/6/2022	\$15,794.57	7-6-22 Payroll
4232e PERA	7/6/2022	\$2,745.49	07-06-22 Pay Deduction
4233e NATIONWIDE	7/6/2022	\$105.00	7-6-22 pay deduction
4234e ISOLVED	7/8/2022	\$6,412.37	7-8-22 AMB Payroll
4235e NATIONWIDE	7/8/2022	\$55.00	7-8-22 AMB Pay Deductions
4236e POSTMASTER	7/11/2022	\$232.00	ROLLS OF STAMPS
4241e ISOLVED	7/20/2022	\$14,976.79	07-20-22 Payroll
4242e NATIONWIDE	7/20/2022	\$105.00	07-20-22 Payrol Deferred Comp
4243e PERA	7/20/2022	\$2,762.49	07-20-22 Payroll
4244e MINNESOTA REVENUE	7/19/2022	\$273.00	June 22 Sales Tax
4245e TRIZETTO PROVIDER SOLUTIO	7/20/2022	\$65.60	AMB BILLING PROVIDER
4246e AMPION	8/1/2022	\$965.45	302810968 - 220 ASPEN AVE S
4247e POSTMASTER	7/27/2022	\$7.85	ROBIN JENO CERT LETTER
27792 BANK OF ZUMBROTA	7/11/2022	\$556.50	INTEREST
27793 Consolidated Communications	7/11/2022	\$244.44	MAY AND JUNE WITH ADJUSTMENTS
27794 DAKOTA SUPPLY GROUP	7/11/2022	\$808.82	HYDRANT MARKERS
27795 DELANE NELSON	7/11/2022	\$3,735.00	WATER TOWER - BAD PUMP
27796 EARL F. ANDERSON & ASSOC.	7/11/2022	\$1,958.16	NEW STREET SIGNS
27797 GENERATOR SYSTEM SERVICE	7/11/2022	\$525.00	PM ON GENERATOR
27798 JETTER CLEAN INC	7/11/2022	\$462.75	BALSAM AVE
27799 MIDCO	7/11/2022	\$102.91	AMBULANCE INTERNET
27800 PETERSON, KOLKER, HAEDT &	7/11/2022	\$120.28	AUDIT LETTERS
27801 RF3	7/11/2022	\$320.76	91 OCTANE
27802 ROUTH, BRENDA	7/11/2022	\$41.10	ELECTION JUDGE TRAINING
27803 STEELE-WASECA COOP ELECT	7/11/2022	\$53.43	ST. OLAF LAKE
27804 AIRGAS USA, LLC	7/21/2022	\$107.66	Cylinder Rentals
27805 BARGEN, INC.	7/21/2022	\$14,385.00	REPLAY ON S CEDAR AND NW 3RD, ASPH
27806 CENTRAL FARM SERVICE	7/21/2022	\$2,648.21	STREETS
27807 COAST TO COAST	7/21/2022	\$259.96	INK FOR PD PRINTER
27808 DAD'S GOOD STUFF	7/21/2022	\$277.03	FIRE DEPT BATHROOM
27809 DEML FORD	7/21/2022	\$801.21	CONTROL ARMS - 270
27810 DOBBERSTEIN, LINDA	7/21/2022	\$70.00	REIM. SWIM LESSONS FOR 2 CHILDREN
27811 EXPERT BILLING LLC	7/21/2022	\$638.00	AMB BILLING
27812 FLATNESS, ANDY	7/21/2022	\$500.00	WATER TESTING
27813 GOPHER STATE ONE-CALL, INC.	7/21/2022	\$14.85	LOCATES
27814 HAWKINS WATER TREATMENT	7/21/2022	\$30.00	CHLORINE CYLINDER
27815 HILLTOP GREENHOUSE	7/21/2022	\$180.90	BROADWAY PLANTERS
27816 INTERNAL REVENUE SERVICE	7/21/2022	\$210.00	Form 720-V Health Insurance Excise Tax 2nd
27817 JENSEN, AMY	7/21/2022	\$105.00	REIM. SWIM LESSONS FOR 3 CHILDREN
27818 LAW ENFORCEMENT LABOR SE	7/21/2022	\$98.23	GEHRKE
27819 MADISON ENERGY INVESTMEN	7/21/2022	\$9.05	SOLAR
27820 MN ENERGY RESOURCES COR	7/21/2022	\$569.60	LIBRARY
27821 NORTHLAND TRUST SERVICES,	7/21/2022	\$1,440.00	BOND
27822 PETERSON, KOLKER, HAEDT &	7/21/2022	\$415.30	EDA PROPERTY TRANSFER
27823 POSSIN, SHARON	7/21/2022	\$37.25	ELECTION JUDGE TRAINING
27824 RENT N SAVE PORTABLE SERVI	7/21/2022	\$345.00	St. Olaf
27825 SCHEMBER, DAYNA	7/21/2022	\$35.00	REIM. SWIM LESSONS FOR 1 CHILD
27826 SCHLAAK, CASSIE	7/21/2022	\$70.00	REIM. SWIM LESSONS FOR 2 CHILDREN
27827 SHERWIN WILLIAMS	7/21/2022	\$215.00	WHITE STREET PAINT
27828 THOMPSON SANITATION, INC	7/21/2022	\$5,387.42	317 CARTS WEEKLY
27829 U.S. BANK EQUIPMENT FINANC	7/21/2022	\$165.00	METRO PRINTER PAYMENT
27830 WHITESIDE, MACY	7/21/2022	\$35.00	REIM. SWIM LESSONS FOR 1 CHILD
27831 XCEL ENERGY SOLUTION	7/21/2022	\$5,008.69	601 W DIVISION
27832 AFFORDABLE JETTING INC.	7/28/2022	\$306.25	STORM DRAIN INTAKE JETTED

CITY OF NEW RICHLAND

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*Check Summary Register©

JULY 2022

	Name	Check Date	Check Amt	
27833	BOUND TREE MEDICAL , LLC	7/28/2022	\$46.18	CURAPLEX EXTEN, IV SET, EKG PAPER
27834	BUDACH IMPLEMENT	7/28/2022	\$867.46	
27835	CITY BUILDING	7/28/2022	\$4,769.95	PLAN REVIEWS AND PERMITS
27836	COM-TEC LAND MOBILE RADIO	7/28/2022	\$6,265.20	#5530 LIGHT UPGRADES
27837	DAKOTA SUPPLY GROUP	7/28/2022	\$1,015.90	2" BALL CURB STOP
27838	EARL F. ANDERSON & ASSOC.	7/28/2022	\$201.65	12X18 R/W EG NO PARKING 2 AM SIGN
27839	HAWKINS WATER TREATMENT	7/28/2022	\$1,915.41	CHLORINE CYLINDERS
27840	KLOCEK, CORTNEY	7/28/2022	\$140.00	REFUND SWIM LESSONS
27841	LEAGUE OF MN. CITIES	7/28/2022	\$249.00	TONY CONFERENCE
27842	LOKEN EXCAVATION & DRAINAGE	7/28/2022	\$518.30	CLASS 5 MODIFIED - MPM
27843	MAAS, ANNA	7/28/2022	\$35.00	SWIM LESSON REFUND
27844	MIDCO	7/28/2022	\$535.26	AMBULANCE INTERNET
27845	MN RURAL WATER ASSOCIATION	7/28/2022	\$300.00	ASSOCIATE MEMBERSHIP FEE ANNUAL
27846	MPETERS ENTERPRISES	7/28/2022	\$330.40	10 FLAGS FOR MAIN STREET
27847	NCPERS MINNESOTA	7/28/2022	\$16.00	ERIC H
27848	NR FARM & HOME SUPPLY	7/28/2022	\$269.45	MAINT DEPT
27849	NRHEG STAR EAGLE	7/28/2022	\$445.00	WATER REPORT
27850	PEOPLES SERVICE, INC.	7/28/2022	\$11,988.00	WASTEWATER
27851	QUILL CORPORATION	7/28/2022	\$317.05	BATHROOM TOWELS, CLEANING
27852	RICHLAND DIESEL, LLC	7/28/2022	\$156.75	'09 FREIGHTLINER
27853	STREICHER'S	7/28/2022	\$23.98	BRANDON HERMANN - NAME TAGS
27854	USABLE LIFE	7/28/2022	\$18.40	JAMES
27855	UTILITY SERVICE CO INC	7/28/2022	\$1,530.34	PEDISPHERE CITY TANK-MONTHLY
27856	VERIZON WIRELESS	7/28/2022	\$352.77	maint dept
27857	VESSCO, INC	7/28/2022	\$216.19	Fittings and freight charge
27858	WAGNER FOODS	7/28/2022	\$9.84	MAINT SHOP
27859	WARKE, KELLY	7/28/2022	\$35.00	SWIM LESSONS REFUND
27860	WASTE MANAGEMENT	7/28/2022	\$6,289.38	GARBAGE
27861	XCEL ENERGY	7/28/2022	\$1,314.52	STREET LIGHTS
27862	STATE BANK OF NEW RICHLAND	7/28/2022	\$1,080.00	INTEREST DUE
	Total Checks		\$129,046.75	

*Budget YTD Rev-Exp©

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
GENERAL FUND						
	Revenues	\$1,109,219.00	\$119,946.91	-\$39.18	\$989,272.09	10.81%
	Expenditures	\$1,108,344.00	\$578,397.81	\$67,853.40	\$529,946.19	52.19%
	Gain/(Loss)	\$875.00	(\$458,450.90)	(\$67,892.58)	\$459,325.90	-52394.39%
GOVERNMENT WIDE						
Active	R 101-00000-31000 GENERAL PR	\$290,160.00	\$0.00	\$0.00	\$290,160.00	0.00%
Active	R 101-00000-31020 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-31250 PAYMENT IN L	\$14,000.00	\$0.00	\$0.00	\$14,000.00	0.00%
Active	R 101-00000-31810 FRANCHISE T	\$5,500.00	\$6,146.91	\$0.00	(\$646.91)	111.76%
Active	R 101-00000-31811 FRANCHISE T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-31812 FRANCHISE T	\$0.00	\$1,763.99	\$0.00	(\$1,763.99)	0.00%
Active	R 101-00000-31910 PENALTIES A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-32110 LIQUOR LICEN	\$4,650.00	\$3,100.00	\$0.00	\$1,550.00	66.67%
Active	R 101-00000-33410 LOCAL GOVE	\$444,559.00	\$0.00	\$0.00	\$444,559.00	0.00%
Active	R 101-00000-33430 MOBILE HOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33460 EQUALIZATIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33620 OTHER	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	R 101-00000-36100 SPECIAL ASS	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	R 101-00000-36110 SPECIAL ASS	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%
Active	R 101-00000-36120 SPECIAL ASS	\$0.00	\$210.52	\$0.00	(\$210.52)	0.00%
Active	R 101-00000-36200 MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39210 INTEREST ON	\$900.00	\$233.40	\$0.00	\$666.60	25.93%
Active	R 101-00000-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39310 GENERAL OBL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$785,069.00	\$11,554.82	\$0.00	\$773,514.18	1.47%
	Total GOVERNMENT WIDE	\$785,069.00	\$11,554.82	\$0.00	\$773,514.18	1.47%
MAYOR AND COUNCIL						
Active	R 101-41100-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-100 WAGES/SALARI	\$13,000.00	\$6,155.00	\$0.00	\$6,845.00	47.35%
Active	E 101-41100-121 SOCIAL SECURI	\$750.00	\$381.61	\$0.00	\$368.39	50.88%
Active	E 101-41100-122 MEDICARE	\$150.00	\$89.24	\$0.00	\$60.76	59.49%
Active	E 101-41100-150 WORKERS COM	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41100-200 OFFICE SUPPLIE	\$0.00	\$262.47	\$0.00	(\$262.47)	0.00%
Active	E 101-41100-210 OPERATING EXP	\$200.00	\$891.95	\$0.00	(\$691.95)	445.98%
Active	E 101-41100-308 SCHOOLING	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-311 PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	E 101-41100-330 MILEAGE EXPEN	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-41100-360 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$14,850.00	\$7,780.27	\$0.00	\$7,069.73	52.39%
	Total MAYOR AND COUNCIL	(\$14,850.00)	(\$7,780.27)	\$0.00	(\$7,069.73)	52.39%
CITY HALL						
Active	R 101-41400-33160 OTHER-FEDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-36220 RENTS	\$2,250.00	\$2,575.00	\$0.00	(\$325.00)	114.44%
Active	R 101-41400-36230 CONTRIBUTIO	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-41400-36250 REFUNDS AN	\$3,000.00	\$26,702.02	\$0.00	(\$23,702.02)	890.07%
Active	R 101-41400-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$7,250.00	\$29,277.02	\$0.00	(\$22,027.02)	403.82%
Active	E 101-41400-100 WAGES/SALARI	\$96,500.00	\$58,114.23	\$8,286.84	\$38,385.77	60.22%
Active	E 101-41400-101 WAGES/SALARI	\$5,000.00	\$1,696.60	\$0.00	\$3,303.40	33.93%
Active	E 101-41400-120 PERA	\$7,250.00	\$4,049.91	\$621.52	\$3,200.09	55.86%
Active	E 101-41400-121 SOCIAL SECURI	\$6,000.00	\$3,956.65	\$513.77	\$2,043.35	65.94%
Active	E 101-41400-122 MEDICARE	\$1,400.00	\$925.35	\$120.15	\$474.65	66.10%

