

City of New Richland
Regular City Council Meeting
October 10th, 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. Approved Minutes of the September 26th, 2022, regular Council Meeting
- 2. Approve September 2022 Accounts Payable
- 3. Approve September 2022 Financials

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. 2021 Audit Presentation – ABDO Solutions

Ordinances and Resolutions

Department Reports

- 1. Ambulance Report – Sarah Sundve, Ambulance Director
 - a. Budget Discussion
- 2. Fire Department Report – Josh Moen, Fire Chief
 - a. Budget Discussion
- 3. Police Department Report – Tanyce Bruegger, Chief of Police
 - a. Budget Discussion

Unfinished Business

- 1. Schwickert's Roof Inspection/Repair Information
 - a. City Hall Roof
 - b. Library Roof
- 2. Classification and Compensation Study Report/Plan

New Business

Miscellaneous

- 1. Logo Contest Selection Committee / Selection

Administrators Report

Mayor/Council Comments

Adjournment

The next Regular City Council meeting will be held on Monday October 24th, at 6:30pm

Regular Council Meeting – September 26th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Shell Johnson-People Service
Tanyce Bruegger-Police Chief
Brandon Herrmann-Police Officer

Others Present

Jay & Robin Dulas
Serena Frazier
Pam & Larry Goehring
Brad & Beth Krause
Todd McDonough
Scott Tangen
Brandi Dokken
Jennifer Herrmann
Nicole Wallin
Michael Herrmann
e-Brenda Routh
e-Jessica Lutgens
e-Dylan Arnold

Members Absent

None

The meeting was called to order by Mayor Gail Schmidt at 6:32 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Mayor Schmidt asked that a discussion on Ordinances be added to the Miscellaneous section of the agenda. Motion made by Loren Skelton and seconded by Chad Neitzel to approve the agenda as amended. Carried (4 yes, 0 no)

Consent Agenda

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

Public Comments

- None

Requests and Presentations

- Mayor Schmidt conducted the Oath of Office ceremony for newly appointed Police Chief, Tanyce Bruegger
- Police Chief Bruegger conducted the Oath of Office ceremony for newly appointed Full-Time Police Officer, Brandon Herrmann
- Todd McDonough addressed the council regarding concerns with fluoride in the water

Ordinances and Resolutions (see attached)

- Motion made by Jody Wynnemer and seconded by Chad Neitzel to approve resolution #22-13 A Resolution of Police Declaration – Tanyce Bruegger. Carried (4 yes, 0 no)
- Motion made by Chad Neitzel and seconded by Jason Casey to approve resolution #22-14 A Resolution of Police Declaration – Brandon Herrmann. Carried (4 yes, 0 no)
- Motion made by Chad Neitzel and seconded by Jason Casey to approve resolution #22-15 Appointing Election Judges for the General Election. Carried (4 yes, 0 no)
- Motion made by Chad Neitzel and seconded by Loren Skelton to adopt resolution #22-16 Adopting the 2023 Preliminary Budget. 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. Motion made to accept the NRCC report by Chad Neitzel and seconded by Jason Casey. Carried (4 yes, 0 no)
 - Motion by Loren Skelton and seconded by Chad Neitzel to offer the Care Center Administrator position to Robert Johannsen. \$4115.39/ pay period (80 hours), exempt, including a retention incentive of \$3,200 for the 1st year and an additional \$4,300 for the second year should he stay for 2 consecutive years and start with 40 hours PTO. Carried (4 yes, 0 no)
2. PeopleService Report – (see attached)
 - Shell Johnson was present to review the monthly wastewater department report.
 - Motion was made by Chad Neitzel and seconded by Loren Skelton to approve up to \$5,000 in repairs to various electrical and safety items at the WWTP. Carried (4 yes, 0 no)
 - 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 was made by Jody Wynnemer and seconded by Chad Neitzel to approve the purchase of new batteries for the generator at a cost of \$432. Carried (4 yes, 0 no)
 - Motion made by Chad Neitzel and seconded by Loren Skelton to approve the purchase of white paint for the outside of the skating rink. Carried (4 yes, 0 no)
 - Motion made by Chad Neitzel and seconded Jody Wynnemer to approve the replacement of gutter brooms for the sweeper at a cost of \$308. Carried (4 yes, 0 no)
 - Motion made by Loren Skelton and seconded by Chad Neitzel to approve the removal of a large boulevard tree on 3rd Street SE at a cost of \$5,800. To be paid for with the tree line item and the remaining out of unrestricted capital. Carried (4 yes, 0 no)
 - Motion to accept Street/Water report by Chad Neitzel and seconded by Jody Wynnemer. Carried. (4 yes, 0 no)

Unfinished Business

- Administrator Martens presented the preliminary findings from the Classification and Compensation study being done by David Drown and Associates.
- The council discussed the preliminary budget and had some final questions about expenses and revenues as they relate to the preliminary budget. Council adopted resolution #22-16 Adopting the 2023 Preliminary Budget.

New Business

- Motion was made by Chad Neitzel and seconded by Jason Casey to approve Jason Colvin as an EMT for the Ambulance. Carried (4 yes, 0 no)
- Motion was made by Chad Neitzel and seconded by Loren Skelton to approve the Legion Field Lease Agreement with the NRHEG School District at a rate of \$10,000 / year for a 5-year term. Carried (4 yes, 0 no).
- Motion was made by Chad Neitzel and seconded by Loren Skelton to approve up to \$50,000 to spend out of the lease funds from the school to repair the baseball field back stop, subject 2 qualifying bids. Carried (4 yes, 0 no).

Miscellaneous

- Mayor Schmidt provided a handout of ordinance violation concerns that she has received from anonymous sources. She is concerned that ordinances are not being enforced as they should or there needs to be modifications to the ordinances to make them easier to enforce.
- Administrator Martens suggested that ordinance complaints come through the administration office in order to keep things documented better and to make sure that timelines are being followed.
- Administrator Martens will work with Chief Bruegger to finalize a policy and draft documents for handling ordinance complaints from start to finish.

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 Loren Skelton and seconded by Chad Neitzel.
Carried (4 yes, 0 no) 8:35 p.m.