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-41400-130 HEALTH INSURA	\$19,000.00	\$4,000.00	\$0.00	\$15,000.00	21.05%
Active	E 101-41400-131 LIFE INSURANC	\$240.00	\$75.00	\$6.80	\$165.00	31.25%
Active	E 101-41400-150 WORKERS COM	\$805.00	\$0.00	\$0.00	\$805.00	0.00%
Active	E 101-41400-200 OFFICE SUPPLIE	\$1,000.00	\$1,270.45	\$198.24	(\$270.45)	127.05%
Active	E 101-41400-201 ORDINANCE EX	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-41400-210 OPERATING EXP	\$3,000.00	\$7,180.87	\$500.54	(\$4,180.87)	239.36%
Active	E 101-41400-220 REPAIRS & MAIN	\$2,500.00	\$2,079.66	\$44.57	\$420.34	83.19%
Active	E 101-41400-221 CITY HALL CLEA	\$1,500.00	\$232.48	\$90.87	\$1,267.52	15.50%
Active	E 101-41400-230 VEHICLE OPERA	\$0.00	\$19.25	\$0.00	(\$19.25)	0.00%
Active	E 101-41400-300 PROFESSIONAL	\$5,000.00	\$21,984.40	\$0.00	(\$16,984.40)	439.69%
Active	E 101-41400-301 AUDITING SERVI	\$21,000.00	\$614.10	\$0.00	\$20,385.90	2.92%
Active	E 101-41400-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-304 LEGAL FEES	\$5,000.00	\$6,835.33	\$535.58	(\$1,835.33)	136.71%
Active	E 101-41400-307 CONTRACT FEE	\$3,000.00	\$1,372.07	\$0.00	\$1,627.93	45.74%
Active	E 101-41400-308 SCHOOLING	\$1,000.00	\$1,396.07	\$249.00	(\$396.07)	139.61%
Active	E 101-41400-309 COMPUTER EXP	\$2,000.00	\$5,688.77	\$181.70	(\$3,688.77)	284.44%
Active	E 101-41400-311 PERMITS/MEMB	\$1,750.00	\$246.74	\$0.00	\$1,503.26	14.10%
Active	E 101-41400-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-320 TELEPHONE	\$1,300.00	\$1,193.67	\$183.80	\$106.33	91.82%
Active	E 101-41400-330 MILEAGE EXPEN	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-340 ADVERTISING	\$1,500.00	\$380.00	\$0.00	\$1,120.00	25.33%
Active	E 101-41400-360 INSURANCE	\$10,500.00	\$0.00	\$0.00	\$10,500.00	0.00%
Active	E 101-41400-380 UTILITIES/ELECT	\$0.00	\$135.05	\$47.28	(\$135.05)	0.00%
Active	E 101-41400-383 UTILITIES/HEAT	\$0.00	\$1,019.56	\$52.11	(\$1,019.56)	0.00%
Active	E 101-41400-384 UTILITES/GARB	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-41400-417 UNIFORM ALLO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-430 MISCELLANEOU	\$1,000.00	\$190.00	\$0.00	\$810.00	19.00%
Active	E 101-41400-461 REGIONAL DEVE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$202,245.00	\$124,656.21	\$11,632.77	\$77,588.79	61.64%
Total CITY HALL		(\$194,995.00)	(\$95,379.19)	(\$11,632.77)	(\$99,615.81)	48.91%
ELECTIONS						
Active	R 101-41410-33620 OTHER	\$0.00	\$1,780.66	\$0.00	(\$1,780.66)	0.00%
Revenue		\$0.00	\$1,780.66	\$0.00	(\$1,780.66)	0.00%
Active	E 101-41410-110 OTHER PAY	\$1,500.00	\$305.00	\$45.00	\$1,195.00	20.33%
Active	E 101-41410-210 OPERATING EXP	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-41410-330 MILEAGE EXPEN	\$300.00	\$49.45	\$33.35	\$250.55	16.48%
Active	E 101-41410-340 ADVERTISING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Expenditure		\$3,200.00	\$354.45	\$78.35	\$2,845.55	11.08%
Total ELECTIONS		(\$3,200.00)	\$1,426.21	(\$78.35)	(\$4,626.21)	-44.57%
POLICE						
Active	R 101-42100-32240 ANIMAL LICEN	\$300.00	\$130.00	\$0.00	\$170.00	43.33%
Active	R 101-42100-32260 GOLF CART O	\$300.00	\$250.00	\$0.00	\$50.00	83.33%
Active	R 101-42100-33610 POLICE STAT	\$18,600.00	\$1,425.00	\$0.00	\$17,175.00	7.66%
Active	R 101-42100-34210 POLICE SERVI	\$100.00	\$25.00	\$0.00	\$75.00	25.00%
Active	R 101-42100-34261 POLICE TRAIN	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	R 101-42100-35100 POLICE FINES	\$4,000.00	\$2,711.27	\$0.00	\$1,288.73	67.78%
Active	R 101-42100-36200 MISCELLANE	\$0.00	\$2,100.00	\$0.00	(\$2,100.00)	0.00%
Active	R 101-42100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42100-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42100-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$31,300.00	\$6,641.27	\$0.00	\$24,658.73	21.22%
Active	E 101-42100-100 WAGES/SALARI	\$120,000.00	\$59,226.39	\$8,484.82	\$60,773.61	49.36%
Active	E 101-42100-101 WAGES/SALARI	\$42,000.00	\$35,503.68	\$5,891.16	\$6,496.32	84.53%
Active	E 101-42100-120 PERA	\$18,000.00	\$12,058.23	\$1,911.10	\$5,941.77	66.99%
Active	E 101-42100-121 SOCIAL SECURI	\$10,000.00	\$2,201.66	\$365.25	\$7,798.34	22.02%

Current Period: JULY 2022

		2022	2022	JULY	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42100-122 MEDICARE	\$2,500.00	\$1,373.60	\$208.45	\$1,126.40	54.94%
Active	E 101-42100-130 HEALTH INSURA	\$20,000.00	\$5,678.33	\$0.00	\$14,321.67	28.39%
Active	E 101-42100-131 LIFE INSURANC	\$50.00	\$51.20	\$6.90	(\$1.20)	102.40%
Active	E 101-42100-150 WORKERS COM	\$13,400.00	\$0.00	\$0.00	\$13,400.00	0.00%
Active	E 101-42100-200 OFFICE SUPPLIE	\$500.00	\$363.96	\$0.00	\$136.04	72.79%
Active	E 101-42100-210 OPERATING EXP	\$5,000.00	\$2,203.61	\$265.05	\$2,796.39	44.07%
Active	E 101-42100-220 REPAIRS & MAIN	\$425.00	\$135.00	\$0.00	\$290.00	31.76%
Active	E 101-42100-230 VEHICLE OPERA	\$3,000.00	\$2,398.70	\$548.45	\$601.30	79.96%
Active	E 101-42100-231 VEHICLE MAINT	\$5,000.00	\$2,695.74	\$805.70	\$2,304.26	53.91%
Active	E 101-42100-240 SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-42100-300 PROFESSIONAL	\$3,750.00	\$3,750.00	\$0.00	\$0.00	100.00%
Active	E 101-42100-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-304 LEGAL FEES	\$8,010.00	\$4,005.00	\$0.00	\$4,005.00	50.00%
Active	E 101-42100-305 MEDICAL FEES	\$500.00	\$593.00	\$0.00	(\$93.00)	118.60%
Active	E 101-42100-306 ANIMAL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-307 CONTRACT FEE	\$790.00	\$876.57	\$0.00	(\$86.57)	110.96%
Active	E 101-42100-308 SCHOOLING	\$7,000.00	\$7,887.50	\$0.00	(\$887.50)	112.68%
Active	E 101-42100-309 COMPUTER EXP	\$4,000.00	\$2,208.63	\$110.08	\$1,791.37	55.22%
Active	E 101-42100-311 PERMITS/MEMB	\$805.00	\$300.00	\$0.00	\$505.00	37.27%
Active	E 101-42100-313 SHARED RECOR	\$8,000.00	\$5,490.72	\$0.00	\$2,509.28	68.63%
Active	E 101-42100-320 TELEPHONE	\$1,500.00	\$1,185.61	\$156.84	\$314.39	79.04%
Active	E 101-42100-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42100-360 INSURANCE	\$8,900.00	\$0.00	\$0.00	\$8,900.00	0.00%
Active	E 101-42100-380 UTILITIES/ELECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-383 UTILITIES/HEAT	\$1,000.00	\$1,019.56	\$52.11	(\$19.56)	101.96%
Active	E 101-42100-417 UNIFORM ALLO	\$3,000.00	\$1,090.03	\$23.98	\$1,909.97	36.33%
Active	E 101-42100-430 MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$289,030.00	\$152,296.72	\$18,829.89	\$136,733.28	52.69%
Total POLICE		(\$257,730.00)	(\$145,655.45)	(\$18,829.89)	(\$112,074.55)	56.51%
AMBULANCE						
Active	R 101-42153-33720 OTHER COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-34250 AMBULANCE	\$150,000.00	\$24,621.15	\$0.00	\$125,378.85	16.41%
Active	R 101-42153-34260 AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36230 CONTRIBUTIO	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)	0.00%
Active	R 101-42153-36250 REFUNDS AN	\$0.00	\$113.43	\$0.00	(\$113.43)	0.00%
Active	R 101-42153-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$153,000.00	\$25,934.58	\$0.00	\$127,065.42	16.95%
Active	E 101-42153-110 OTHER PAY	\$72,000.00	\$36,870.44	\$5,556.52	\$35,129.56	51.21%
Active	E 101-42153-120 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-121 SOCIAL SECURI	\$3,800.00	\$2,277.87	\$344.51	\$1,522.13	59.94%
Active	E 101-42153-122 MEDICARE	\$900.00	\$532.71	\$80.57	\$367.29	59.19%
Active	E 101-42153-150 WORKERS COM	\$4,825.00	\$0.00	\$0.00	\$4,825.00	0.00%
Active	E 101-42153-200 OFFICE SUPPLIE	\$200.00	\$35.99	\$0.00	\$164.01	18.00%
Active	E 101-42153-210 OPERATING EXP	\$1,500.00	\$3,955.46	\$7.85	(\$2,455.46)	263.70%
Active	E 101-42153-212 MEDICAL SUPPL	\$12,000.00	\$7,447.35	\$153.84	\$4,552.65	62.06%
Active	E 101-42153-220 REPAIRS & MAIN	\$2,000.00	\$5,014.50	\$0.00	(\$3,014.50)	250.73%
Active	E 101-42153-230 VEHICLE OPERA	\$3,000.00	\$1,862.46	\$441.93	\$1,137.54	62.08%
Active	E 101-42153-231 VEHICLE MAINT	\$2,500.00	\$115.46	\$0.00	\$2,384.54	4.62%
Active	E 101-42153-300 PROFESSIONAL	\$7,500.00	\$4,062.00	\$638.00	\$3,438.00	54.16%
Active	E 101-42153-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-307 CONTRACT FEE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 101-42153-308 SCHOOLING	\$4,000.00	\$1,693.98	\$0.00	\$2,306.02	42.35%
Active	E 101-42153-309 COMPUTER EXP	\$500.00	\$867.52	\$103.14	(\$367.52)	173.50%
Active	E 101-42153-311 PERMITS/MEMB	\$500.00	\$352.13	\$0.00	\$147.87	70.43%

Current Period: JULY 2022

		2022	2022	JULY	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-320 TELEPHONE	\$0.00	\$481.14	\$65.62	(\$481.14)	0.00%
Active	E 101-42153-330 MILEAGE EXPEN	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-42153-331 MOTEL EXPENS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-42153-340 ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-42153-360 INSURANCE	\$950.00	\$0.00	\$0.00	\$950.00	0.00%
Active	E 101-42153-380 UTILITIES/ELECT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42153-383 UTILITIES/HEAT	\$1,200.00	\$1,019.56	\$52.11	\$180.44	84.96%
Active	E 101-42153-417 UNIFORM ALLO	\$1,500.00	\$262.95	\$0.00	\$1,237.05	17.53%
Active	E 101-42153-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-441 BAD DEBT EXPE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-42153-442 INSURANCE WRI	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
Active	E 101-42153-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		<u>\$179,625.00</u>	<u>\$66,851.52</u>	<u>\$7,444.09</u>	<u>\$112,773.48</u>	<u>37.22%</u>
Total AMBULANCE		(\$26,625.00)	(\$40,916.94)	(\$7,444.09)	\$14,291.94	153.68%
FIRE						
Active	R 101-42200-31020 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33150 FEDERAL GRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33600 FIRE STATE AI	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
Active	R 101-42200-34251 FIRESERVICE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42200-34260 AMB/FIRE SC	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 101-42200-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$26,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$26,500.00</u>	<u>0.00%</u>
Active	E 101-42200-124 PENSION PAYM	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Active	E 101-42200-150 WORKERS COM	\$3,740.00	\$0.00	\$0.00	\$3,740.00	0.00%
Active	E 101-42200-200 OFFICE SUPPLIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-210 OPERATING EXP	\$3,000.00	\$1,189.77	\$0.00	\$1,810.23	39.66%
Active	E 101-42200-220 REPAIRS & MAIN	\$1,000.00	\$2,787.34	\$31.88	(\$1,787.34)	278.73%
Active	E 101-42200-230 VEHICLE OPERA	\$1,200.00	\$1,322.74	\$248.11	(\$122.74)	110.23%
Active	E 101-42200-231 VEHICLE MAINT	\$2,500.00	\$3,027.81	\$78.37	(\$527.81)	121.11%
Active	E 101-42200-300 PROFESSIONAL	\$250.00	\$250.00	\$0.00	\$0.00	100.00%
Active	E 101-42200-301 AUDITING SERVI	\$0.00	\$1,595.00	\$0.00	(\$1,595.00)	0.00%
Active	E 101-42200-305 MEDICAL FEES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42200-307 CONTRACT FEE	\$1,400.00	\$654.75	\$0.00	\$745.25	46.77%
Active	E 101-42200-308 SCHOOLING	\$2,500.00	\$300.00	\$0.00	\$2,200.00	12.00%
Active	E 101-42200-309 COMPUTER EXP	\$500.00	\$639.61	\$18.78	(\$139.61)	127.92%
Active	E 101-42200-320 TELEPHONE	\$0.00	\$155.64	\$15.32	(\$155.64)	0.00%
Active	E 101-42200-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-360 INSURANCE	\$2,250.00	\$0.00	\$0.00	\$2,250.00	0.00%
Active	E 101-42200-380 UTILITIES/ELECT	\$0.00	\$66.78	\$0.00	(\$66.78)	0.00%
Active	E 101-42200-383 UTILITIES/HEAT	\$1,500.00	\$1,412.94	\$52.30	\$87.06	94.20%
Active	E 101-42200-417 UNIFORM ALLO	\$5,000.00	\$1,381.12	\$0.00	\$3,618.88	27.62%
Active	E 101-42200-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-441 BAD DEBT EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-501 CAPITAL - UNDE	\$0.00	\$3,132.60	\$3,132.60	(\$3,132.60)	0.00%
Expenditure		<u>\$49,340.00</u>	<u>\$17,916.10</u>	<u>\$3,577.36</u>	<u>\$31,423.90</u>	<u>36.31%</u>
Total FIRE		(\$22,840.00)	(\$17,916.10)	(\$3,577.36)	(\$4,923.90)	78.44%
BLDG INSPECTION						
Active	R 101-42400-32200 BUILDING PER	\$12,000.00	\$5,467.30	\$0.00	\$6,532.70	45.56%
Active	R 101-42400-32210 RENTAL HOU	\$1,500.00	\$470.00	\$0.00	\$1,030.00	31.33%
Active	R 101-42400-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		<u>\$13,500.00</u>	<u>\$5,937.30</u>	<u>\$0.00</u>	<u>\$7,562.70</u>	<u>43.98%</u>

*Budget YTD Rev-Exp©

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-42400-210 OPERATING EXP	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42400-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-302 BLDG PERMIT S	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42400-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-304 LEGAL FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42400-307 CONTRACT FEE	\$10,000.00	\$5,950.75	\$4,769.95	\$4,049.25	59.51%
Active	E 101-42400-308 SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-360 INSURANCE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42400-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$12,100.00	\$5,950.75	\$4,769.95	\$6,149.25	49.18%
Total BLDG INSPECTION		\$1,400.00	(\$13.45)	(\$4,769.95)	\$1,413.45	-0.96%
CIVIL DEFENSE						
Active	E 101-42500-210 OPERATING EXP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42500-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Total CIVIL DEFENSE		(\$500.00)	\$0.00	\$0.00	(\$500.00)	0.00%
STREETS						
Active	R 101-43100-32220 RIGHT-OF-WA	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	R 101-43100-34300 STREET CHAR	\$0.00	(\$39.18)	(\$39.18)	\$39.18	0.00%
Active	R 101-43100-34430 REFUSE COLL	\$0.00	\$266.00	\$0.00	(\$266.00)	0.00%
Active	R 101-43100-36110 SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36112 SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36250 REFUNDS AN	\$92,400.00	\$545.81	\$0.00	\$91,854.19	0.59%
Active	R 101-43100-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-39312 MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$92,600.00	\$772.63	(\$39.18)	\$91,827.37	0.83%
Active	E 101-43100-100 WAGES/SALARI	\$73,000.00	\$41,492.39	\$5,621.25	\$31,507.61	56.84%
Active	E 101-43100-101 WAGES/SALARI	\$5,000.00	\$3,465.00	\$1,320.00	\$1,535.00	69.30%
Active	E 101-43100-120 PERA	\$5,500.00	\$2,865.83	\$421.59	\$2,634.17	52.11%
Active	E 101-43100-121 SOCIAL SECURI	\$4,800.00	\$2,796.62	\$430.36	\$2,003.38	58.26%
Active	E 101-43100-122 MEDICARE	\$1,200.00	\$654.03	\$100.64	\$545.97	54.50%
Active	E 101-43100-130 HEALTH INSURA	\$9,900.00	\$6,946.94	\$0.00	\$2,953.06	70.17%
Active	E 101-43100-131 LIFE INSURANC	\$35.00	\$30.70	\$4.70	\$4.30	87.71%
Active	E 101-43100-140 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-150 WORKERS COM	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	E 101-43100-200 OFFICE SUPPLIE	\$275.00	\$83.63	\$0.00	\$191.37	30.41%
Active	E 101-43100-210 OPERATING EXP	\$7,000.00	\$6,799.64	\$1,377.90	\$200.36	97.14%
Active	E 101-43100-211 SNOW REMOVA	\$10,000.00	\$1,061.00	\$0.00	\$8,939.00	10.61%
Active	E 101-43100-215 TREE EXPENSE	\$3,000.00	\$72.00	\$0.00	\$2,928.00	2.40%
Active	E 101-43100-216 GRAVEL/ROCK F	\$3,000.00	\$2,164.42	\$518.30	\$835.58	72.15%
Active	E 101-43100-217 SPRING CLEAN-	\$2,000.00	\$665.50	\$0.00	\$1,334.50	33.28%
Active	E 101-43100-218 CHEMICALS/SPR	\$500.00	\$300.00	\$240.00	\$200.00	60.00%
Active	E 101-43100-219 COUNTY DITCHE	\$1,000.00	\$482.60	\$0.00	\$517.40	48.26%
Active	E 101-43100-220 REPAIRS & MAIN	\$4,000.00	\$7,373.79	\$2,329.51	(\$3,373.79)	184.34%
Active	E 101-43100-230 VEHICLE OPERA	\$4,000.00	\$4,159.45	\$1,242.36	(\$159.45)	103.99%
Active	E 101-43100-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-232 LAWN MOWER E	\$1,500.00	\$2,618.60	\$0.00	(\$1,118.60)	174.57%
Active	E 101-43100-233 TRACTOR MAINT	\$3,000.00	\$242.95	\$0.00	\$2,757.05	8.10%
Active	E 101-43100-234 DUMP TRUCK M	\$3,000.00	\$430.69	\$0.00	\$2,569.31	14.36%
Active	E 101-43100-235 PICKUP MAINT	\$3,000.00	\$358.97	\$86.81	\$2,641.03	11.97%

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		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-43100-236 SNOW EQUIP M	\$3,000.00	\$1,860.51	\$0.00	\$1,139.49	62.02%
Active	E 101-43100-237 SWEEPER MAIN	\$3,000.00	\$713.62	\$65.49	\$2,286.38	23.79%
Active	E 101-43100-240 SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-43100-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-303 ENGINEERING F	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-305 MEDICAL FEES	\$0.00	\$153.00	\$0.00	(\$153.00)	0.00%
Active	E 101-43100-307 CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-308 SCHOOLING	\$700.00	\$140.36	\$0.00	\$559.64	20.05%
Active	E 101-43100-309 COMPUTER EXP	\$500.00	\$720.31	\$0.00	(\$220.31)	144.06%
Active	E 101-43100-311 PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-314 REIMBURSEMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-320 TELEPHONE	\$2,000.00	\$1,302.58	\$159.09	\$697.42	65.13%
Active	E 101-43100-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43100-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-360 INSURANCE	\$6,000.00	\$100.00	\$0.00	\$5,900.00	1.67%
Active	E 101-43100-380 UTILITIES/ELECT	\$12,000.00	\$1,007.86	\$2.76	\$10,992.14	8.40%
Active	E 101-43100-383 UTILITIES/HEAT	\$1,500.00	\$2,689.79	\$67.45	(\$1,189.79)	179.32%
Active	E 101-43100-384 UTILITES/GARB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-390 STREET LIGHTIN	\$13,000.00	\$8,985.86	\$1,314.52	\$4,014.14	69.12%
Active	E 101-43100-417 UNIFORM ALLO	\$500.00	\$634.78	\$0.00	(\$134.78)	126.96%
Active	E 101-43100-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-501 CAPITAL - UNDE	\$0.00	\$6,950.00	\$0.00	(\$6,950.00)	0.00%
Expenditure		\$196,310.00	\$110,323.42	\$15,302.73	\$85,986.58	56.20%
Total STREETS		(\$103,710.00)	(\$109,550.79)	(\$15,341.91)	\$5,840.79	105.63%
SANITATION						
Active	R 101-43200-34430 REFUSE COLL	\$0.00	\$816.00	\$0.00	(\$816.00)	0.00%
Revenue		\$0.00	\$816.00	\$0.00	(\$816.00)	0.00%
Active	E 101-43200-210 OPERATING EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-240 SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-310 RECYCLE CONT	\$43,000.00	\$18,825.24	\$3,441.48	\$24,174.76	43.78%
Active	E 101-43200-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Expenditure		\$43,100.00	\$18,825.24	\$3,441.48	\$24,274.76	43.68%
Total SANITATION		(\$43,100.00)	(\$18,009.24)	(\$3,441.48)	(\$25,090.76)	41.78%
NURSING HOME						
Active	R 101-44170-36250 REFUNDS AN	\$0.00	\$35,202.63	\$0.00	(\$35,202.63)	0.00%
Revenue		\$0.00	\$35,202.63	\$0.00	(\$35,202.63)	0.00%
Active	E 101-44170-305 MEDICAL FEES	\$68,312.00	\$55,573.77	\$0.00	\$12,738.23	81.35%
Expenditure		\$68,312.00	\$55,573.77	\$0.00	\$12,738.23	81.35%
Total NURSING HOME		(\$68,312.00)	(\$20,371.14)	\$0.00	(\$47,940.86)	29.82%
RECREATION-LEGION FIELD						
Active	R 101-45100-31030 PROPERTY TA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-34790 RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36220 RENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-210 OPERATING EXP	\$1,000.00	\$754.45	\$0.00	\$245.55	75.45%
Active	E 101-45100-215 TREE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-216 GRAVEL/ROCK F	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-45100-218 CHEMICALS/SPR	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45100-220 REPAIRS & MAIN	\$1,500.00	\$2,502.25	\$0.00	(\$1,002.25)	166.82%
Active	E 101-45100-230 VEHICLE OPERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-45100-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45100-360 INSURANCE	\$4,700.00	\$0.00	\$0.00	\$4,700.00	0.00%
Active	E 101-45100-380 UTILITIES/ELECT	\$0.00	\$167.41	\$27.60	(\$167.41)	0.00%
Active	E 101-45100-384 UTILITES/GARB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-437 L.F. PUMP - EXP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45100-438 BB ASSN IMPRO	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-45100-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$15,800.00	\$3,424.11	\$27.60	\$12,375.89	21.67%
Total RECREATION-LEGION FIELD		(\$15,800.00)	(\$3,424.11)	(\$27.60)	(\$12,375.89)	21.67%
SKATING RINK						
Active	E 101-45150-210 OPERATING EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-380 UTILITIES/ELECT	\$150.00	\$15.50	\$0.00	\$134.50	10.33%
Expenditure		\$150.00	\$15.50	\$0.00	\$134.50	10.33%
Total SKATING RINK		(\$150.00)	(\$15.50)	\$0.00	(\$134.50)	10.33%
PARKS-ST. OLAF PARK						
Active	R 101-45200-34780 PARK FEES-S	\$0.00	\$2,030.00	\$0.00	(\$2,030.00)	0.00%
Active	R 101-45200-34785 ST. OLAF LAK	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36230 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$0.00	\$2,030.00	\$0.00	(\$2,030.00)	0.00%
Active	E 101-45200-101 WAGES/SALARI	\$8,000.00	\$528.00	\$528.00	\$7,472.00	6.60%
Active	E 101-45200-121 SOCIAL SECURI	\$500.00	\$32.74	\$32.74	\$467.26	6.55%
Active	E 101-45200-122 MEDICARE	\$120.00	\$7.66	\$7.66	\$112.34	6.38%
Active	E 101-45200-150 WORKERS COM	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-210 OPERATING EXP	\$1,500.00	\$1,520.63	\$356.29	(\$20.63)	101.38%
Active	E 101-45200-213 LIFEGUARD SUP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-214 CONCESSION S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-215 TREE EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-218 CHEMICALS/SPR	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-220 REPAIRS & MAIN	\$500.00	\$6,795.31	\$406.78	(\$6,295.31)	1359.06%
Active	E 101-45200-300 PROFESSIONAL	\$0.00	\$274.00	\$0.00	(\$274.00)	0.00%
Active	E 101-45200-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-307 CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-308 SCHOOLING	\$1,500.00	\$220.00	\$0.00	\$1,280.00	14.67%
Active	E 101-45200-311 PERMITS/MEMB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-45200-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-320 TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-360 INSURANCE	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
Active	E 101-45200-380 UTILITIES/ELECT	\$1,250.00	\$1,108.44	\$398.51	\$141.56	88.68%
Active	E 101-45200-384 UTILITES/GARB	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-45200-430 MISCELLANEOU	\$0.00	\$350.00	\$350.00	(\$350.00)	0.00%
Active	E 101-45200-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$20,020.00	\$10,836.78	\$2,079.98	\$9,183.22	54.13%
Total PARKS-ST. OLAF PARK		(\$20,020.00)	(\$8,806.78)	(\$2,079.98)	(\$11,213.22)	43.99%
SUMMER RECREATION						
Active	R 101-45300-34790 RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-430 MISCELLANEOU	\$0.00	\$70.00	\$70.00	(\$70.00)	0.00%
Active	E 101-45300-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$70.00	\$70.00	(\$70.00)	0.00%
Total SUMMER RECREATION		\$0.00	(\$70.00)	(\$70.00)	\$70.00	0.00%
SENIOR CITIZENS BUS						
Active	E 101-45400-430 MISCELLANEOU	\$0.00	\$105.00	\$105.00	(\$105.00)	0.00%
Expenditure		\$0.00	\$105.00	\$105.00	(\$105.00)	0.00%
Total SENIOR CITIZENS BUS		\$0.00	(\$105.00)	(\$105.00)	\$105.00	0.00%
LIBRARY						
Active	R 101-45500-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-101 WAGES/SALARI	\$1,000.00	\$323.40	\$0.00	\$676.60	32.34%
Active	E 101-45500-121 SOCIAL SECURI	\$62.00	\$20.05	\$0.00	\$41.95	32.34%
Active	E 101-45500-122 MEDICARE	\$0.00	\$4.69	\$0.00	(\$4.69)	0.00%
Active	E 101-45500-210 OPERATING EXP	\$500.00	\$22.68	\$0.00	\$477.32	4.54%
Active	E 101-45500-220 REPAIRS & MAIN	\$4,000.00	\$67.97	\$67.97	\$3,932.03	1.70%
Active	E 101-45500-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-320 TELEPHONE	\$600.00	\$258.63	\$0.00	\$341.37	43.11%
Active	E 101-45500-360 INSURANCE	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
Active	E 101-45500-380 UTILITIES/ELECT	\$3,000.00	\$1,679.74	\$396.68	\$1,320.26	55.99%
Active	E 101-45500-383 UTILITIES/HEAT	\$1,200.00	\$1,040.81	\$29.55	\$159.19	86.73%
Active	E 101-45500-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$13,762.00	\$3,417.97	\$494.20	\$10,344.03	24.84%
Total LIBRARY		(\$13,762.00)	(\$3,417.97)	(\$494.20)	(\$10,344.03)	24.84%
ECONOMIC DEVELOPMENT						
Active	E 101-46500-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-720 TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ECONOMIC DEVELOPMENT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HISTORIC PRESERVATION						
Active	E 101-46600-000 CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-300 PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-386 UTILITIES/SOFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-720 TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total HISTORIC PRESERVATION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEBT SERVICE						
Active	E 101-47000-600 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-47000-610 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNALLOCATED						
Active	E 101-49200-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total UNALLOCATED		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPERATING TRANSFERS OUT						
Active	E 101-49310-720 TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total OPERATING TRANSFERS OUT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF NEW RICHLAND
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	2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Total GENERAL FUND	\$875.00	(\$458,450.90)	(\$67,892.58)	\$459,325.90	-52394.39%

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
WATER UTILITY FUND						
	Revenues	\$0.00	\$137,093.19	\$17,977.80	-\$137,093.19	0.00%
	Expenditures	\$89,950.00	\$63,085.64	\$16,580.46	\$26,864.36	70.13%
	Gain/(Loss)	(\$89,950.00)	\$74,007.55	\$1,397.34	(\$163,957.55)	-82.28%
GOVERNMENT WIDE						
Active	R 601-00000-33439 PERA PENSIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GOVERNMENT WIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER UTILITIES						
Active	R 601-49400-31000 GENERAL PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36110 SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36200 MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-37100 WATER SALE	\$0.00	\$137,093.19	\$17,977.80	(\$137,093.19)	0.00%
Active	R 601-49400-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39999 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$137,093.19	\$17,977.80	(\$137,093.19)	0.00%
Active	E 601-49400-100 WAGES/SALARI	\$29,500.00	\$16,081.53	\$2,098.55	\$13,418.47	54.51%
Active	E 601-49400-120 PERA	\$2,000.00	\$1,074.23	\$157.40	\$925.77	53.71%
Active	E 601-49400-121 SOCIAL SECURI	\$1,900.00	\$997.19	\$130.11	\$902.81	52.48%
Active	E 601-49400-122 MEDICARE	\$430.00	\$233.22	\$30.44	\$196.78	54.24%
Active	E 601-49400-129 PERA CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-130 HEALTH INSURA	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00%
Active	E 601-49400-131 LIFE INSURANC	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
Active	E 601-49400-140 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-150 WORKERS COM	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 601-49400-200 OFFICE SUPPLIE	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
Active	E 601-49400-210 OPERATING EXP	\$0.00	\$2,717.14	\$823.67	(\$2,717.14)	0.00%
Active	E 601-49400-218 CHEMICALS/SPR	\$0.00	\$3,670.53	\$1,945.41	(\$3,670.53)	0.00%
Active	E 601-49400-220 REPAIRS & MAIN	\$0.00	\$6,054.96	\$5,275.90	(\$6,054.96)	0.00%
Active	E 601-49400-222 WATER METERS	\$3,000.00	\$62.63	\$0.00	\$2,937.37	2.09%
Active	E 601-49400-230 VEHICLE OPERA	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 601-49400-231 VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-233 TRACTOR MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-235 PICKUP MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-238 GENERATOR EX	\$750.00	\$519.60	\$0.00	\$230.40	69.28%
Active	E 601-49400-240 SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-300 PROFESSIONAL	\$0.00	\$3,743.75	\$806.25	(\$3,743.75)	0.00%
Active	E 601-49400-301 AUDITING SERVI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-307 CONTRACT FEE	\$0.00	\$10,712.38	\$1,530.34	(\$10,712.38)	0.00%
Active	E 601-49400-308 SCHOOLING	\$250.00	\$150.00	\$0.00	\$100.00	60.00%
Active	E 601-49400-309 COMPUTER EXP	\$0.00	\$420.00	\$0.00	(\$420.00)	0.00%
Active	E 601-49400-311 PERMITS/MEMB	\$0.00	\$642.89	\$300.00	(\$642.89)	0.00%
Active	E 601-49400-316 CREDIT/DEBIT S	\$1,200.00	\$486.48	\$0.00	\$713.52	40.54%
Active	E 601-49400-320 TELEPHONE	\$1,000.00	\$610.96	\$272.52	\$389.04	61.10%
Active	E 601-49400-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-331 MOTEL EXPENS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-49400-340 ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-360 INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49400-380 UTILITIES/ELECT	\$30,000.00	\$12,871.64	\$3,131.73	\$17,128.36	42.91%
Active	E 601-49400-383 UTILITIES/HEAT	\$3,500.00	\$1,860.19	\$78.14	\$1,639.81	53.15%
Active	E 601-49400-417 UNIFORM ALLO	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Active	E 601-49400-430 MISCELLANEOU	\$250.00	\$176.32	\$0.00	\$73.68	70.53%
Active	E 601-49400-440 HWY 30/WATER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-441 BAD DEBT EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-600 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-610 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-999 CONTRIBUTED C	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$89,950.00	\$63,085.64	\$16,580.46	\$26,864.36	70.13%
Total WATER UTILITIES		(\$89,950.00)	\$74,007.55	\$1,397.34	(\$163,957.55)	-82.28%
Total WATER UTILITY FUND		(\$89,950.00)	\$74,007.55	\$1,397.34	(\$163,957.55)	-82.28%