Submitted by,

Anthony Martens
City Administrator

CITY OF NEW RICHLAND

10/07/22 10:27 AM

Page 1

*Check Summary Register©

SEPTEMBER 2022

Name	Check Date	Check Amt	
10100 GENERAL CHECKING			
4297e ISOLVED	9/9/2022	\$6,350.24	August Ambulance Payroll
4298e NATIONWIDE	9/9/2022	\$60.00	August AMB Deduc
4305e ISOLVED	9/14/2022	\$12,451.08	9-14-22 Payroll
4306e PERA	9/14/2022	\$1,655.22	9-14-22 Payroll
4307e NATIONWIDE	9/14/2022	\$210.00	09-14-22 Payroll Deductions
4311e AMAZON.COM	9/12/2022	\$671.90	WELLNESS PROGRAM WATER BOTTLES
4312e AMAZON.COM	9/13/2022	\$107.58	breaden uniforms
4313e AMPION	9/13/2022	\$1,151.37	302810968 - 220 ASPEN AVE S
4314e MINNESOTA REVENUE	9/19/2022	\$825.00	August 2022 Sales tax
4315e POSTMASTER	9/20/2022	\$307.40	SEPT UB BILLS
4316e AMAZON.COM	9/20/2022	\$169.98	OUTDOOR DISPLAY CABINET
4317e AMAZON.COM	9/20/2022	\$29.99	MONITOR DESK MOUNT
4318e AMAZON.COM	9/20/2022	\$23.98	15V DC ADAPTER
4319e VARIDESK	9/20/2022	\$218.39	ESSENTIAL 36
4320e AMAZON.COM	9/20/2022	\$35.07	48" PRO STIK
4321e ISOLVED	9/28/2022	\$12,766.91	09-28-22 Payroll
4322e PERA	9/28/2022	\$2,184.59	09-28-22 Payroll
4323e NATIONWIDE	9/28/2022	\$210.00	09-28-22 Payroll
4324e ISOLVED	9/30/2022	\$4,004.58	9-30-22 Quarterly Payroll
4325e AMAZON.COM	9/27/2022	\$12.98	SS CARIBENNERS - FD
4326e SO CENTRAL SERVICE COOPER	9/28/2022	\$1,119.61	ERIC HENDRICKSON INSURANCE
27943 AIRGAS USA, LLC	9/13/2022	\$110.36	Cylinder Rentals
27944 ANCOM	9/13/2022	\$507.00	CHARGING BASES FOR AMB PAGERS
27945 BOUND TREE MEDICAL , LLC	9/13/2022	\$594.50	ELECTRODES
27946 CENTRAL FARM SERVICE	9/13/2022	\$2,451.28	MAINT. DEPT.
27947 EXPERT BILLING LLC	9/13/2022	\$464.00	AMBULANCE BILLS
27948 FLATNESS, ANDY	9/13/2022	\$1,000.00	WATER
27949 GOPHER STATE ONE-CALL, INC.	9/13/2022	\$10.80	LOCATES
27950 MIDCO	9/13/2022	\$408.45	AMBULANCE INTERNET
27951 MPETERS ENTERPRISES	9/13/2022	\$288.40	6 X 1 FREE SPIN WOOD GRAIN 2-PC POLE
27952 NR FARM &HOME SUPPLY	9/13/2022	\$109.13	GRASS SEED AND SPREADER
27953 SHERWIN WILLIAMS	9/13/2022	\$215.00	5 GAL ROAD PAINT
27954 SOUTHSIDE MARINE	9/13/2022	\$300.88	
27955 THOMPSON SANITATION, INC	9/13/2022	\$5,308.96	317 GARBAGE CARTS
27956 U.S. BANK EQUIPMENT FINANC	9/13/2022	\$165.00	METRO PRINTER PAYMENT
27957 UTILITY SERVICE CO INC	9/13/2022	\$1,530.34	PEDISPHERE CITY TANK-MONTHLY
27958 VERIZON WIRELESS	9/13/2022	\$310.98	MAINT. DEPT.
27959 WAGNER FOODS	9/13/2022	\$87.97	SHOP TOILET PAPER
27960 WASTE MANAGEMENT	9/13/2022	\$6,289.38	GARBAGE
27961 XCEL ENERGY	9/13/2022	\$1,322.63	STREET LIGHTING
27962 BOUND TREE MEDICAL , LLC	9/21/2022	\$503.53	EPHINEPHRINE JUNIOR
27963 LAW ENFORCEMENT LABOR SE	9/21/2022	\$33.23	GEHRKE
27964 LEAGUE OF MN. CITIES	9/21/2022	\$624.00	
27965 MN ENERGY RESOURCES COR	9/21/2022	\$187.51	LIBRARY
27966 NEW RICHLAND AUTO REPAIR	9/21/2022	\$642.84	LAWN TRACTOR
27967 NRHEG STAR EAGLE	9/21/2022	\$195.00	BIDS
27968 PEOPLES SERVICE, INC.	9/21/2022	\$11,988.00	WASTEWATER
27969 QUILL CORPORATION	9/21/2022	\$194.03	
27970 STREAMLINE COMMUNICATION	9/21/2022	\$180.00	KEY FOBS
27971 STREICHER'S	9/21/2022	\$159.97	BACKORDERED DELIVERED
27972 THOMPSON AUTO BODY SHOP	9/21/2022	\$2,163.51	AMBULANCE UNWRAP AND FIX RUSTED A
27973 USABLE LIFE	9/21/2022	\$4.60	BRAEDEN
27974 BOUND TREE MEDICAL , LLC	9/28/2022	\$167.76	GLUCOSE TEST STRIPS
27975 BROOKS SAFETY EQUIPMENT	9/28/2022	\$665.89	CITY HALL

CITY OF NEW RICHLAND

10/07/22 10:27 AM

Page 2

***Check Summary Register©**

SEPTEMBER 2022

	Name	Check Date	Check Amt	
27976	DAKOTA SUPPLY GROUP	9/28/2022	\$18.00	FORGOT S&H CHARGES ON INVOICES
27977	GENERATOR SYSTEM SERVICE	9/28/2022	\$175.00	MINOR PM VISIT - WATER PLANT TOWER
27978	HAWKINS WATER TREATMENT	9/28/2022	\$10.00	CHLORINE CYLINDER
27979	MINNESOTA PUMP WORKS	9/28/2022	\$814.80	PULLED PUMP 2, CLEANED, REINSTALLED
27980	MN VALLEY COUNCIL OF GOVE	9/28/2022	\$2,471.22	MEMBER ASSESSMENTS
27981	NCPERS MINNESOTA	9/28/2022	\$16.00	ERIC H
27982	STEELE-WASECA COOP ELECT	9/28/2022	\$64.86	ST. OLAF LAKE
27983	SARAH SUNDVE	9/28/2022	\$50.00	DIRECTOR & ASSISTANT TO MEMSA CONF
27984	QUILL CORPORATION	9/28/2022	\$223.95	BIC PENCILS
Total Checks			\$87,594.63	

Ambulance Report

October 2022

Crew: Jadyen has passed his test and is running. Jason has been signing up and ready to help.

Runs: we are at 155 runs for the year.

Ambulance: The ambulance wrap is done and looks great. Also the room was remodeled and we had the open house. We had a great turn out and the room looks amazing. Thank you to everyone who helped make this possible and for those that came to the open house.

Supplies: We are in need of ResQpods they are \$167.00 a piece and would like to order 2.

I have a couple prices on powerload/cot, Lucas and monitor. We purchased the powerload and cot in 2012, Lucas in 2013 and monitor in 2016. They say to replace them every 7 to 10 years. I know we need to budget these and if you look at the prices we need to decide which to do first. I believe the PowerLoad/cot would be first. I am still waiting on Zoll to give me a price for the monitor and CPR devices. The estimates will give you an idea of what we will be looking at to replace them.

Schedule: I continue to work on the schedule daily and people are doing good at helping where they can.

Staff is really interested in uniforms, especially when we have community events going on. I would like to get polos and would like to know a price range to look into these.

I will be meeting with Mark and Dr. Wilcox this coming Monday to go over a few things, I just want to make sure we are on top of things.

Thank you

Sarah Sundve



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: SEPTEMBER YEAR: 2022

FIRE CALLS: 0

MEDICAL CALLS: 1

TOTAL CALLS: 1

TRAINING COMPLETED DURING THE MONTH:

EXTRICATION TOOLS

ADDITIONAL INFORMATION:

HOUSE BURN

Respectfully Submitted: Josh Moen, Fire Chief



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 October 10th, 2022, Council Meeting

Police Department

Activity Report

The New Richland Police Department responded to *** 105 *** calls for service for the month of August.

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 September 2022: 1,040

Total Calls through September 2021: 1,222

Items Completed in September

- N/A

Information

- N/A

Training & Education

- N/A



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

Personnel

- Officer Bruegger sworn in as Chief
- Officer Herrmann sworn in as new full-time officer
- Would like approval to interview and hire two part-time officers

Purchases

- N/A

Squad Maintenance

- Oil change

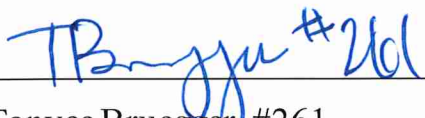
Equipment

- N/A

Upcoming Events / Important Items

- N/A

Respectfully Submitted,



Tanyce Bruegger, #261
Chief of Police



design | build | repair | replace

Date: September 24, 2022

Proposal No: DS092322A

To: City of New Richland

203 N Broadway Ave

New Richland, MN. 56072

RE: Roof Repairs

Attn: Tony Martens

Schwicker's Tecta America, LLC., hereinafter referred to as "Contractor", proposes to furnish and apply all labor and materials with the necessary tools and equipment to complete the following project according to specifications for **City of New Richland** hereinafter referred to as "Owner".

Scope of Work

- Mobilize crew to site, load roof with materials and setup site safety as needed to perform scope of work.
- Remove ballast away from 2 pitch pans and 2 exhaust fan curb corners.
- At 2 locations cut out and remove deteriorated pitch pans. Clean and prep roof as needed and install new .60 mill EPDM target patches. Install new 6" pitch pans around gas line and condenser line set and fill with one part pourable sealer per manufacturer specifications.
- At 2 curb corners on Exhaust Fan clean and prep corners and double wrap deteriorated corners with 9" Form Flashing per manufacturer specifications.
- At far West side of facility clean out gutter from leaves and debris.
- Return ballast back to original position.
- Clean and dispose of all debris associated with the scope of work.