Current Period: JULY 2022

		2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
SEWER UTILITY FUND						
	Revenues	\$0.00	\$150,941.99	\$18,466.39	-\$150,941.99	0.00%
	Expenditures	\$187,200.00	\$239,071.87	\$15,389.03	-\$51,871.87	127.71%
	Gain/(Loss)	(\$187,200.00)	(\$88,129.88)	\$3,077.36	(\$99,070.12)	47.08%
SEWER UTILITIES						
Active	R 602-49450-36200 MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36210 INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-37100 WATER SALE	\$0.00	\$973.18	\$0.00	(\$973.18)	0.00%
Active	R 602-49450-37200 SEWER CHAR	\$0.00	\$149,968.81	\$18,466.39	(\$149,968.81)	0.00%
Active	R 602-49450-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39200 OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39311 PFA LOAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39999 CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue	\$0.00	\$150,941.99	\$18,466.39	(\$150,941.99)	0.00%
Active	E 602-49450-210 OPERATING EXP	\$5,000.00	\$17,870.52	\$139.37	(\$12,870.52)	357.41%
Active	E 602-49450-220 REPAIRS & MAIN	\$15,000.00	\$9,578.28	\$539.57	\$5,421.72	63.86%
Active	E 602-49450-230 VEHICLE OPERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-233 TRACTOR MAINT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49450-300 PROFESSIONAL	\$0.00	\$385.00	\$0.00	(\$385.00)	0.00%
Active	E 602-49450-301 AUDITING SERVI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-307 CONTRACT FEE	\$138,000.00	\$99,161.00	\$11,988.00	\$38,839.00	71.86%
Active	E 602-49450-308 SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-309 COMPUTER EXP	\$0.00	\$420.00	\$0.00	(\$420.00)	0.00%
Active	E 602-49450-311 PERMITS/MEMB	\$2,000.00	\$1,550.00	\$0.00	\$450.00	77.50%
Active	E 602-49450-316 CREDIT/DEBIT S	\$1,200.00	\$486.47	\$0.00	\$713.53	40.54%
Active	E 602-49450-330 MILEAGE EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-340 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-360 INSURANCE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 602-49450-380 UTILITIES/ELECT	\$17,500.00	\$8,414.38	\$2,032.06	\$9,085.62	48.08%
Active	E 602-49450-383 UTILITIES/HEAT	\$3,500.00	\$2,491.72	\$133.53	\$1,008.28	71.19%
Active	E 602-49450-384 UTILITES/GARB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-425 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-441 BAD DEBT EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-500 CAPITAL OUTLA	\$0.00	\$83,416.00	\$0.00	(\$83,416.00)	0.00%
Active	E 602-49450-501 CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-600 PRINCIPAL	\$0.00	\$14,000.00	\$0.00	(\$14,000.00)	0.00%
Active	E 602-49450-610 INTEREST	\$0.00	\$1,298.50	\$556.50	(\$1,298.50)	0.00%
Active	E 602-49450-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure	\$187,200.00	\$239,071.87	\$15,389.03	(\$51,871.87)	127.71%
	Total SEWER UTILITIES	(\$187,200.00)	(\$88,129.88)	\$3,077.36	(\$99,070.12)	47.08%
	Total SEWER UTILITY FUND	(\$187,200.00)	(\$88,129.88)	\$3,077.36	(\$99,070.12)	47.08%

CITY OF NEW RICHLAND
*Budget YTD Rev-Exp©

Current Period: JULY 2022

	2022 YTD Budget	2022 YTD Amt	JULY MTD Amt	2022 YTD Balance	% of Budget
Report Total	(\$276,275.00)	(\$472,573.23)	(\$63,417.88)	\$196,298.23	171.05%

Memo

To: City Council

From: Anthony Martens

cc:

Date: 8/5/22

Re: Rental License

The following rentals have passed their inspection and need to be approved by the city council:

501 W Division Street – 1 Unit - Dave Flor

505 W Division Street – 1 Unit - Dave Flor

315 2nd Street SE – 1 Unit - Jay Johnson

109 1st Street SW – 1 Unit - Jay Johnson

303 S Broadway – 1 Unit - Jay Johnson

516 S Broadway – 1 Unit - Keith Leonardo

114 Broadway Ave S – 2 Units - Keith Leonardo

220 NW 1st Street – 1 Unit - Melissa Tufte

RIGHT OF WAY PERMIT APPLICATION

City of New Richland
203 N Broadway PO Box 57
New Richland, MN 56072
Phone: (507)465-3514 Fax:: (507)465-3375

☒ Excavation Permit ☐ Obstruction Permit

REGISTRATION TYPE

Attached Plan submitted by (Utility Owner): _____

☐ Joint Application

Please check whether you will be the Owner
of equipment placed in the ROW or a
contractor wishing to work in the ROW. If
other please explain in next section.

☐ Equipment Owner
☒ Contractor
☐ Other (Explain)

Plan No. _____
Project No. _____

Location: 805 N Elm Ave.
From and To: N Elm A TH ST WEST
(Address and Intersection) _____

REGISTRATION INFORMATION (Company Information)

Applicant: Minnesota Energy Resources Phone # 507-320-2137
Address: 1380 Betha Larson Lane Fax # _____

City: Albert Lea State MN Zip 56007

Signature: [Signature] Date: 8-2-22

Contractor: NPL Gopher State One-Call Reg. # _____
Address: 8190 215th St. West Contact Person: _____
City: Lakerville State MN Zip _____ Phone # _____
Pager # _____

24 HOUR EMERGENCY CONTACT INFORMATION

Name MERC Phone # 8008899508 Pager # _____ Fax # _____

CONSTRUCTION INFORMATION

Type of Utility: ☒ Gas ☐ Electrical ☐ Telecom ☒ New ☒ Trench ☐ Boring
☐ Heating ☐ Cooling ☐ Cable ☐ Replacement ☒ Hole ☐ Pole
☐ Traffic ☐ Water ☐ Sewer ☐ Repair ☐ Chamber ☐ Other _____
☐ Other _____ ☐ Other _____

Excavation Size: Length 5' Width 5' Depth 3' Total Linear Footage of Installation 45'
Portion of ROW being used: Driving Lane _____ Parking Lane _____ Sidewalk _____ Boulevard X
Other 5'x5' bell hole to tie in gas to gas main. Run new service to new house.

CONSTRUCTION SCHEDULE

Number of Construction Days: 1 Construction Dates: within the next 30 days
Weekend Dates: _____ After Hour Dates: _____

CERTIFICATES AND LICENSES

Please attach copies of certificates and licenses as required for registration

- 1) Certificate of Insurance
- 2) Certificate of Incorporation
- 3) Certificate of Authority form Minnesota Public Utilities Commission (MPUC)
- 4) Removal Bond (Equipment Owner Only)
- 5) Minnesota Contractors License

FOR OFFICE USE ONLY

Date Application Received: 8/2/22 Review Committee _____ Yes _____ No
Permit Number: _____ Committee Date: _____
Permit Fee: \$100.00
Date Received: 8/2/22

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AMBULANCE DIRECTOR

Job Description

Approved: Click or tap to enter a date.
Last Revised: 7/28/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Ambulance Director	WORK/PAY STATUS:	Part-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Ambulance Director	UNION STATUS:	Non-Union
DEPARTMENT	Ambulance	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Manage and direct all Ambulance Department Emergency Medical Technicians (EMT) and Emergency Medical Responders (EMR) in performing their job functions. The operations of the ambulance department and to be prepared for, and respond to, emergency calls and provide efficient, quality, pre-hospital care to sick and injured persons.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator/Ambulance Executive Committee
Works closely with:	Council Liaison, Council committees/commissions/boards, fire department, police department
Communicates with:	
Internally:	All other city employees and volunteers, including fire department and administration department staff
Externally:	Other ambulance directors, police officers, county sheriff's and deputies, state patrol; 911 dispatch and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents
Supervises:	All Ambulance Department Emergency Medical Technicians (EMT), Emergency Medical Responders (EMR), and student volunteers of the ambulance department

IV. DELEGATION OF AUTHORITY

AUTHORITIES &
CURRENT
APPOINTMENTS

V. ESSENTIAL FUNCTIONS

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

GENERAL MANAGEMENT	- Schedule - Responsible to develop and maintain all staffing call-time schedules (24 hours a day) to include both paid and volunteer staff - Execute Directives - Carry out tasks commissioned by the Ambulance Executive Committee and City Council. Task can be performed by the Director or delegated as deemed appropriate
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V. ESSENTIAL FUNCTIONS (Cont.)	
GENERAL MANAGEMENT (Cont.)	• General Office Duties a. Responsible for an efficient running of the department, which includes, receiving and sending mail, filing ordering supplies and other departmental functions that are necessary for an effective operation b. Light cleaning and janitorial duties • Deliveries a. See that orders and deliveries are handled properly to maintain adequate inventory • Public Relations Work a. Responsible for maintaining public relations such as newspaper articles, thank you notes, and all other aspects of dealing with the public within the service area of the ambulance service • Education Events a. Responsible for scheduling educational campaigns, i.e., talking to school children and other clubs and releasing educational materials to the public. Responsible for setting up class sessions including refreshers, initial classes, and special training events • Special Events a. Responsible to schedule and coordinate special events with the ambulance staff, including fundraisers, etc. • Meetings a. Expected to attend all meetings, such as county EMS meetings; city council meetings as requested, and others pertaining to the needs of the Ambulance Executive Committee • Bookkeeping a. Keep informed and educated of financial budgets from the City Administrator and be actively engaged in the budget process • Performance Evaluations • Perform and maintain all written job performance evaluations of ambulance staff and complete on a timely basis (at least annually)
MEDICAL RECORD AND BILLING FUNCTIONS	• Maintain Computer Records a. Shall maintain computer records of all ambulance calls, including narratives, and services performed • Filing a. Shall maintain an organized filing system of patient records including calls and insurance information. Shall also retrieve files when requested and authorized by patient • Billing a. Must provide appropriate information to billing agency. This includes charges, insurance, and patient information, and copy of run reports • Medical Direction a. Provide copies of run reports with patient names deleted to Medical Director to maintain quality assurance measures • Billing Oversight a. Shall review the reports received from the billing company for completeness and accuracy
AMBULANCE MAINTENANCE	• Complete Rig Checks a. Complete checklist of supplies and equipment every day • Cleaning of Rigs a. Rigs are to be washed externally as needed and inspected to ensure that patient care compartments and cab are kept clean • Reordering of Supplies a. Responsible to maintain supply levels in rigs and storage • Scheduling of Maintenance a. Responsible for coordinating repairs and scheduled maintenance of rigs

AMBULANCE DIRECTOR

ESSENTIAL FUNCTIONS (Cont.)

AMBULANCE MAINTENANCE (Cont.)

- Preparation for Inspection
- Responsible for preparing entire facility including rigs for inspection by the EMSRB or any other local, state, or federal agency as required

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the City Administrator, Ambulance Executive Committee or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;

- MN EMSRB Scope of practice
- EMS education and training methods
- EMS Vehicles and medical equipment
- Knowledge of applicable laws, rules and regulations relating to EMS
- English language and the ability to communicate effectively orally and in writing
- Basic bookkeeping and computer applications such as Microsoft Excel and Word

Skill in;

- Preparing clear, concise, and complete oral and written reports
- Establishing and maintaining cooperative working relationships with all area public safety agencies and medical facilities
- Performing hands on duties and emergency medical procedures

Ability to;

- Perform duties effectively
- Communicate verbally via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral, and diagnostic forms of instructions
- Use good judgment and remain calm in high-stress situations
- Work effectively in an environment with loud noises and flashing lights
- Accurately discern street signs and address numbers
- Interview patient, family members and bystanders
- Document, in writing, all relevant information in prescribed format considering legal ramifications of such

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (ambulance management, accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, various medical and other emergency response equipment.

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

IX. MINIMUM HIRING REQUIREMENTS

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

For Use In Hiring and Promotions

1. Valid driver's license
2. MN EMSRB Registered EMT
3. Current in all Variances and training required by Medical Direction
4. 6 months experience as an EMT

X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions

1. MN EMSRB Registered Paramedic
2. Previous Ambulance Service Management Experience

XI. WORKING CONDITIONS (summary only)

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

Must be able to assist, lift and transport patients. Work is typically performed in field settings but may include sitting for extended period of times in an office setting. Frequent driving and walking. Frequent night and weekend duties are necessary. Frequent exposure to physical stress and hazardous substance is possible. Regular contact with field personnel, and medical facilities.

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

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



ASSISTANT CITY CLERK

Job Description

Approved: Click or tap to enter a date.
Last Revised: Click or tap to enter a date.

I. IDENTIFYING INFORMATION			
JOB TITLE:	Assistant City Clerk	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	City Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Administration	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Primary receptionist and initial point of contact for residents. This includes answering phones and in-person requests for information, taking messages, greeting, and referring citizens to proper sources, responding to a variety of requests. Assist City Administrator in various day-to-day functions. Coordinates utility billing, permitting, accounts payable, accounts receivable, and St. Olaf Lake Lifeguard and swimming programs.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	City Administrator, Police Chief, Police Officer, Maintenance Lead, Maintenance Worker
Communicates with:	
Internally:	City Administrator, and all other city staff and volunteers
Externally:	Citizens
Supervises:	Lifeguards

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

V. ESSENTIAL FUNCTIONS

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

ADMINISTRATIVE	a. Receive and Distribute mail to appropriate department b. Respond to emails regarding citizen request or requests for city information c. Respond to messages left for city staff via voice mail system d. Compile monthly city newsletter e. Room/facility rental scheduling (St. Olaf Lake Pavilion, Community Room) f. Update Website g. Office Supply ordering h. Attend council meetings as requested when City Administrator is unable to i. Assist City Administrator with year-end audit including backing up files and reporting j. Prepare city-wide garage sale, community garden and city-wide clean up information
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ASSISTANT CITY CLERK

V. ESSENTIAL FUNCTIONS (cont.)	
ACCOUNTS PAYABLE / ACCOUNT RECEIVABLE/ ACCOUNTING	k. Scan and code bills into fund accounting l. Print and mail checks weekly m. Receive/Enter Cash receipts into POS system n. Prepare and make bank deposits o. Conduct bank reconciliation p. Assist with ambulance billing, statements and collections
UTILITY BILLING	q. Process/Mail utility bills r. Receive/Enter Utility bill payments including transferring PSN data s. Import Utility billing transfers into fund accounting t. Respond to past due utility bills and complete warning and shut off notices u. Calculate penalties for past due utility bills v. Download Utility accounts into meter reader for Maintenance Staff to read meters w. Bulk-water Invoice processing
PERMITS/LICENSING	x. Receive/Process/File Building permits y. Receive/Process/File Zoning Permits z. Receive/Process/File Right-of-way permits aa. Receive/Process/File Golf Cart Permits bb. Receive/Process/File Animal Licenses cc. Receive/Process/File Solicitation Permits dd. Prepare/Receive/Process/File Annual Rental Licenses
REPORTING	ee. Building permit quarterly and annual reports ff. Assessment notices quarterly and annually
ST. OLAF LAKE	gg. Oversee St. Olaf Lake lifeguard and swim lesson program hh. Oversee lifeguard training and scheduling ii. Swimming lesson registration

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Administrator or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; - Advanced office support functions - Report and record keeping principles and practices - Filing principles and methods - City services, operations, and procedures	Skill in; Communicate effectively both orally and in writing with elected officials, city staff and the public	Ability to; - Exercise sound judgment and make independent decision in accordance with established departmental policies and procedures - Analyze, organize, and review work for efficient results and accuracy - Handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of assuring accuracy in task performance - Lift/manipulate objects up to fifty (50) pounds such as office equipment, files

VIII. MACHINES, TOOLS & EQUIPMENT
Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

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

For Use In Hiring and Promotions	1. High school diploma or equivalent 2. One to two years of clerical experience and office software 3. Bookkeeping/Quicken/QuickBooks experience
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Associates degree in office administration, business administration, or public administration 2. 2 years of experience in public administration office setting
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XI. WORKING CONDITIONS (summary only)

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

	Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

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



CARE CENTER ADMINISTRATOR

Job Description

Approved: Click or tap to enter a date.
Last Revised: 7/29/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Care Center Administrator	WORK/PAY STATUS:	FT, Salary
SUPERVISOR:	City Council / Care Center Advisory Board	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Care Center Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Nursing Home	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Direct the provision of services of a long-term care facility to ensure a smooth, high quality and professionally acceptable operation. Ensure the care and services provided meet the satisfaction of the residents, their families, and physicians, thus minimizing complaints, licensure violations and lawsuits.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Council, Care Center Advisory Board
Works closely with:	Council Liaison, Council committees/commissions/boards, Care Center employees
Communicates with:	
Internally:	Director of Nursing, Director of Social Services, Business Office Manager, Dietary Manager, Director of Environmental Services, Therapeutic Recreation Director, Human Resources Coordinator, all other Care Center staff, and residents
Externally:	New Richland City Administrator, other care facility administrators and staff, consultants, emergency response personnel, medical director
Supervises:	Director of Nursing, Director of Social Services, Business Office Manager, Dietary Manager, Director of Environmental Services, Therapeutic Recreation Director, and Human Resources Coordinator

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

V. ESSENTIAL FUNCTIONS

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

DUTIES AND RESPONSIBILITIES	- Develops and implements nursing home policies and procedures to comply with federal, state, and local requirements and to fulfill licensure certifications standards - Maintains written policies and procedures that govern the operation of the facility and reviews them at least annually or as the needs of the facility dictate
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CARE CENTER ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (Cont.)	
DUTIES AND RESPONSIBILITIES (Cont.)	• Interprets the facilities policies and procedures to employees, residents, family members, visitors, and government agencies • Assures that all employees, visitors, and the public follow established policies and procedures • Communicate with department heads reporting to this position on a continual basis to discuss policy, procedures, and problems • Communicate with the Care Center Advisory Board and New Richland City Council monthly to fulfill reporting requirements • Hire, monitor, and direct the activities of several department heads reporting to this position in the implementation of these policies and procedures • Participates in the facilities personnel process when necessary. This may include but is not limited to assisting department managers with hiring, discipline, and terminating employment • Assists department heads in the planning, conducting, scheduling of in-service training classes, on-the-job training, and orientation programs to assure the current policies and procedures are reviewed and updated as necessary • Meets with department heads on a regularly scheduled basis, and conducts/participates in in-service classes, and supervisory level training programs • Develop and ensure conformance with the Nursing Home annual budget • Investigates revenue sources, including grant writing, re-adjusts and re-directs services to maximize reimbursement, and completes all required documentation to this effect • Strive to maintain a high occupancy rate with payor sources to cover annual budget expenses • Plans and oversees capital improvements as approved by the Care Center Advisory Board and the New Richland City Council • Stays abreast of health care trends in service and financing • Represent the facility at, and participates in, management level meetings with the Care Center Advisory Board and the New Richland City Council • Communicate to the Care Center Advisory Board and New Richland City Council problems affecting the operation of the facility or quality care for residents • Responsibility for Nursing Home operations about staffing, payroll and benefits administration, in-service education, budget review and analysis and operational expenditures • Researches and makes recommendations to the Care Center Advisory Board for personnel policy changes, salary increases, staffing increases, annual budget amendments, resident rate increases, outside contractual services, major capital improvements, and grants • Attends and participates in various facility committees, confers with Medical Director and other Nursing Home consultants as necessary • Serves as the primary liaison for the Nursing Home with residents, their families, and the public • Maintains contacts with the state of Minnesota regarding licensure requirements, complaints, inspections, etc. • Plans, modifies, and maintains the facilities HIPAA Compliance Program as the HIPAA Compliance Officer • Responsible for a fire and safety program to prevent fire and injury to residents, staff, and visitors, and to maintain a safe and hazard free environment in the Nursing Home. Program directives must comply with state regulations and state Fire Marshall directives as well • Functions in a problem-solving capacity regarding Nursing Home operations as referred by department heads that are not resolvable at the departmental level, employee grievances, etc. • Analyzes departmental operations, evaluates the environment and equipment necessary for effective functioning, and implements any necessary procedural change • Referred admission decisions of a complex nature, problems with the resident's occupancy, waiting list inquires, etc.

CARE CENTER ADMINISTRATOR

V. ESSENTIAL FUNCTIONS (Cont.)

	• Makes decisions pertaining to physical plant problems, i.e., equipment replacement, repairs, and redecorating • Reviews accidents and incidents, and makes recommendations for an effective safety program for the residents and employees • Reviews resident incidents, resident and family complaints, and grievances, and ensures written reports of action taken • Maintains a good public relations program that serves the best interest of the facility and community alike • Attends workshops, seminars, and educational sessions to keep updated on changes in the long-term climate and meet annual CEU (Continuing Education Units) requirements for Nursing Home Administrator license.
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VI. OTHER DUTIES & RESPONSIBILITIES

➤ Performs other duties as directed by the Care Center Advisory Board or New Richland City Council or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
▪ State and federal nursing home regulations and available resources to access updates ▪ Trends in the long-term care industry and local impacts ▪ State and federal government agency monitoring methodologies of long-term care services including but not limited to, quality indicator metrics, star ratings, and resident and family satisfaction data	▪ Demonstrating Service Leadership; leading by example ▪ Communicating effectively in multiple formats; voice/phone, email, meetings, and presentations ▪ Interpreting and analyzing financial statements ▪ Strategic planning with Care Center Advisory Board and City Council to determine the direction of the facility into the future	▪ Build consensus amongst various appropriate stakeholders ▪ Actively participate in appropriate professional organization meetings and activities, and represent the facility ▪ Promote a positive outlook of the facility and the industry ▪ Lead the Quality Assurance Performance Improvement (QAPI) program and facilitate discussions between clinical and operational leadership

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Facility management, accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, other typical office equipment, various medical and emergency medical equipment.

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

IX. MINIMUM HIRING REQUIREMENTS

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

For Use In Hiring and Promotions	1. Licensed Nursing Home Administrator in the state of MN 2. Experience in administration of a long-term care facility 3. Knowledge of federal and state licensure requirements for nursing home operations 4. Respect for the principles of resident rights, confidentiality, EEO and ADA
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Master's Degree in healthcare administration (MHA) or business administration (MBA) 2. Previous long-term care facility administrator 3. Demonstrated community involvement and civic engagement
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CARE CENTER ADMINISTRATOR

XI. WORKING CONDITIONS (summary only)

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

Works in an office area and throughout all locations of the nursing home. Participation in continuing education as well as informational meetings may require some travel outside the facility. This position requires intermittent periods of standing, sitting, walking, and is subject to frequent interruptions. The work schedule is primarily during normal business hours with occasional evening and weekend commitments.

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

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CITY ADMINISTRATOR

Job Description

Approved: Click or tap to enter a date.
Last Revised: Click or tap to enter a date.

I. IDENTIFYING INFORMATION			
JOB TITLE:	City Administrator	WORK/PAY STATUS:	Full-Time, Salary
SUPERVISOR:	Mayor and City Council	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	City Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Administration	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Direct all City operations to ensure effective and efficient operation of City Departments. Responsible for the annual budget process and policy recommendation. Communicate council decisions to appropriate staff. Enforce the laws, ordinances, and resolutions of the city as authorized by the City Council. Serve as the City's representative with other governmental agencies and private entities. Respond to citizen complaints either directly or through appropriate personnel.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Mayor and City Council
Works closely with:	Council Liaison, Council committees/commissions/boards, fire department, police department, ambulance department, maintenance department, wastewater staff
Communicates with:	
Internally:	City Council, municipal boards, city staff
Externally:	Citizens, State representatives, Senators, engineers, financial advisors, city attorney, other consultants
Supervises:	Assistant City Clerk, Police Chief, Maintenance Lead, Ambulance Director, Fire Chief

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	All statutory duties of the City Clerk and City Treasurer. Attests the Mayors signature on official documents wherever required and maintains responsibility for the City Seal. Conducts city elections in accordance with state and county requirements and applicable laws.
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V. ESSENTIAL FUNCTIONS

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

CITY FINANCE MANAGER	a. Create annual operating, debt service and capital expenditures budget b. Manage cash flow of operating, debt service, capital reserve and enterprise funds, and approve expenditures up to \$2,000 c. Create and manage an investment plan for the city
PROJECT COORDINATOR	d. Coordinates and develops short- and long-range plans pertaining to construction projects, and personnel programs

CITY ADMINISTRATOR

	e. Coordinates work of retained professionals such as engineers, financial advisors, city attorney and other consultants
V. ESSENTIAL FUNCTIONS (cont.)	
HUMAN RESOURCE MANAGEMENT	f. Creates, implements, and administers personnel policies g. Supervises all city staff directly or indirectly through department heads h. Maintain personnel records i. Evaluate employee performance and budget for salary/wage increases accordingly j. Oversee hiring and disciplinary actions k. Address grievances of employees pursuant to the personnel handbook or union contract l. Final decision-making authority over conducting employee performance reviews, training others on work methods, coaching on performance issues, and assigning and prioritizing work, initial interviews, discipline including suspension m. Exercise recommendation authority over hiring, discharging, and rewarding
FACILITATE PUBLIC MEETINGS	n. Prepare agendas for city council and other committees (as needed) o. Prepare recommendations per agenda items p. Assist in facilitating consensus with council q. Perform research as necessary and invite retained professionals/consultants as needed r. Ensure meeting notices are posted, published, and mailed as required by law s. May facilitate other board meetings (Planning and Zoning Commission, Economic Development Authority, etc. During times of employee/member turn over)
LIAISON BETWEEN CITY AND OTHER ORGANIZATIONS	o. Stay current on legislative activities and communicate with State representatives and Senators about impact of decisions on New Richland p. Attend meetings with groups such as the League of MN Cities, the MN Valley Council of Governments, and the Coalition of Greater Minnesota Cities. q. Develop rapport with area city administrators, managers, and clerks as well as county commissioners and county staff
PUBLIC RELATIONS ACTIVITIES	r. Communicate with citizens in person, over the phone or via written correspondence s. From time to time, represent the city at civic organization meetings
ORDINANCES AND RESOLUTIONS	t. Manage codification of local ordinances u. Author new ordinances, submit to city attorney for legal review v. Keep codebook up to date w. Author resolutions and submit to city council for approval
SUPERVISE ANNUAL REPORTING COMPLIANCE	x. Supervise annual reporting that is required including, but not limited to: Outstanding Bonded Indebtedness, budget reports required from State, and County, Police and Fire Aid forms
SUPREVISE TECHNICAL UPDATES	y. Ensure that city staff has current technology and social media platforms to execute their duties effectively z. Update computer software, hardware as needed as well as server/network and replace copier, printer, fax machine, etc. as needed

VI. OTHER DUTIES & RESPONSIBILITIES	
➤	Performs other duties as directed by the City Council or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; - Budget, finance, accounting, payroll, and billing practices and procedures - City ordinances, resolutions and policies - State and County election procedures and operations - Laws, rules, and regulations applicable to City government - Governmental processes, programs and services	Skill in; - Forecasting operating and capital needs and preparing/administering municipal budgets - Managing investments and utilizing available investment tools - Communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and facilitations depending on the situation	Ability to; - Engage stakeholders, prepare, present, administer, and manage budgets - Communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Leadership and management principles and practices as they apply to the public sector - Management including personnel management and organizational development - Planning and zoning principles and practices as they apply to the public sector - Economic development principles, practices, tools, financing programs and options and marketing	- Supervising subordinate personnel and fostering a team approach - Leadership, planning, and organizing and ability to establish goals and objectives that meet the organization's vision and mission - Analyze complex data, exercise independent judgement, and prepare/present reports for decision making purposes - Ability to communicate and execute Council policies and directives - Establish and maintain effective work relationships with a wide variety of groups and individuals - Be flexible and adapt to changing situations/priorities	- Research and analyze problems and issues, utilize appropriate resources, develop, and evaluate options and prepare recommendations and/or make appropriate decisions - Anticipate opportunities facing the city and design strategies to address - Supervise staff, delegate work and plan and direct operations - Prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively - Ability to interpret policy decisions and guidelines and develop practical solutions and programs - Ability to resolve or mediate conflicts and negotiate solutions
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VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

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

For Use In Hiring and Promotions	1. Bachelor's Degree in Urban Studies, Public Administration, Business Administration, or related field and two years of experience. Or the equivalent in experience in local government administration
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Master's Degree in Urban Studies, Public Administration, Business Administration or related field and two to five years' experience in local government administration
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XI. WORKING CONDITIONS (summary only)

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

	Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times. The incumbent <u>is</u> subject to all the working conditions of the Assistant City Clerk job class.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

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



Maintenance Lead

Job Description

Approved: Click or tap to enter a date.
Last Revised: 7/26/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Maintenance Lead	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Maintenance Lead	UNION STATUS:	Non-Union
DEPARTMENT	Maintenance	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Responsible for the administration, operation and maintenance of city owned and leased property and to perform various tasks as required to maintain and operate City equipment involved in the maintenance and repair of City streets, water system, parks, storm sewers, buildings, and other property as needed
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Council Liaison, maintenance staff, wastewater staff, City administration
Communicates with:	
Internally:	Maintenance Worker, Maintenance Worker-PT, and all other City staff and volunteers
Externally:	Other area maintenance supervisors, state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; city residents
Supervises:	Maintenance worker, Maintenance Worker-PT

IV. DELEGATION OF AUTHORITY

AUTHORITIES &
CURRENT
APPOINTMENTS

V. ESSENTIAL FUNCTIONS

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

DEPARTMENT ADMINISTRATION & MANAGEMENT	- Daily water treatment plant operations, maintenance, testing, and record keeping for City, State and Federal requirements - Schedule and perform monthly meter readings - Provide water line locations as requested - Implement and maintain a meter change-out program - Clean service lines when necessary - Coordinate and repair water main breaks - Maintain a preventative documented maintenance program - Review all invoices prior to payment by the City Administrator
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V. ESSENTIAL FUNCTIONS (cont.)