Qualifications/Exclusions

- Proposal is priced on a not to exceed basis any labor or material not used toward the project will not be billed.
- Ice, snow, and water removal is not included.
- Wet insulation replacement is not included
- All needed electrical connection and disconnect is excluded
- Sales tax is included.

507.281.0611
Schwicker's Tecta America, LLC
204 Schuman Drive NW, Stewartville,
MN 55976

507.387.3104
Schwicker's Tecta America, LLC
330 Poplar Street, Mankato,
MN 56001

612.284.4233
Schwicker's Tecta America, LLC
5420 Highway 169 North, New Hope,
MN 55411

Call us for prices and information on other services:

*24/7 repair/emergency response service available.

*Customized roof maintenance inspection service available.

*Scheduled maintenance capabilities.

PROPOSAL/CONTRACT PRICE: The net sum payable for the project as described in the above referenced scope of work and specifications is **Not to Exceed: One Thousand, Five Hundred Thirty Five and 00/100 (\$1,535.00)**

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 20 days of date of invoice, whether billing is for job preparation, material stored, work completed each month or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law, on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorneys' fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph. **This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.** Included herewith on the reverse of this Proposal/Contract are General Conditions. The terms and conditions contained in these General Conditions to the Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

- Our price stated in this contract proposal is based upon current material prices. Because of raw material price volatility, including the price of oil, our material suppliers are unable to provide us with price protection for the materials included within this proposal. Accordingly, should our material prices increase during the term of this proposal, and during the time of performance of work contemplated by this proposal, our price for performance of the work contemplated by this proposal shall be increased by such direct material cost increases.



PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts)

for Work on Private Property)

“(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY

Schwickerts Tecta America, LLC.

ACCEPTED BY

OWNER:

Dan Schefers

(Sign)

(Sign)

Title: Roofing Services Manager

Title:_____

Date: 09-23-2022

Date:



Pics of roof Deficiencies:

Failed deteriorated pitch pans:



www.schwickerfs.com | AN EQUAL OPPORTUNITY EMPLOYER



www.schwickerths.com | AN EQUAL OPPORTUNITY EMPLOYER



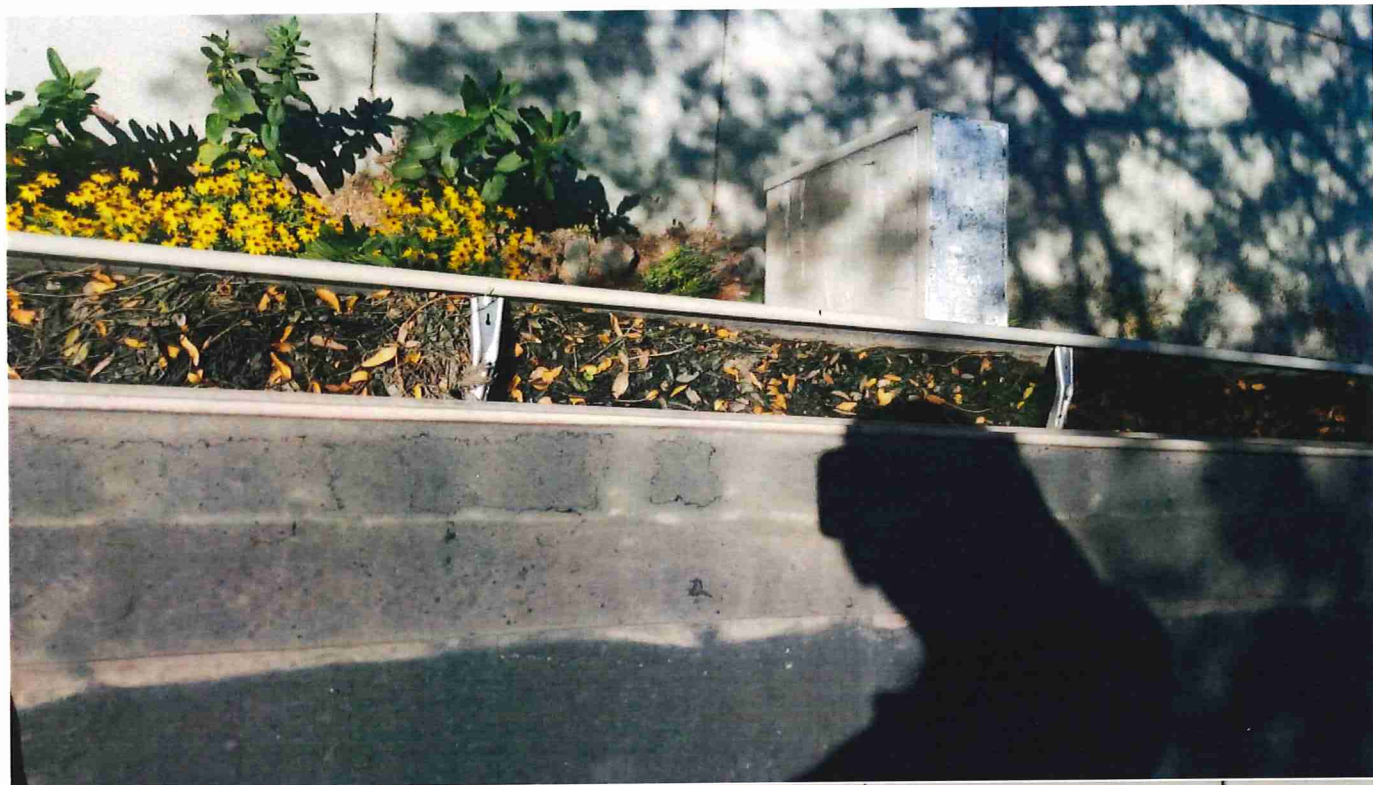
Holes in Exhaust Curb Corners:





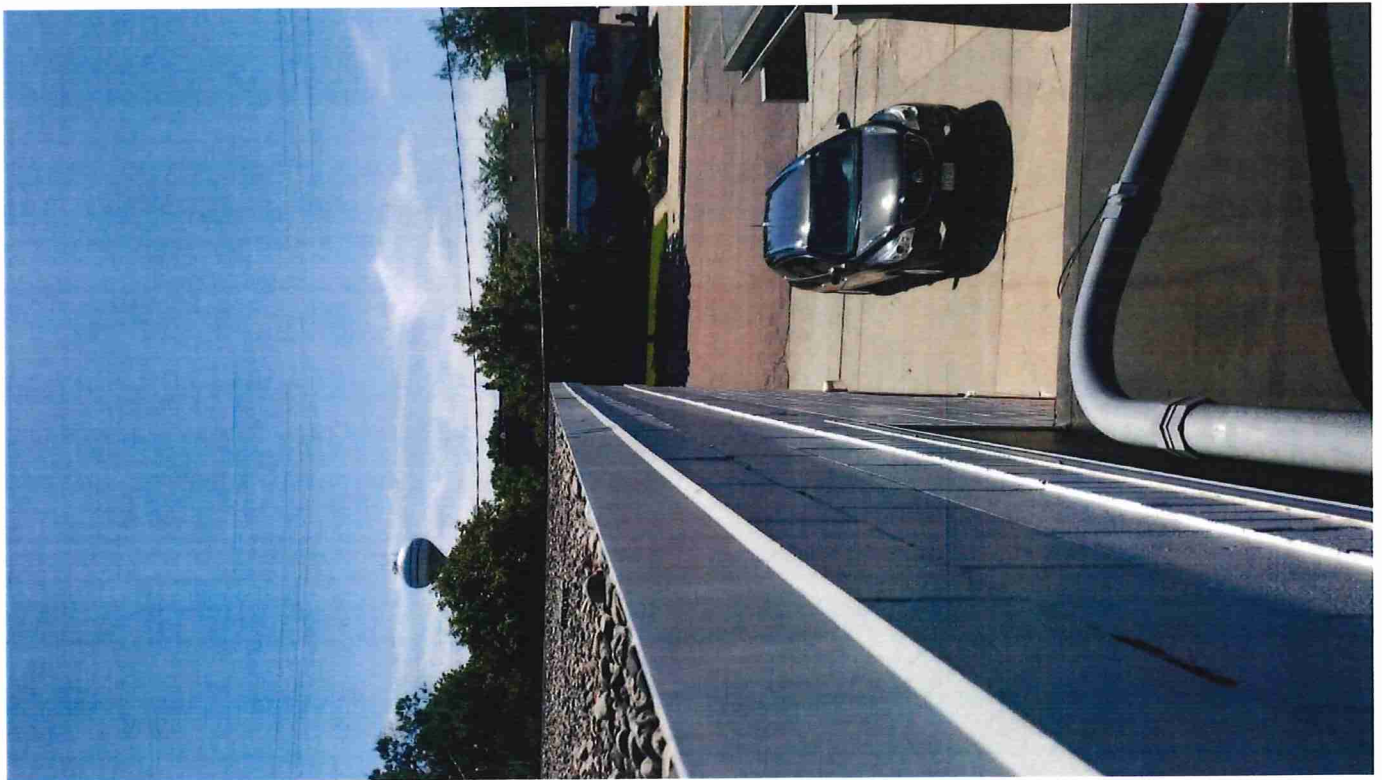
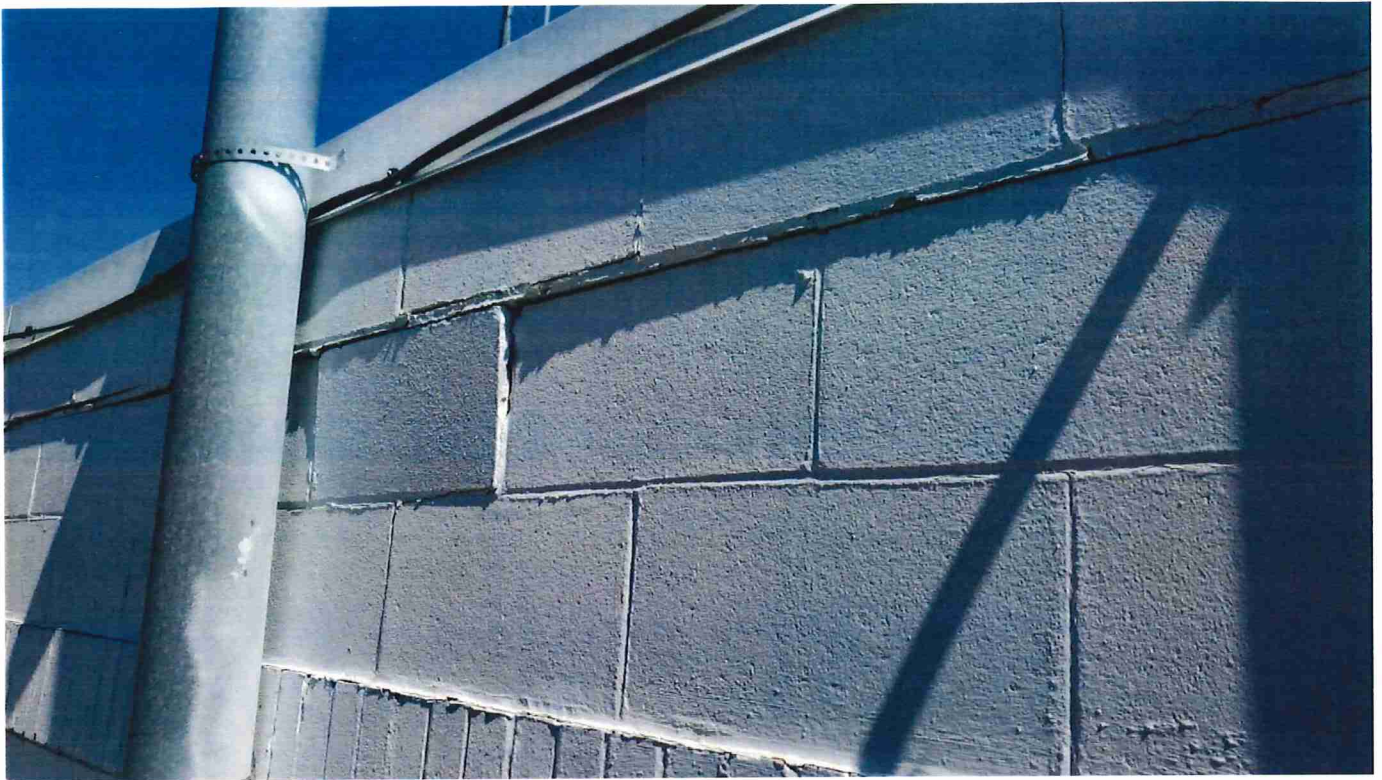
www.schwickerfs.com | AN EQUAL OPPORTUNITY EMPLOYER

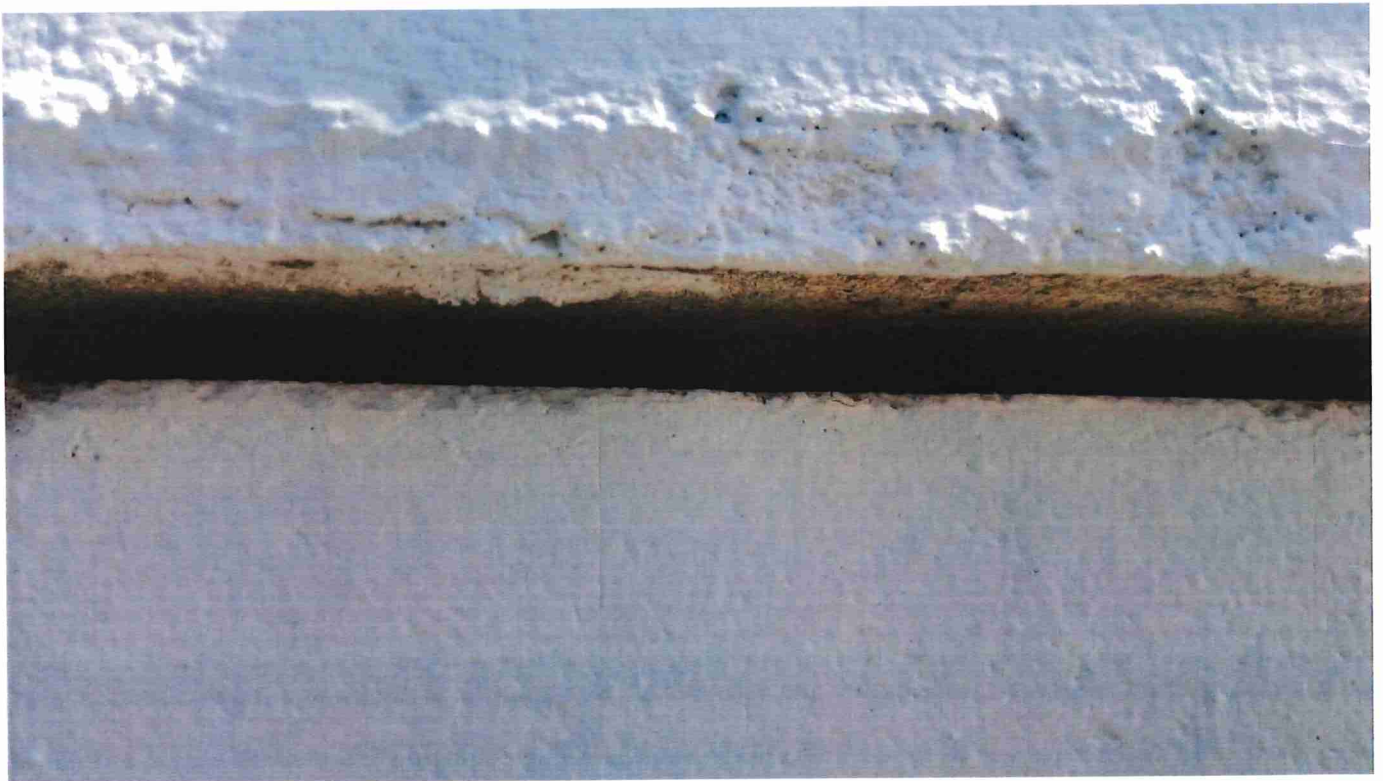
Gutter Debris:



www.schwickerfs.com | AN EQUAL OPPORTUNITY EMPLOYER

Adjoining City Hall And Ambulance Garage Wall structural issue Tipping Block:





TECTA AMERICA

www.schwickerts.com | AN EQUAL OPPORTUNITY EMPLOYER



design | build | repair | replace

Date: September 24, 2022

Proposal No: DS092322B

To: City of New Richland Public Library

119 N Broadway Ave

New Richland, MN. 56072

RE: Roof Repairs

Attn: Tony Martens

Schwicker's Tecta America, LLC., hereinafter referred to as "Contractor", proposes to furnish and apply all labor and materials with the necessary tools and equipment to complete the following project according to specifications for **City of New Richland Public Library** hereinafter referred to as "Owner".

Scope of Work

- Mobilize crew to site, load roof with materials and setup site safety as needed to perform scope of work.
- At up to 12 vertical wall step up transitions install termination bar to properly terminate wall membrane. Install water cut off mastic behind EPDM membrane and set EPDM into water cut off mastic. Install Termination bar at all areas and anchor with concrete lead hits per manufacturer specification.
- Around entire perimeter of coping stone remove old existing termination bar that was left on the facility from other previous contractors.
- At all field seam locations trim back excess overlap of EPDM from previous contractors installing the roof system. Strip in or overlay all seams with 9" Form Flashings and tie into existing roof system per manufacturer specifications.
- At both inside wall corners patch and seal open wall corners with 9" Form Flashing that was not done properly by previous contractors.
- Along several wall areas there are large spits and open areas of mortar joints. Clean and prep open cavities and infill/seal with Uni-Flex One Flash Urethane Sealant.
- There is approximately a 8'x60' area of detached field membrane due to improper installation of roof and roof not having any perimeter securement strip installed by previous/original roof installer. Due to wind uplift and missing perimeter securement it has caused EPDM to detach and wrinkle up along north wall. Install 2 rows of Termination bar to temp anchor EPDM roof down to help prevent further detachment from wind uplift. Anchor termination bar down to deck every 12" o.c. and the strip in bar with 6-9" Fully Cured Baton Cover Strip.
- Clean and dispose of all debris associated with the scope of work.

Note: Roof was not installed correctly by original contractor. The roof is in fair condition, but will not last as long as a typical Adhered EPDM roof would due to the improper installation of the roof system and not following current industry and manufacturer roofing requirements. Existing roof system has sustained wind damages and is showing early signs of failure and further membrane detachment

507.281.0611
Schwicker's Tecta America, LLC
204 Schuman Drive NW, Stewartville,
MN 55976

507.387.3106
Schwicker's Tecta America, LLC
330 Poplar Street, Mankato,
MN 56001

612.284.4233
Schwicker's Tecta America, LLC
5420 Highway 169 North, New Hope,
MN 55411

Qualifications/Exclusions

- Proposal is priced on a not to exceed basis any labor or material not used toward the project will not be billed.
- Ice, snow, and water removal is not included.
- Wet insulation replacement is not included
- All needed electrical connection and disconnect is excluded
- Sales tax is included.

Call us for prices and information on other services:

- *24/7 repair/emergency response service available.
- *Customized roof maintenance inspection service available.
- *Scheduled maintenance capabilities.

PROPOSAL/CONTRACT PRICE: The net sum payable for the project as described in the above referenced scope of work and specifications is **Not to Exceed: Seven Thousand, Forty Eight and 00/100 (\$7,048.00)**

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 20 days of date of invoice, whether billing is for job preparation, material stored, work completed each month or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law, on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorneys' fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph. **This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.** Included herewith on the reverse of this Proposal/Contract are General Conditions. The terms and conditions contained in these General Conditions to the Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

- Our price stated in this contract proposal is based upon current material prices. Because of raw material price volatility, including the price of oil, our material suppliers are unable to provide us with price protection for the materials included within this proposal. Accordingly, should our material prices increase during the term of this proposal, and during the time of performance of work contemplated by this proposal, our price for performance of the work contemplated by this proposal shall be increased by such direct material cost increases.



PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts
for Work on Private Property)

“(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY

Schwickerts Tecta America, LLC.

ACCEPTED BY

OWNER:

Dan Schefers

(Sign)

(Sign)