	• Maintain effective communication with employees, council and public • Report to City Council meetings as requested • Plan and execute budget within confines of yearly budget • Attend training as deemed necessary by the City Council • Supervise department employees • Responsible for training documented education of safety requirements for all department employees • Keep up-to-date inventory control records • Help and assist with noxious weeds, grass and nuisance ordinance • Coordinate and assist any county, city, or state engineers with projects that pertain to the improvement of land within city boundaries • Serve as city weed inspector and attend all training required • Report to council as requested • Responsible for scheduling and coordination of snow removal, sanding streets, and keeping all walks and streets in a safe condition • Responsible for the scheduling and coordination of grading and fill of alleys on a regular basis, coordinate and assist in repairs of alleys and streets • Insure efficient and safe operation of city owned equipment • Maintain and coordinate city decorations and flags when needed • Responsible for scheduling and coordination of cutting grass, trash removal and maintaining a neat appearance of city property • Responsible for scheduling and coordination of general janitorial duties on all city properties unless other services are arranged
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VI. OTHER DUTIES & RESPONSIBILITIES

➤ Performs other duties as directed by the City Council or apparent to the incumbent
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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
▪ Equipment manuals and ability to interpret and understand manuals ▪ And understanding of MN Pollution Control Agency Wastewater Guidelines ▪ Relevant City policies and ordinances ▪ Wastewater systems ▪ Practices, procedures, tools and equipment, and materials used in the maintenance and repair of public works infra- and superstructure ▪ MnDOT traffic control procedures ▪ Utility locates ▪ City's superstructure and infrastructure and ability to understand/use city maps and blueprints locate items ▪ Chemicals used in weed spraying ▪ OSHA rules and standards and ability to perform them to daily tasks	▪ Operating/using a variety of equipment, tools and machines	▪ Understand and use tree inspector manual, pesticide applications manual, Dept. of Agriculture rules, DNR rules ▪ Read and understand instructions, technical manuals, and other reference materials ▪ To work independently and as a member of a team without constant direct supervision ▪ Perform work requiring moderate to considerable physical effort including climbing and working at heights above and below ground level ▪ Lift/manipulate objects such as manhole covers, plow blades, and equipment some weighing up to seventy (70) pounds or more ▪ Safely enter and work in confined spaces such as lift stations ▪ Safely work around loud noise, irritants, fumes, infectious diseases, and hazardous chemicals such as chlorine, fluoride, and polyphosphate ▪ Perform mathematical calculations for some work tasks

VII. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Knowledge of; - City building codes and ordinances and traffic laws - City safety policies and procedures and ability to apply them to daily tasks	Skill in;	Ability to; Perform in a variety of stressful situations involving the use of equipment/machinery and sometimes under urgent/emergency conditions
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VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Word processing, spreadsheets, utility billing, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, hand tools, power tools, water and wastewater specific tools and equipment. Plow truck, Lawn mower/sweeper, tractor, pickup truck w/liftgate, other city vehicles.

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

IX. MINIMUM HIRING REQUIREMENTS

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

For Use in Hiring and Promotions	- Requires the possession of a valid class "B" Commercial Driver's License (C.D.L.) with air endorsement upon hire or the ability to obtain a class "B" C.D.L. with air endorsement within six (6) months of hire and the skill and demonstrated ability to operate assigned dump trucks or other assigned vehicles and equipment safely and effectively. - Requires the skill and ability to perform strenuous physical labor to assist street construction and maintenance crews including, but not limited to, the skill and ability to: hand shovel hot and cold asphalt, dirt, pieces of concrete and construction-related debris weighing fifteen (15) to fifty (50) pounds: shoveling snow an ice weighing fifteen (15) to fifty (50) pounds - Lifting, pushing, and pulling construction equipment and construction materials weighing up to one hundred (100) pounds; and performing other physical laboring tasks as assigned. - Ability to safely operate vehicles and equipment, including the ability to enter and exit the vehicle during the workday; ability to read, understand and use road and street maps, read road and street signs, follow oral and written directions; read and follow operator's instructions and manuals for the care and use of assigned vehicles and equipment. - Ability to supervise department employees and schedule tasks to accomplish maintenance goals of the City of New Richland
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	- Possession of a valid class "C" Water License or the ability to obtain a Class "C" Water License - Experience in operation of Construction equipment and commercial vehicles - Ability to perform maintenance and repair of vehicles and power tools - Knowledge of street construction and maintenance - Experience in building maintenance and repair - Grounds keeping experience - Welding experience - Experience with snow plowing and snow removal
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XI. WORKING CONDITIONS (summary only)

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

Response Time Requirement of 30 Minutes

Majority of time is spent outdoors performing work and sometime indoors with some tasks carried out in confined spaces or at various heights. Regularly uses fine motor skills to coordinate eyes, hands, and feet for the operation of a variety of public works tools, machines, and equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, twisting/turning, digging, and lifting. All vision abilities and senses, except for taste, may be used depending on the task. Exposure to irritants/fumes, hazardous substances such as chlorine, hot asphalt/tar/fuels, temperature extremes, vibrations, infectious diseases, dust and smoke, and noise can be occasional to frequent. Must be able to work in traffic and other stressful situations. Serves on call and responds to public works emergencies to include work on weekends, evenings, holidays, and during the night.

The incumbent is subject to all the working conditions of the Maintenance Worker and Maintenance worker-PT job classes.

Notice for City Employees with Commercial Drivers Licenses (CDL)

This position requires a commercial driver's license (C.D.L.) to operate commercial motor vehicles. Driver in this position is subject to drug/alcohol testing as provided by the US Department of Transportation regulations.



Maintenance Worker

Job Description

Approved: [Click or tap to enter a date.](#)
Last Revised: 7/26/2022

I. IDENTIFYING INFORMATION

JOB TITLE:	Maintenance Worker	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	Maintenance Lead	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Maintenance Lead	UNION STATUS:	Non-Union
DEPARTMENT	Maintenance	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Performs various tasks as required to operate City equipment involved in the maintenance and repair of City Streets, Water System, Parks, Storm Sewers, Buildings, and other property as needed under the supervision of the Maintenance Lead.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Maintenance Lead
Works closely with:	Maintenance staff, wastewater staff, City administration
Communicates with:	
Internally:	Maintenance Lead, Maintenance Worker-PT, and all other City staff and volunteers
Externally:	Citizens
Supervises:	None

IV. DELEGATION OF AUTHORITY

AUTHORITIES &
CURRENT
APPOINTMENTS

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is no exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.

MAINTAIN AND OPERATE CITY EQUIPMENT AND MAINTAIN AND OPERATE CITY SERVICES	a. Drives and operates a dump truck, with or without trailers, as assigned, to haul asphalt, dirt, snow, concrete or other construction-related materials or debris to work on street improvements, maintenance, snow removal and all projects pertaining to the betterment of the city. b. Drive and operates single axle dump trucks to plow and clear snow and ice from city streets, alleys, drives and walks. Spreads a salt-sand mixture over hazardous portions of roadways as required. c. Perform all duties within federal and state guidelines d. Assist with water meter reading e. Assist with hydrant flushing f. Maintain personal daily time log
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MAINTENANCE WORKER

V. ESSENTIAL FUNCTIONS (cont.)

	g. Maintain effective communication with employees, maintenance lead and public h. Controls city inventory i. Remove snow, sand streets, and keep all walks and streets in a safe manner j. Grade and fill alleys on a regular basis and assist in repairs of alleys and streets k. Insure efficient and safe operation of city owned equipment l. Maintain city decorations and flags when needed m. Cut grass, remove trash, and maintain a neat appearance of city property n. Perform general janitorial duties on all city properties unless other services are arranged o. Obtain prior approval on all purchase over \$500 from City Administrator (except in the case of an emergency) p. Help and assist with noxious weed, grass, and nuisance ordinance q. Assist in emergency situations r. Attend training as deemed necessary by Maintenance Lead or City Council Assist with mosquito abatement program
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VI. OTHER DUTIES & RESPONSIBILITIES

➤ Performs other duties as directed by the Maintenance Lead, City Council or apparent to the incumbent
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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
- Relevant city policies and ordinances - Practices, procedures, tools and equipment, and materials used in the maintenance and repair of public works infra- and superstructure - MnDOT traffic control procedures - Utility locates - City's superstructure and infrastructure and ability to understand/use city maps and blueprints locate items - Chemicals used in weed spraying - OSHA rules and standards and ability to apply them to daily tasks - City building codes and ordinances and traffic laws - City safety policies and procedures and ability to apply them to daily tasks	Operating/using a variety of equipment, tools and machines	- Read and understand instructions, technical manuals, and other reference materials - Work independently and as a member of a team without constant direct supervision - Perform work requiring moderate to considerable physical effort including climbing, and working at heights above and below ground level - Lift/manipulate objects such as manhole covers, plow blades, and equipment some weighing up to seventy (70) pounds or more - Safely enter and work in confined spaces such as lift stations - Safely work around loud noise, irritants, fumes, infectious diseases, and hazardous chemicals such as chlorine, fluoride, and polyphosphate - Perform mathematical calculations for some work tasks - Perform in a variety of stressful situations involving the use of equipment/machinery and sometimes under urgent/emergency conditions

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Word processing, spreadsheets, utility billing, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, hand tools, power tools, water and wastewater specific tools and equipment. Plow truck, Lawn mower/sweeper, tractor, pickup truck w/liftgate, other city vehicles.

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

MAINTENANCE WORKER

IX. MINIMUM HIRING REQUIREMENTS

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

For Use in Hiring and Promotions	1. Requires the possession of a valid class "B" Commercial Driver's License (C.D.L.) with air endorsement upon hire or the ability to obtain a class "B" C.D.L. with air endorsement within six (6) months of hire and the skill and demonstrated ability to operate assigned dump trucks or other assigned vehicles and equipment safely and effectively. 2. Requires the skill and ability to perform strenuous physical labor to assist street construction and maintenance crews including, but not limited to, the skill and ability to: hand shovel hot and cold asphalt, dirt, pieces of concrete and construction-related debris weighing fifteen (15) to fifty (50) pounds: shoveling snow an ice weighing fifteen (15) to fifty (50) pounds 3. Lifting, pushing, and pulling construction equipment and construction materials weighing up to one hundred (100) pounds; and performing other physical laboring tasks as assigned. 4. Ability to safely operate vehicles and equipment, including the ability to enter and exit the vehicle during the workday; ability to read, understand and use road and street maps, read road and street signs, follow oral and written directions; read and follow operator's instructions and manuals for the care and use of assigned vehicles and equipment.
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Possession of a valid class "C" Water License or the ability to obtain a Class "C" Water License 2. Experience in operation of Construction equipment and commercial vehicles 3. Ability to perform maintenance and repair of vehicles and power tools 4. Knowledge of street construction and maintenance 5. Experience in building maintenance and repair 6. Grounds keeping experience 7. Welding experience 8. Experience with snow plowing and snow removal
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XI. WORKING CONDITIONS (summary only)

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

Response Time Requirement of 30 Minutes	Majority of time is spent outdoors performing work and sometime indoors with some tasks carried out in confined spaces or at various heights. Regularly uses fine motor skills to coordinate eyes, hands, and feet for the operation of a variety of public works tools, machines, and equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, twisting/turning, digging, and lifting. All vision abilities and senses, except for taste, may be used depending on the task. Exposure to irritants/fumes, hazardous substances such as chlorine, hot asphalt/tar/fuels, temperature extremes, vibrations, infectious diseases, dust and smoke, and noise can be occasional to frequent. Must be able to work in traffic and other stressful situations. Serves on call and responds to public works emergencies to include work on weekends, evenings, holidays, and during the night.
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Notice for City Employees with Commercial Drivers Licenses (CDL)

This position requires a commercial driver's license (C.D.L.) to operate commercial motor vehicles. Driver in this position is subject to drug/alcohol testing as provided by the US Department of Transportation regulations.



Maintenance Worker-PT

Job Description

Approved: [Click or tap to enter a date.](#)
Last Revised: 7/26/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Maintenance Worker-PT	WORK/PAY STATUS:	Part-Time, Hourly
SUPERVISOR:	Maintenance Lead	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Maintenance Lead	UNION STATUS:	Non-Union
DEPARTMENT	Maintenance	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Maintain city streets, parks, and water infrastructure under the supervision of the Maintenance Lead
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Maintenance Lead
Works closely with:	Maintenance staff, wastewater staff, City administration
Communicates with:	
Internally:	Maintenance Lead, Maintenance Worker and all other City staff and volunteers
Externally:	Citizens
Supervises:	None

IV. DELEGATION OF AUTHORITY

AUTHORITIES &
CURRENT
APPOINTMENTS

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is no exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.

MAINTAIN CITY PARKS AND PROPERTY	• Maintain all city parks and property • Mowing and trimming • Spraying weeds • Pick up Trash • Maintain all property in a presentable appearance • Empty trash receptacles • Clean bathrooms • Operate mowers and other lawn maintenance equipment and perform light maintenance on the mowing equipment • Maintain personal daily time log • Maintain effective communications with co-workers and general public • Insure efficient and safe operation of city owned equipment • Perform general janitorial duties as assigned
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VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other duties as directed by the Maintenance Lead or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
▪ Relevant city policies and ordinances ▪ Practices, procedures, tools and equipment, and materials used in the maintenance and repair of public works infra- and superstructure ▪ MnDOT traffic control procedures ▪ Utility locates ▪ City's superstructure and infrastructure and ability to understand/use city maps and blueprints locate items ▪ Chemicals used in weed spraying ▪ OSHA rules and standards and ability to apply them to daily tasks ▪ City building codes and ordinances and traffic laws ▪ City safety policies and procedures and ability to apply them to daily tasks	▪ Operating/using a variety of equipment, tools and machines	▪ Read and understand instructions, technical manuals, and other reference materials ▪ Work independently and as a member of a team without constant direct supervision ▪ Perform work requiring moderate to considerable physical effort including climbing, and working at heights above and below ground level ▪ Lift/manipulate objects such as manhole covers, plow blades, and equipment some weighing up to seventy (70) pounds or more ▪ Safely enter and work in confined spaces such as lift stations ▪ Safely work around loud noise, irritants, fumes, infectious diseases, and hazardous chemicals such as chlorine, fluoride, and polyphosphate ▪ Perform mathematical calculations for some work tasks ▪ Perform in a variety of stressful situations involving the use of equipment/machinery and sometimes under urgent/emergency conditions

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Word processing, spreadsheets, utility billing, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, hand tools, power tools, water and wastewater specific tools and equipment. Lawn mower/sweeper, tractor, pickup truck w/liftgate, other city vehicles.