Title: Roofing Services Manager

Title: _____

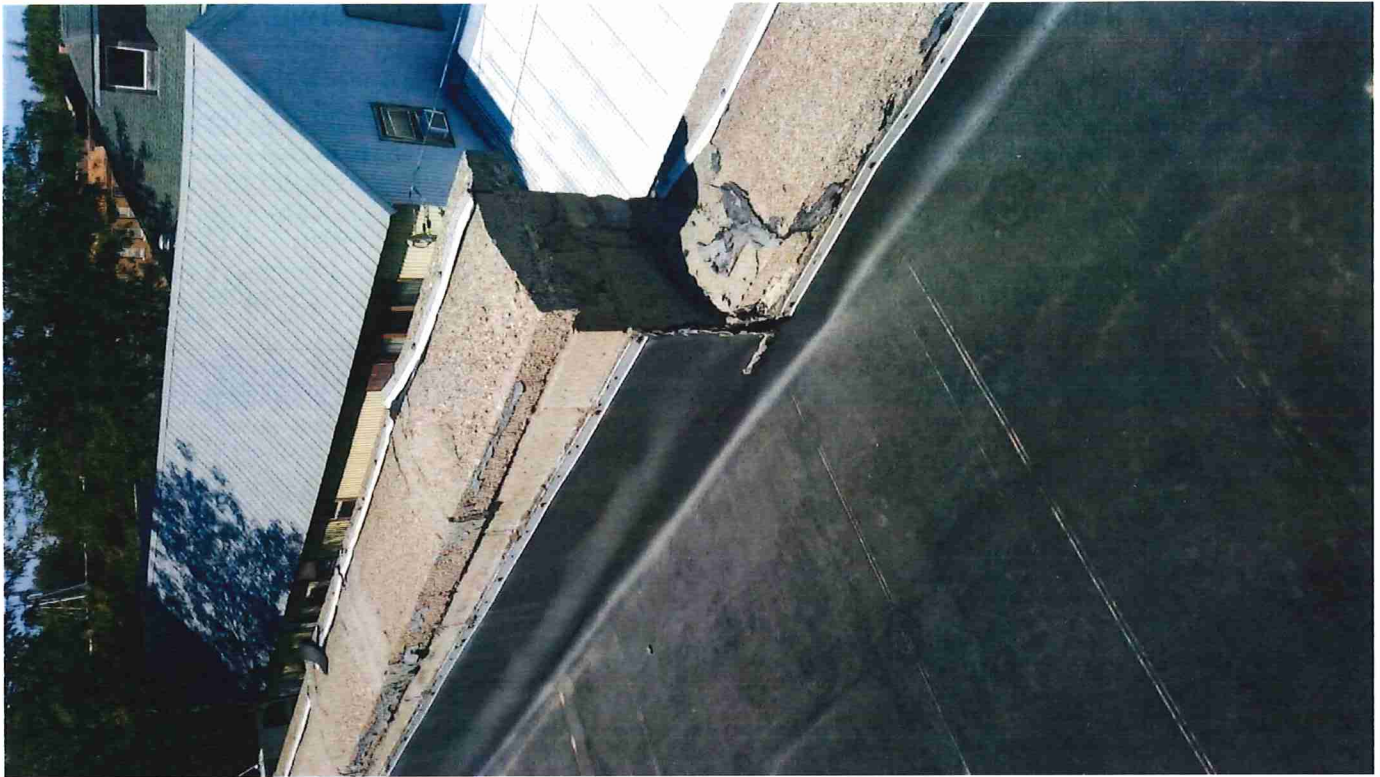
Date: 09-23-2022

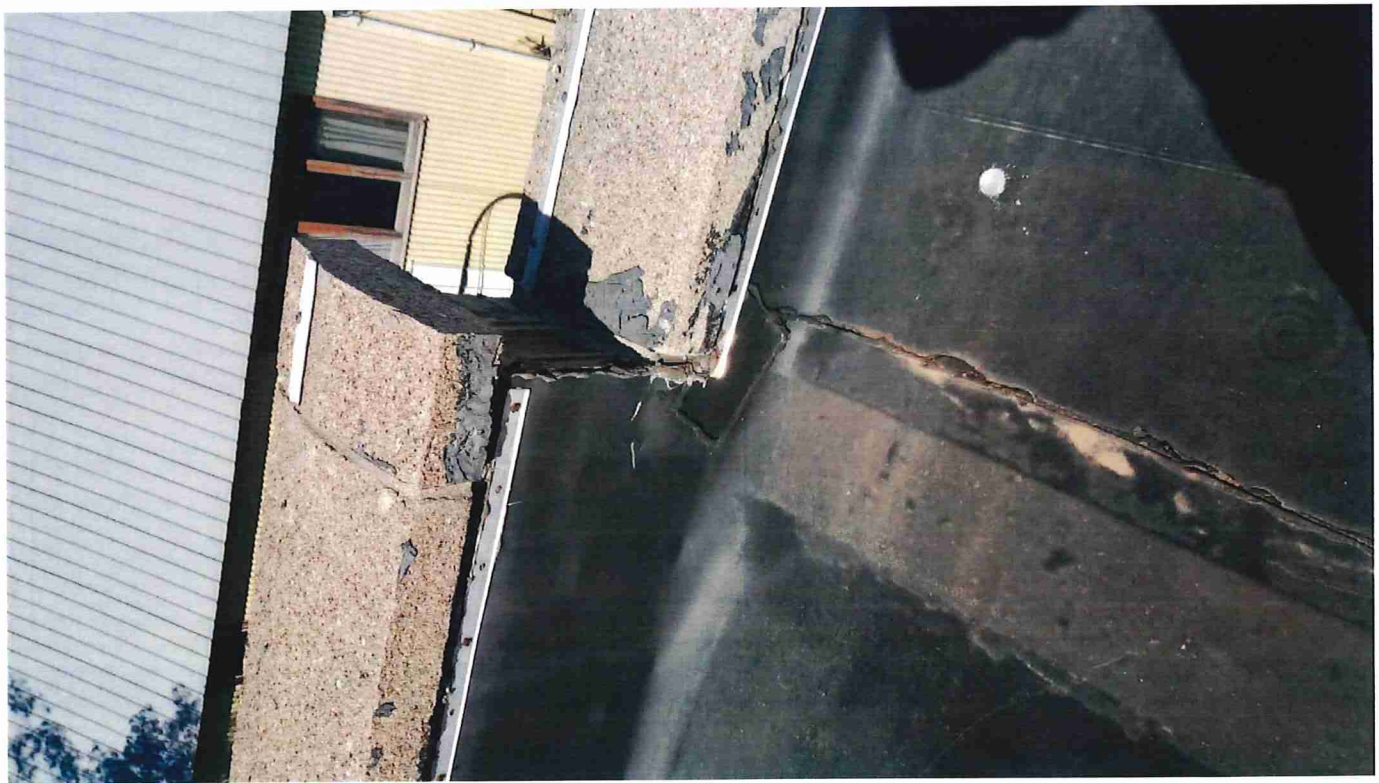
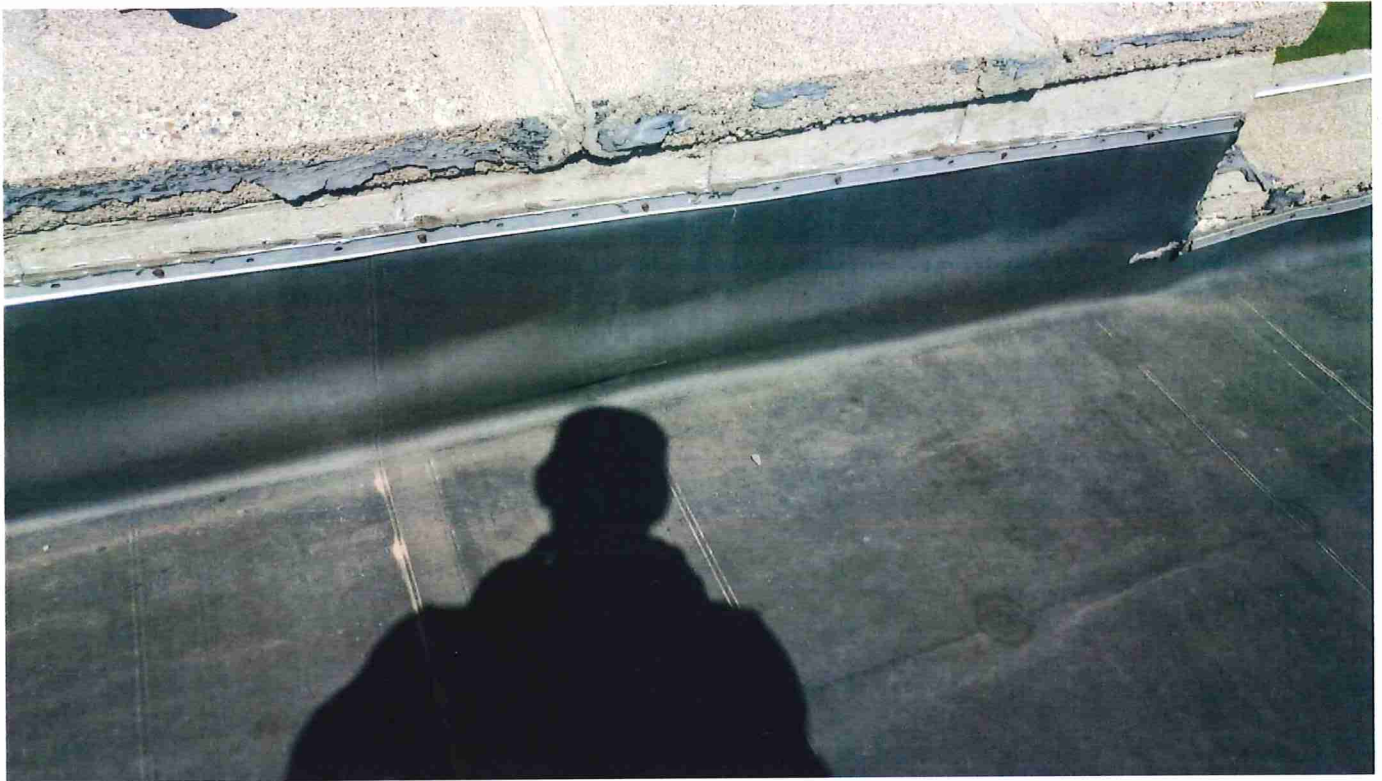
Date: _____



Roof Deficiencies Photo Log:

Missing Wall Termination Bar and Failure of wall Flashing.