IX. MINIMUM HIRING REQUIREMENTS

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

For Use in Hiring and Promotions	1. Requires the possession of a valid Driver's license and the skill demonstrated to safely and effectively operate assigned vehicles and equipment including the ability to enter and exit the vehicle during the workday; ability to read, understand and use road and street maps, read road and street signs, follow oral and written directions; read and follow operator's instructions and manuals for the care and use of assigned vehicles and equipment. 2. Requires the skill and ability to perform strenuous physical labor to assist maintenance crews 3. Lifting, pushing and pulling materials weighing up to 100 pounds; and performing other physical tasks as assigned
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Experience in public works related field 2. Experience operating light equipment
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XI. WORKING CONDITIONS (summary only)

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

	Majority of time is spent outdoors performing work and sometime indoors with some tasks carried out in confined spaces or at various heights. Regularly uses fine motor skills to coordinate eyes, hands, and feet for the operation of a variety of public works tools, machines, and equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, twisting/turning, digging, and lifting. All vision abilities and senses, except for taste, may be used depending on the task. Exposure to irritants/fumes, hazardous substances such as chlorine, hot asphalt/tar/fuels, temperature extremes, vibrations, infectious diseases, dust and smoke, and noise can be occasional to frequent. Must be able to work in traffic and other stressful situations.
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POLICE CHIEF

Job Description

Approved: 7/18/2022
Last Revised: 7/18/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Police Chief	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Police Chief	UNION STATUS:	Non-Union
DEPARTMENT	Police	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Performs executive, administrative, and para-professional/professional work to manage the City's police department and significant public safety operations. Exercises overall and direct responsibility for several police functions including patrol, crime prevention, law enforcement, investigation, and emergency response. Manages budget and promotes the effective and efficient use of resources. Incumbent is agency's designated Chief Law Enforcement Officer (CLEO). Serves as Responsible Authority's designee for the department's data practices. This positions regularly performs patrolling/policing activities while maintaining responsibility for the department's performance and being accountable for its success.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Council Liaison, Council committees/commissions/boards, Police Officers, city and county attorneys, city administration
Communicates with:	
<i>Internally:</i>	Police Officers, Police Reserve, and all other city staff and volunteers
<i>Externally:</i>	Other police chiefs, county sheriff's and deputies, state patrol; 911 dispatch and social services; DPS, DVS, & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents
Supervises:	Police Officers, Police Reserve

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of the is department and CLEO the incumbent has authority to command licensed peace officers and control various systems, processes, and activities subject to the City Council's policy guidance and oversight. Working with the City Administrator, the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent regularly provides information, advice, and recommendations. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally accepted standards and practices. Acts as City's principal liaison to sheriff's offices and local/state/federal law enforcement agencies. Current Appointments: Responsible Authority (RA) designee, Emergency Management Director
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V. ESSENTIAL FUNCTIONS <i>The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is no exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.</i>	
DEPARTMENT ADMINISTRATION & MANAGEMENT ➤ Planning & Budgeting ➤ Policies & Procedures ➤ Laws, Rules & Regulations ➤ Records & Information Management	a. Prepares, executes, and evaluates operating plans, policies, and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to council policies. b. Personally, handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget in cooperation with City Administrator; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. d. Regular informs City Administrator about noteworthy items; attends Council meetings as requested to report on the department's operations, programs, and activities as directed/needed; and attends relevant meetings of relevant advisory bodies as directed/needed. e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; responds to public data requests and legal requests (subpoenas, summons, etc.) for production; and otherwise manages the department's other data practices as the Responsible Authority's designee.
LEADERSHIP AND CLEO FUNCTIONS ➤ Knowledge & Expertise ➤ Goals & Objectives ➤ Programs & Initiatives ➤ CLEO Functions ➤ Criminal Justice ➤ Community Policing	f. Initiates and coordinates the department's short and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's law enforcement efforts and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service. g. Provides technical expertise and professional knowledge in conducting more difficult and serious investigations to promote a satisfactory resolution and ensure efficient use of resources; works closely with attorneys and other relevant professionals on all legal matters; and represents the department in Court and other legal proceedings. h. Determines each licensed individual's eligibility to be hired according to POST requirements and City standards; depending on circumstance, submits appropriate personnel forms (e.g. Request for Peace Officer License, Personnel Notification, & Employment Termination) to POST; provides initial and continuing instruction on the use of force, deadly force, and the use of firearms within required time-frames; and receives, investigates, and resolves complaints of officer misconduct ensuring any appropriate sanctions are enforced and proper notifications are made. i. Establishes and implements or enforces statutorily required, written policies; receives, reviews, and manages lawful disposition of seized firearms; and takes command of incidents/scenes when required. j. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.
EQUIPMENT MAINTENANCE ➤ Replacement Planning ➤ Maintenance & Repair	k. Participates in the City's planning process for equipment replacement decisions by working closely with the City Administrator and City Council. l. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.
SUPERVISION OF DEPARTMENT EMPLOYEES ➤ Employee Relations ➤ Hiring/Interviewing ➤ Supervision & Work Scheduling ➤ Performance Management ➤ Discipline/Safety ➤ Training & Development	m. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per applicable collective bargaining agreement (CBA) under the Council's final approval for hiring and firing. n. Promotes workplace safety through ongoing efforts related to employee training and awareness.

V. ESSENTIAL FUNCTIONS (cont.)	
COORDINATION WITH OTHER CITY DEPARTMENTS ➤ Joint/Shared Responsibilities ➤ City-wide projects, events, & activities ➤ Emergencies	o. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings. p. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns. q. Provides administrative/technical support to other departments as workload and work priorities allow. r. Works closely with Maintenance staff on unsafe/urgent situations and emergencies.
EXTERNAL COMMUNICATIONS/ RELATIONS ➤ City Representation & Liaison ➤ Intergovernmental Relations ➤ Business Relations ➤ Public Relations ➤ Media Relations	s. Represents City before various outside entities, establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues. t. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. u. Receives requests for information, complaints, and other input/feedback about Police Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Council or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; ▪ Each major area of accountability ▪ City and relevant County ordinances, Council Resolutions & directives; City and departmental policies and procedures ▪ Relevant state and federal laws/rules/regulations including court decisions ▪ City Council's overall budget goals and each department's work plans ▪ City and Department's organizational structure, operations, programs, and activities ▪ City's geography, business & residential areas, and infra-& super-structure ▪ Principles and practices applicable to modern law enforcement/policing and community policing ▪ Management principles and practices as they apply to public sector ▪ OSHA and other safety-related laws, rules, and regulations ▪ Office automation and other technologies useful for municipal operations ▪ Program management, process control and improvement, workflow management	Skill in; ▪ Planning and evaluating department's operations ▪ Coordinating and controlling city-wide financial systems and programs ▪ Preparing/administering operating and capital budgets and budget plans ▪ Conducting research, analyzing/interpreting data, and preparing reports ▪ Developing alternatives; including cost/benefit and other pros & cons of various options ▪ Providing/presenting reliable information and sound advice to elected & appointed officials ▪ Establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ Communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ Providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ Using office software and ensuring information technologies help to increase work productivity ▪ Operating a patrol vehicle and using personal and departmental weapons	Ability to; ▪ Handle not public data and other sensitive information IAW state statute and City policy ▪ Keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ Continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ Implement Council policies and carry out Council and City Administrator directives ▪ Interpret and administer policies with consistency and uniformity ▪ Work independently and with a high level of initiative & resourcefulness ▪ Cope with the mental stress of the position ▪ Interact with various local & community organizations ▪ Operate a personal computer and other typical office machines ▪ Use active listening skills and receive input/feedback (and constructive criticism) on performance ▪ Promote work products that are complete, accurate, and error-free ▪ Work beyond normal work hours as well as evenings, some weekends, and holidays ▪ Attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT

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

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

IX. MINIMUM HIRING REQUIREMENTS

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

For Use in Hiring and Promotions	1. Associates degree in police science, law enforcement, or criminal justice 2. Four years of full-time work experience as a licensed peace officer with some supervisory experience or demonstrated leadership abilities 3. Licensed as a peace officer with MN POST Board or eligible to be licensed (at the time of appointment) 4. Valid Minnesota Class D driver's license AND satisfactory driving record 5. Certification as a First Responder or Emergency Medical Responder (First Aid and CPR) 6. Must meet the same MN POST Board minimum selection standards for hiring a patrol/police officer
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Bachelor's degree in police science, law enforcement, or criminal justice 2. At least two years of supervisory experience with specific responsibility for areas such as work scheduling, assigning/prioritizing/reviewing work, and evaluating employee performance/coaching 3. Experience in policy development/administration, program management, and budget preparation. 4. CLEO certification from Minnesota Police Chief's Association (MCPA)
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XI. WORKING CONDITIONS (summary only)

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

Response Time Requirement of 30 Minutes	Works in office setting including sitting at desk for extended periods of time and working on a computer. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, and hearing. Physical demands also include moving around the office, the police area, and City Hall building and can involve reaching, pulling, pushing, grasping, and holding. Can be exposed to outside weather conditions. Attends meetings within and outside the City. Operates departmental vehicles. Works beyond normal work hours as well as evenings, some weekends, and holidays. May serve on-call and must be able to personally respond to urgent and emergency situations for Police Chief position and emergency response duties. The incumbent <u>is</u> subject to all the working conditions of the Police Officer job class.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

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



POLICE OFFICER

Job Description

Approved: Click or tap to enter a date.
Last Revised: 7/26/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Police Officer	WORK/PAY STATUS:	Full-Time, Hourly Part-Time, Hourly
SUPERVISOR:	Police Chief	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Police Chief	UNION STATUS:	Union
DEPARTMENT	Police	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:

Police officers perform intermediate protective service work involving a variety of general or support duty police assignments including enforcing laws, investigating criminal activity, ensuring public safety, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Chief.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Police Chief
Works closely with:	Fire department, ambulance department, police reserve, City administration
Communicates with:	
Internally:	Police Chief, Police Officers, records staff, and all other City staff and volunteers
Externally:	Other police officers, county sheriff's and deputies, state patrol; 911 dispatch and staff of other state and federal agencies; health and human services; tourists and city residents
Supervises:	None

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS

V. ESSENTIAL FUNCTIONS

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

PATROL, INVESTIGATIONS, COMMUNITY POLICING, RESPONSE, SCHOOL RELATED ACTIVITIES	a. Enforce traffic laws to ensure safe travel throughout the City of New Richland b. Enforce other local, state, or federal laws in the City of New Richland c. Attend seminars and training sessions to present programs to the community d. Respond to emergency calls such as, but not limited to domestic disputes, assaults, threats, and any threat to life e. Respond to all medical and fire calls within the City of New Richland or the New Richland Ambulance and Fire Department service area as requested
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V. ESSENTIAL FUNCTIONS (cont.)	
	f. Respond to non-emergency calls such as, but not limited to theft, criminal damage to property, shoplifting, animal at large, civil situations, etc. g. Work closely with school principals and superintendents, teachers, and students to maintain a positive relationship and create a safe learning environment for students

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the Police Chief or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; - City and relevant County ordinances, Council Resolutions & directives; City and departmental policies and procedures - Relevant state and federal laws/rules/regulations including court decisions - City and Department's organizational structure, operations, programs, and activities - City's geography, business & residential areas, and infra- & super-structure - Principles and practices applicable to modern law enforcement/policing and community policing - OSHA and other safety-related laws, rules, and regulations - Office automation and other technologies useful for municipal operations	Skill in; - Establishing and maintaining cooperative and productive relationships with a variety of individuals and groups - Communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation - Using office software and ensuring information technologies help to increase work productivity - Operating a patrol vehicle and using personal and departmental weapons	Ability to; - Handle not public data and other sensitive information IAW state statute and City policy - Keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) - Continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends - Work independently and with a high level of initiative & resourcefulness - Cope with the mental stress of the position - Interact with various local & community organizations - Operate a personal computer and other typical office machines - Use active listening skills and receive input/feedback (and constructive criticism) on performance - Promote work products that are complete, accurate, and error-free - Work beyond normal work hours as well as evenings, some weekends, and holidays

VIII. MACHINES, TOOLS & EQUIPMENT
Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, video recording equipment and other recording devices, various medical and other emergency response equipment. Specialized police equipment including Mobile data computer (MDC)/Laptop, ballistic vest, Firearms, Baton, Taser, Mace, handcuffs, and radar.

IX. MINIMUM HIRING REQUIREMENTS	
<i>Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.</i>	
For Use in Hiring and Promotions	1. Associates degree in police science, law enforcement, or criminal justice 2. Licensed as a peace officer with MN POST Board or eligible to be licensed (at the time of appointment) 3. Valid Minnesota Class D driver's license AND satisfactory driving record 4. Certification as a First Responder or Emergency Medical Responder (First Aid and CPR) 5. Must meet the same MN POST Board minimum selection standards for hiring a patrol/police officer

X. PREFERRED QUALIFICATIONS (not all-inclusive)

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

For Use In Hiring and Promotions	1. Bachelor's degree in police science, law enforcement, or criminal justice 2. Previous experience as a full-time police officer
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XI. WORKING CONDITIONS (summary only)

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

Response Time Requirement of 30 Minutes	Works regularly in an indoor/outdoor setting which may include driving a vehicle or sitting at a desk for an extended period and working on a computer. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, and hearing. Physical demands also include moving around the office, the police area, in and out of vehicles, and City Hall building and can involve reaching, pulling, pushing, grasping, and holding. Regularly exposed to outside weather conditions. Operates departmental vehicles. Works beyond normal work hours as well as evenings, some weekends, and holidays. May serve on-call and must be able to personally respond to urgent and emergency situations for police officer position and emergency response duties.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

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

Memo

To: City Council

From: Anthony Martens

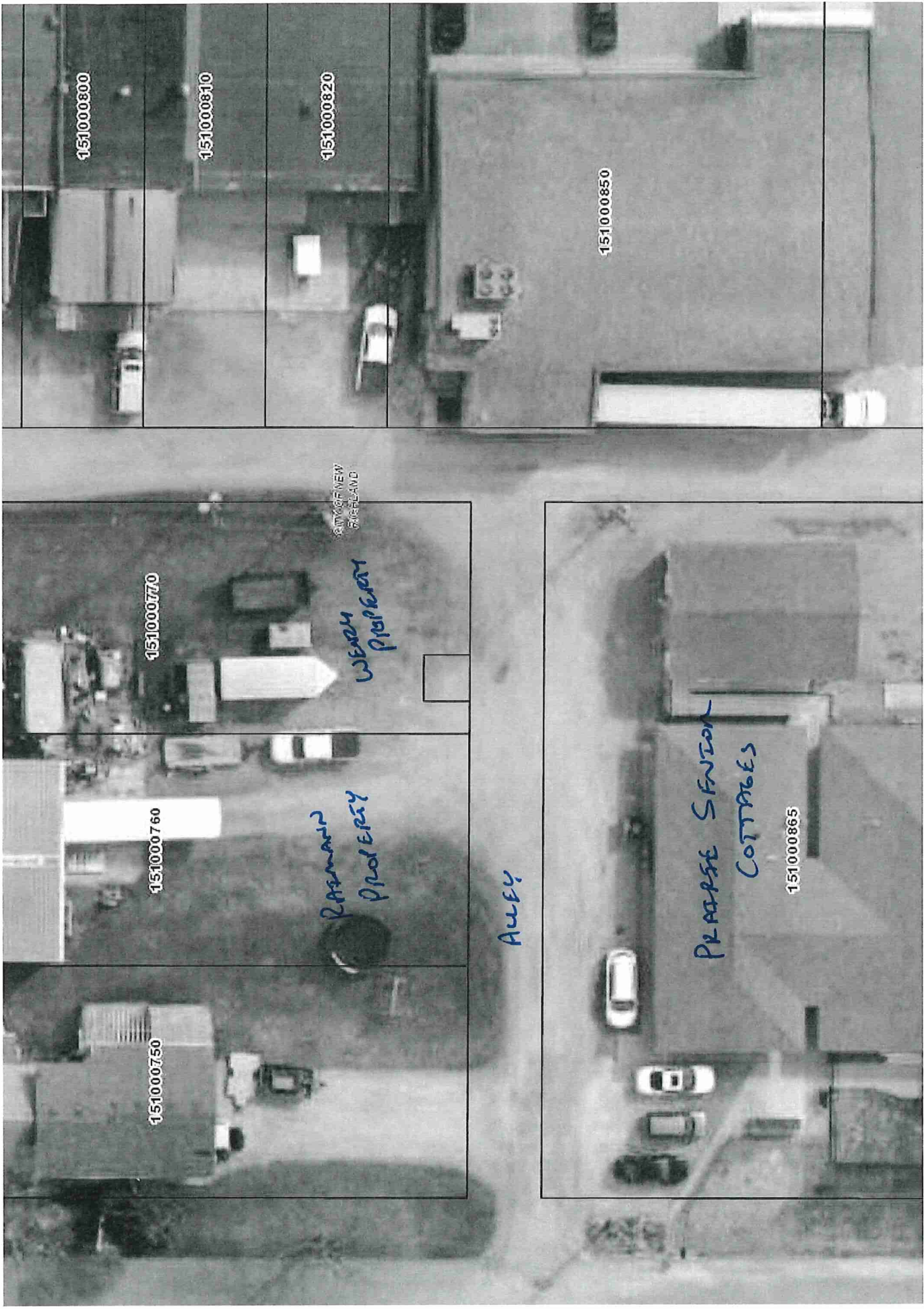
cc:

Date: 8/5/22

Re: Tim Raimann Parking Complain

Tim Raimann has asked to address the council about a parking complaint with the Prairie Senior Cottages staff. I have put together a map and the zoning information for both Raimann's property and the property of Prairie Senior Cottages along with the parking ordinances.

Division 55



151

Prairie Senior Cottages—Zoned R2

1010.06 R2 - Multifamily Residential Zone

Subd. 1 Purpose. The "R2" district is created in order to preserve some land that can be developed to serve the city's multi-family needs without creating incompatible situations. To protect this goal, permitted uses are few and conditional uses should be weighed in view of their impact with future multi-family development. The land use plan also shows potential area that could be rezoned to R2 if conditions are found favorable.

Subd. 2 Permitted Uses

- A. *One and Two family dwellings;*
- B. *Multi-family housing up to four (4) units;*
- C. *State licensed residential facilities serving up to sixteen (16) mentally or physically challenged persons, and licensed and registered as specified under Minnesota Statutes chapter 144D, or as amended or; a state licensed day care facility serving up to sixteen (16) children, as regulated under Minnesota Rules, chapter 9502, or as amended,*
- D. *Accessory ~~uses~~ buildings or structures, but subject to the following standards:*
 - 1. *No accessory structure, including garages, shall be constructed prior to or in lieu of the principal building; and*
 - 2. *No accessory structure may be used for human habitation.*

Subd. 3 Conditional Uses

- A. *Multi-family housing over four (4) units*
- B. *Professional offices and low intensity service operations, such as a lawyer's office, accountant's office, or similar professional service and involving no more than the service professional and one assistant*
- C. *Recreation facilities*
- D. *Planned unit development, and subject to the design criteria in section 1030.18.*
- E. *Utility structures*
- F. *Nursing homes*
- G. *Community and governmental buildings*

Subd. 4 "R2" District Standards

- A. *Front yard - minimum of thirty (30) feet*

- B. Side and rear yards - minimum of ten (10) feet except where a multi-family dwelling of three (3) units or more abuts to R1 zone, in which case the minimum will be thirty (30) feet
- C. Lot area minimum of 7,500 sq. ft. plus 2,000 more for each dwelling unit over one (1)
- D. Lot width minimum of 75 feet
- E. Lot depth minimum of 100 feet
- F. Dwelling height - maximum of 35 feet
- G. Dwelling width - minimum of 24 feet
- H. Street frontage - minimum of 25 feet on a street other than an alley
- I. Parking - minimum of 1 ½ off street parking stalls per dwelling unit for a multi-family over 2 units
- J. Screening - garbage pickup areas and other unsightly service features shall be screened
- K. *In the case of a corner lot, a front yard and a side yard will be established by the developer, in consultation with City Staff. In the case of proposed improvements for an existing use, the front yard is the yard which the Post Office recognizes as the delivery point to the home or use.*
- L. *In the case of a through lot, a front yard and back yard will be established by the developer, in consultation with City Staff. In the case of proposed improvements for an existing use, the front yard is the yard which the Post Office recognizes as the delivery point to the home or use. The opposite side will then be treated as the back or rear yard.*
- M. *Garages and Storage Buildings - Any garage or storage building built in a residential area shall be so constructed with a maximum of sixteen (16) feet over all height when measured from the top of the finished floor, and have no less than a 12X4 pitch roof.*
- N. *No more than 40% of a lot shall be covered by buildings.*

Raimann Property—Zoned C1

1010.08 C1 - *Downtown Commercial District*

Subd. 1 Purpose. The "C1" zone is the downtown area that has traditionally served as the commercial core of the city. There is a mixture of retail businesses, eating and drinking

establishments, offices and other uses. Businesses are pedestrian oriented with buildings close together and little off street parking.

Subd. 2 Permitted Uses

- A. Retail businesses - stores and shops
- B. Repair and maintenance services *of household appliances, including computers, audio equipment, televisions, washers & dryers, dishwashers, air conditioners, vacuum cleaners, and other similar household items*
- C. Offices and professional services *such as lawyers, accountants, banks and other financial services, medical or dental clinic, employment services, barber and beauty shops, newspaper publishers or copy shops, or other similar services*
- D. *Restaurants, bars*
- E. Amusement establishments *such as a bowling alley, video arcade, pool hall*
- F. Accessory *buildings or structures that are clearly incidental and subordinate to the principal use*
- G. Community/governmental buildings and public parks
- H. *Laundromat, drop off dry cleaning establishment*
- I. *Residential dwelling units above the ground floor.*

Subd. 3 Conditional Uses

- A. Fast food and drive-in establishments
- B. Convenience stores
- C. Automobile and implement sales
- D. Lumber yards and warehousing
- E. *Private or commercial utility structures*
- F. *Residential dwelling on the ground level in the rear of the building if there is commercial space reserved equal to the lesser of 30 feet or 30% of the depth of the building in the front of the building with out regard to square footage.*

Subd. 4 *"C1" District Standards*

- A. Because of the nature of the C1 Zone, there are no lot size or setback requirements except where the zone abuts a residential zone in which case the following standards apply:
 - 1. Side and rear yards - thirty (30) feet
 - 2. Outside storage shall be fenced
 - 3. Off street parking shall not be required

Section 610 - Parking and Snow Removal

610.01 General. No person shall park or leave standing any vehicle whether attended or unattended upon any highway unless a clear and unobstructed width of not less than fifteen feet upon the main traveled portion of the highway opposite the standing vehicle shall be left for free passage of other vehicles thereon, and the vehicle shall, except as otherwise provided, be parked parallel with and within 2 feet from the curb and not closer than three feet to any other vehicle parked along the curb. Notwithstanding anything in the Ordinance hereinbefore contained, no person shall park any vehicle on any highway or street in the City in violation of the hours for parking, hourly limits for parking, prohibited zones for parking or in any loading zone established by resolution of the City Council from time to time for separate locations within the City and posted with appropriate notices, signs or curb markings as ordered by such resolution. Such resolution shall be passed by the City Council and published in the same manner as required for a City Ordinance.

610.02 Trucks Backed to Curb. A truck may stand backed up to the curb, if the weight or bulk of the load so requires, and then only for a period of time sufficient to load or unload.

610.03 Parking on Left Side. No vehicle may be brought to a stop on the left side of a highway except in one-way streets.

610.04 Cars for Sale. No person shall place any vehicle on a highway to display the same for sale or exchange. A vehicle shall be deemed to be displayed in violation of this Section when found standing upon a street and bearing a sign indicating it is for sale or exchange.

610.05 Safety Districts. No person shall park a vehicle or permit it to stand, except as otherwise provided or unless permitted so to do by a police officer, on any highway where the Police Department has established and marked a safety district by direction of the Council and when and to the extent so marked.

610.06 Standing with Brakes Set. No person having control or charge of a motor vehicle shall allow the vehicle to stand on any highway unattended without first effectively setting the brakes thereon, and when standing upon any grade without turning the front wheels of the vehicle to the curb or side of the highway.

610.07 Diagonal Parking. The Police Department may, in specific instances by direction and authorization of the Council, mark on the roadways and curbs in the highways of this City spaces and methods of parking or standing vehicles other than parallel with and alongside the curb. Wherever and whenever the spaces are so marked, the driver or person in charge of any vehicle shall not park or stand his or her vehicle in any other manner than that indicated by the markings.

610.08 Places of Public Assembly. No person or driver in charge of any vehicle shall leave the same standing or parked on any highway in this City in front of the entrance to or exit from any theater, dance hall, church, hospital, school or any hotel having twenty-five rooms or more, for the full width of the entrance or exit during the hours that the buildings are in use by the public. The owner of any building used for the purposes shall cause to be placed as the entrance or exit one hour before the building is opened to the public use, proper adequate and visible signs, subject to the approval of the Police Department, giving notice to the public of the hours of use of the building. The signs shall be removed when such use of the building ceases.

610.09 Public Alleys. Vehicles shall not be parked in public alleys for a longer period of time than is necessary to load and unload.

610.10 Locked Vehicles. No person shall at any time leave any motor vehicle standing upon any highway in this City with the wheels chained, locked, or fastened in such a manner that the motor vehicle cannot be easily moved in case of emergency. Locking of a motor vehicle so as to permit the vehicle being moved by hand shall be allowed.

610.11 Moving Violating Vehicles. Whenever any police officer shall find a vehicle standing or parked upon a highway in violation of the provisions of this Section, he or she shall be hereby authorized to move the vehicle to a position permitted under this Section or to impound and store the vehicle as provided in this Code.

610.12 No Parking After Snowfall. Following a two (2) inch or more snowfall, no vehicle shall be parked on any public street until snow has been plowed by the city.

610.13 No Parking in Downtown Business District. No vehicle shall be parked in the downtown business district as designated on the official zoning map authorized by ° 1010.03 between 2:00 a.m. and 6:00 a.m. on any day.

612.14 Snow Removal at Mailboxes. Property owners shall remove snow to provide access to mailboxes for post office deliveries.

610.15 Depositing of Snow. The depositing of snow onto public roadways is prohibited.

610.16 Truck Parking. No person shall park a semi-tractor or trailer, or any vehicle rated with a gross vehicle weight in excess of 15,000 pounds, except for the purpose of loading and unloading same, on any street, highway or alley in any residential district zone as designated on the official zoning map.

(Am. Ord. 08-05, passed 10-27-08)

610.17 Parking Restrictions on City Streets

A. **No Parking along TH 30.** No person shall stop, stand or park a vehicle upon Minnesota Trunk Highway #30 within the city.

B. **South Ash Avenue Restrictions.** No person shall park any vehicle on the east side of Ash Ave South between SW 1st ST and SW 2nd ST, for more than 30 minutes between the hours of 8:30 a.m. and 4:00 p.m.; and no person shall park any vehicle at any time on the west side of S Ash Ave. from the County ditch south to 2nd ST SW.

C. **North Birch Avenue Restrictions.** No person shall park any vehicle along Birch Ave North of NW 3rd ST within the City of New Richland.

D. **Northeast Third St Restrictions.** No person shall park any vehicle along the South side of Northeast Third Street between North Broadway and North Aspen Avenues in the City of New Richland except as indicated by pavement striping near 112 3rd St. NW.

(Am. Ord. 08-05, passed 10-27-08; Am. Ord. 14-01, passed 1-27-14)

610.18 Presumptive Evidence. The presence of any motor vehicle on any street or highway when standing or parked in violation of this Section 610 is prima facie evidence that the registered owner of the vehicle committed or authorized the commission of the violation.

610.19 Violations. Violation of any of the provisions of this Section 610 shall be a petty misdemeanor.

Ambulance Report July 2022

Run:

As of August 4th we are at 115 runs for the year. Last year we had 183 runs for the whole year, so this year is looking up.

Crew:

I would like approval for new employee, I work with her at Mayo, and she is an EMT and wants to start right away. She currently has DOT instructor first aid training, and we will not have to pay for any refresher for her.

Also, need approval for refresher for Jeff Johnson.

One crew member has done ride alongs with Mayo and another is set to do ride alongs within the next two weeks.

Truck:

Noticed bubbling along the left and right side of the box of the rig. When you feel it you can feel roughness under wrap. Took it down to Thompsons and they cut along the bubbles and found there is aluminum corrosion, which is oxidizing. This is similar to rusting but worse. They also said the glue is no longer sticking under the wrap. I gave Sara Jo pictures for you to see. We are looking at having to replace this sooner rather than later or we could have a bigger issue. I have reached out to Sign Pro for an estimate, but we will also have to look at what body work needs to be done. I need to know where you would like for me to go with this.





Updated Graphics after Repair (Blue instead of Red)



\$2,800 – Sign Pro – Reflective Graphics (Just received \$2,500 from County for operations)

Director:

Continue to work with crew and had a pool party/grill out at my house and everyone seemed to have a good time. They have asked when the next pool party is.

I continue to keep communication going with North Memorial, and other services around the area.

Thank you

Sarah Sundve, Director



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: JULY YEAR: 2022

FIRE CALLS: 1 - CANCELLED FALSE ALARM

MEDICAL CALLS: 1

TOTAL CALLS: 2

TRAINING COMPLETED DURING THE MONTH:

CLEANING HALL & TRUCKS FOR
FARM & CITY DAYS

ADDITIONAL INFORMATION:

- * HOSTED F & C DAYS PANCAKE BREAKFAST
- * HOSTED ANNUAL WATER WARS ON 7th ST
- FIRE TRUCK DISCUSSION

Respectfully Submitted: *Josh Moen*, Fire Chief

New Richland Fire Department

Currently Confirming Numbers with Auditors

Capital Reserve (City): \$142,615.60

Rural Fire Account: \$212,454.74

Sale of Truck: \$180,000

Total Projected Available: \$535,070.34

Recommend advertising for bids ASAP and discussing again with final hard numbers at the August 22nd, 2022, Council Meeting. Just because we bid it out does not mean we are committed to purchasing.



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Police Department Report

July 8th, 2022, Council Meeting

Police Department

Activity Report

The New Richland Police Department responded to *** 94 *** calls for service for the month of July.

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

Total Calls through July 2022: 838

Total Calls through July 2021: 980

Items Completed in July

- Preparations for Night to Unite



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Information

- N/A

Training & Education

- N/A

Personnel

- Officer Victorino has completed Field Training
- Officer McKane, Officer Lee, Officer Johannsen, and Chief Knudtson submitted letters of resignation

Purchases

- N/A

Squad Maintenance

- Squad 260 had the battery replaced
- Squad 270 had the battery replaced

Equipment

- N/A

Upcoming Events/ Important Items

- Night to Unite August 23rd, 2022, 6:00 p.m.

Respectfully Submitted,

Joshua Knudtson, #261
Chief of Police

Memo

To: City Council

From: Anthony Martens

cc:

Date: 8/5/22

Re: Police Chief Hiring

We have received 1 application for Chief of Police. It is a solid candidate.

Council will need to decide if they would like to interview this single candidate or re-open the application deadline to August 19th @ 4:30pm to see if we can get a few more candidates.

Should the council wish to go ahead with interviewing the single candidate, they will need to appoint 2 members to the interview panel. Interview will be the week of August 15th.



City Administrator's Report

August 8th, 2022, Council Meeting

Coordinated Absentee Voting for the Care Center

Tested voting machines ahead of the Primary Election

Met with the Waseca County News regarding St. Olaf Lake damages story

Met with a potential Chief of Police candidate

Completed bi-weekly and monthly payrolls

Coordinating EDA Homestake applications for Free Lots

Worked with Auditors from the Care Center and ABDO to finish audits and capital program

Reported TIF annual certification to Paper as required by law

We have received 1 application for Chief of Police as of the end of the day August 4th

Worked with the FD to review options/finances available to purchase a truck

Deeded a lot if Homestake to a qualified candidate to build a home

Began working with Department heads on budget

Forwarded initial information to David Drown Associates for Class/Comp Study

Posted FT Police Position on the POST Board website

Completed updating all FT job descriptions for Class/Comp Study

**** Filing Reminder ****

The City of New Richland is currently open for filing for the upcoming November election. We will be electing 2 city council members and a mayor. Filing documents are available at City Hall. Filing will close on Tuesday August 16th, 2022, at 5:00pm

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

August 11th – Mike Abbott – Maint Dept

August 11th – Scott Tangen – Amb Dept

EMPLOYEE ANNIVERSARIES

August 11th – Braeden Thompson -

MAINTENANCE – 1 YR

August 18th – Jessica Raimann – AMB - 2YR