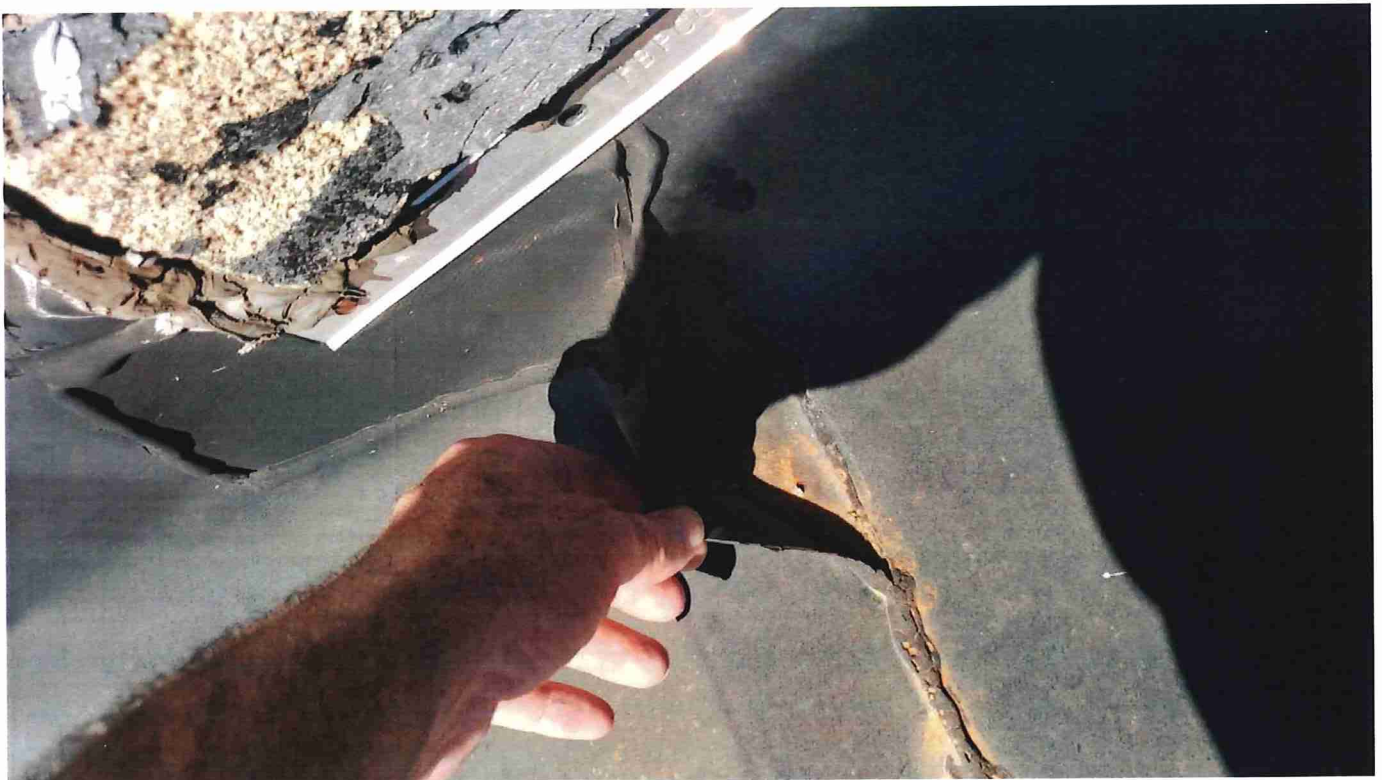


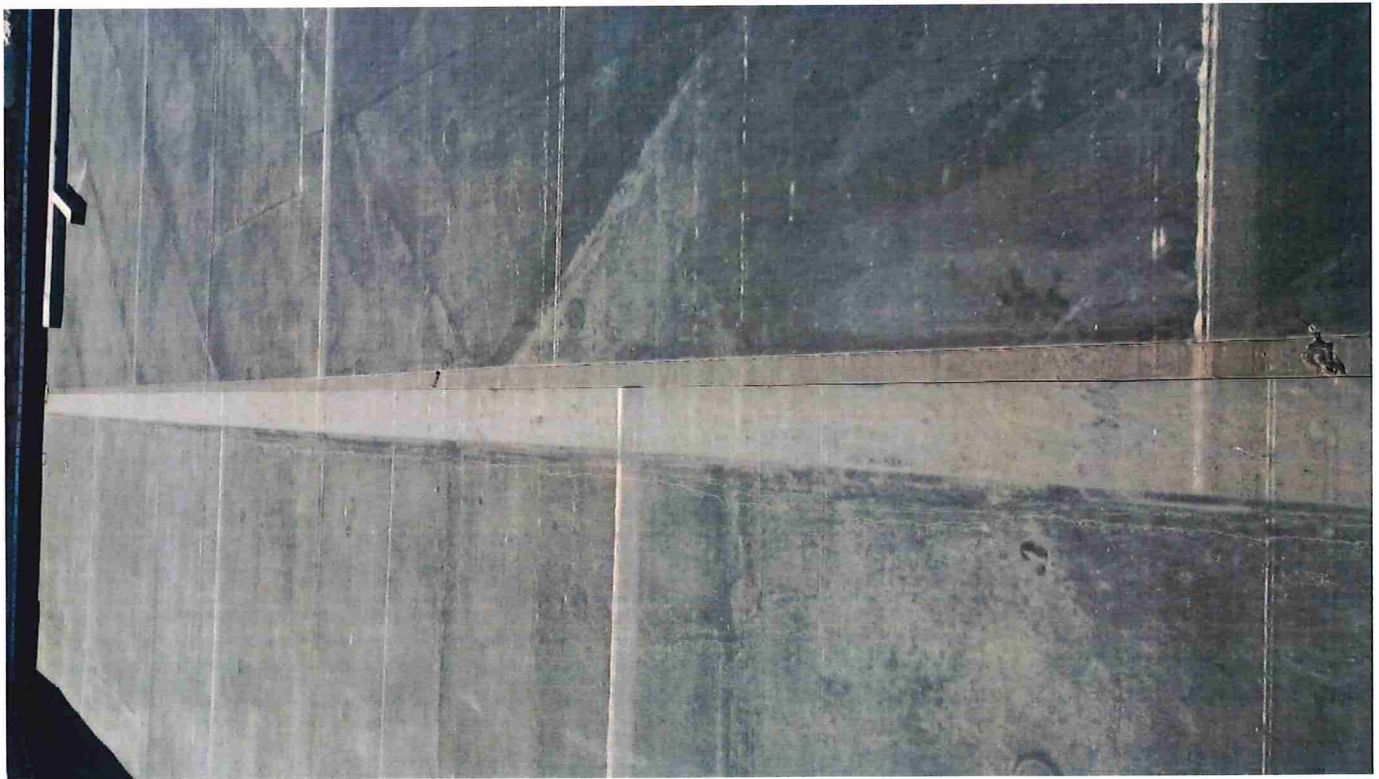


www.schwickerths.com | AN EQUAL OPPORTUNITY EMPLOYER

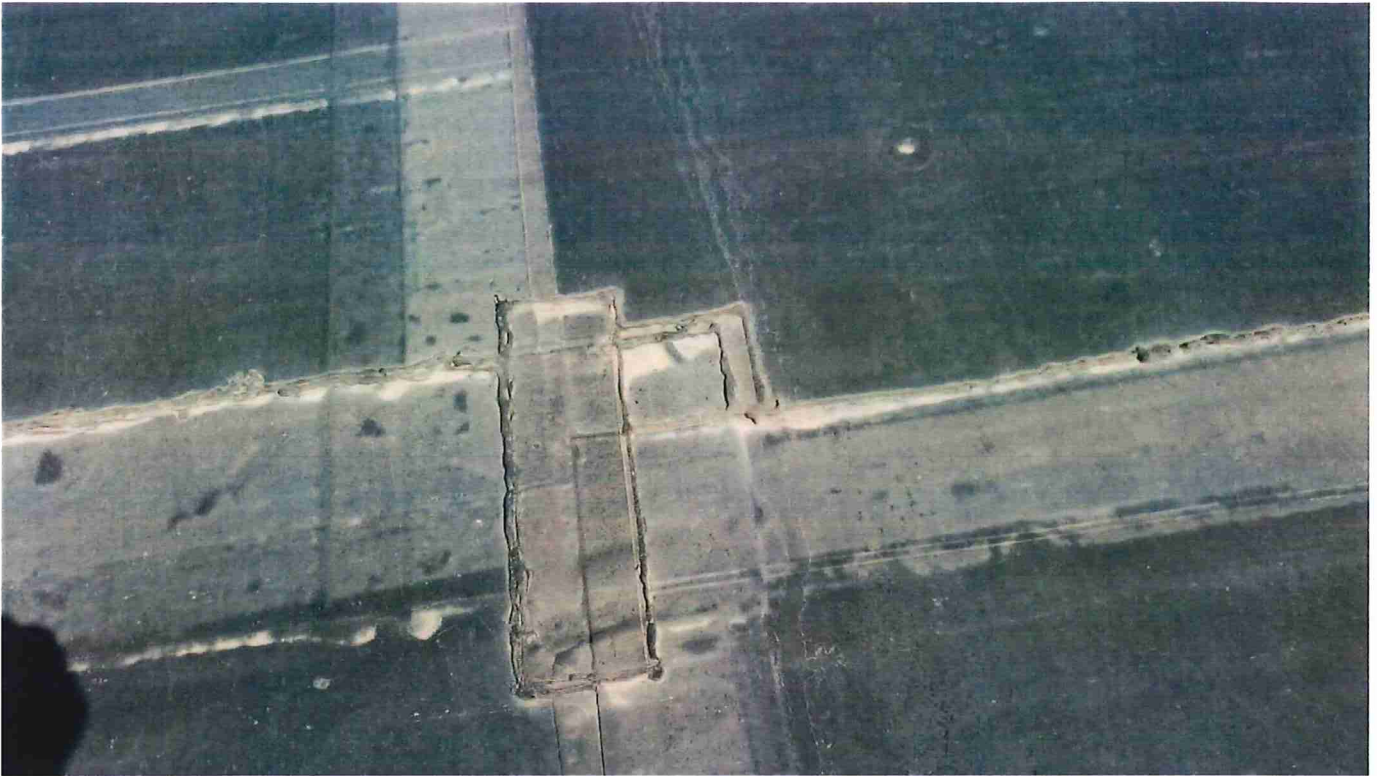


Pics showing excess EPDM on seams and also poorly installed field seams:





www.schwickerts.com | AN EQUAL OPPORTUNITY EMPLOYER



Pics showing Old termination bar left on walls from previous contractor/installer:





Pics showing Failed Corner Flashing and detached Field Membrane:





www.schwickerts.com | AN EQUAL OPPORTUNITY EMPLOYER



www.schwickerts.com | AN EQUAL OPPORTUNITY EMPLOYER

Pics of open wall cavities:



www.schwickerfs.com | AN EQUAL OPPORTUNITY EMPLOYER



www.schwickerts.com | AN EQUAL OPPORTUNITY EMPLOYER

Memo

To: City Council

From: Anthony Martens

cc:

Date: 10/7/22

Re: Classification and Compensation Update

I will provide an updated report on the classification and compensation study as I have a meeting with David Drown and Associates on Monday to discuss.

It appears we may be able to implement the plan effective January 1st, 2023, but it will need to be funded appropriately. The main challenge will be with the police department staff as they are severely under paid based on comparable data.

City	Pop	General Govt	Police	Streets	Tax Cap	Property Tax	Special Assessment Levy	LMC	Roster	Ready	Comments
Caledonia	2,824	11	4	2	1,581,639	813,097	5,926		2021		
Chatfield	2,881	3	7	1	1,665,201	1,653,677	72,381	2022			
Eyota	1,973	2	0	1	1,211,540	615,194	86,324		2022		
Fairfax	1,152	2	2	2	375,475	494,548	78,710	2022			
Harmony	1,026	1	1	1	675,653	651,012	48,096	2021			
Houston	967	1	2	1	427,159	501,890	34,631				
Janesville	2,322	3	3	2	997,510	897,358	75,441		2021		
Lanesboro	764	1	0	2	539,426	560,732	10,960	2022			
Lewiston	1,523	0	3	2	864,527	780,212	44,878	2022			
Madison Lake	1,216	2	2	0	1,176,910	632,401	238,696				
Preston	1,329	3	3	1	719,973	886,181	86,251	2021			
Rushford	1,770	1	4	2	1,014,506	910,625	78,638	2022			
Spring Grove	1,291	2	2	1	541,053	600,335	11,830	2021			
Spring Valley	2,505	1	0	2	1,129,010	1,275,619	179,460		2022		
Waseca	9,027	7	23	17	4,801,419	4,484,622	125,400	2022			
Waseca County								2022			
New Richland	1,205	1	2	1	367,679	431,916	55,504				
	2,171	3	4	2	1,181,400	1,050,500	78,508				

Current Structure	
Current New Richland County EE Budget:	\$404,325.60

Employees in position - does not include vacant positions

Proposed Structure	
Proposed Budget:	\$487,673.42
Additional Cost to Current Budget:	\$83,347.82
Budget Cost Increase:	20.61%
Total EE In Structure:	11
Total EE Receiving Increase:	11
Percentage of Employees:	100.00%
Total EE Above Proposed Maximum:	0
Percentage of Employees:	0.00%
Total EE Below Proposed Minimum:	9
Percentage of Employees:	81.82%
Cost to Bring EE to Minimum:	\$80,543.87
Percentage of Current Budget:	19.92%

This structure moves all employees into the structure on January 1, 2023 (can be changed to any date, which will impact the numbers above). Placement is determined by the assigned JET Grade and moving to the next closest step above an employee's current hourly wage. Employees will remain at their structure step for the entire year with no additional movements. This yields 1 movement in 2023.

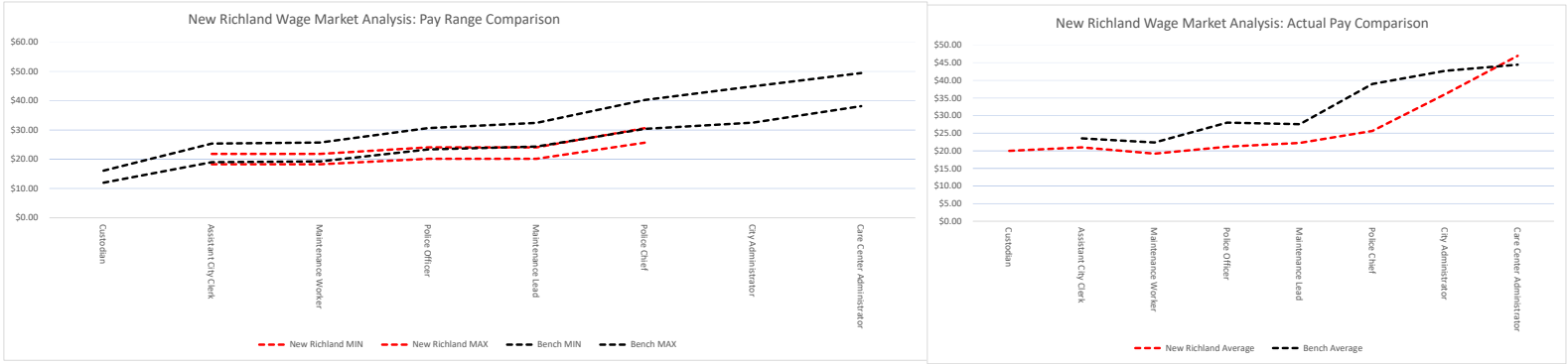
Proposed Structure Adjustments	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Percentage Between Steps:	N/A	3.50%	3.25%	3.25%	3.00%	3.00%	3.00%	2.75%	2.75%	2.50%

Grade Differentials	JET Grade:	1	2	3	4	5	6	7	8	9
	Grade Increase Percentage:	N/A	104.00%	106.00%	110.00%	111.00%	111.00%	110.00%	110.00%	110.00%

CURRENT MIN	92.06%
CURRENT MAX	83.12%
NEW MIN	103.51%
NEW MAX	101.48%
Proposed Range Spread	30.47%

Job Title	New Richland MIN	New Richland MAX	New Richland Average	Bench MIN	Bench MAX	Bench Average	OLD Min % of Bench	OLD Max % of Bench	% Average	New Grade	New Min	New Max	NEW % of Bench MIN	NEW % of Bench Max	New Richland Range	Bench Range
Custodian			\$20.00	\$14.96	\$16.10					#N/A						
Assistant City Clerk	\$18.29	\$21.83	\$20.98	\$19.00	\$25.35	\$23.52	96%	86%	89%	3	\$ 20.95	\$ 27.33	110%	108%	19%	34%
Maintenance Worker	\$18.29	\$21.83	\$19.20	\$19.27	\$25.72	\$22.37	95%	85%	86%	2	\$ 19.76	\$ 25.78	103%	100%	19%	34%
Police Officer	\$20.17	\$24.07	\$21.18	\$23.35	\$30.63	\$28.03	86%	79%	76%	5	\$ 25.57	\$ 33.37	110%	109%	19%	31%
Maintenance Lead	\$20.17	\$24.07	\$22.24	\$24.32	\$32.42	\$27.57	83%	74%	81%	4	\$ 23.04	\$ 30.06	95%	93%	19%	33%
Police Chief	\$25.66	\$30.62	\$25.66	\$30.39	\$40.27	\$38.99	84%	76%	66%	7	\$ 31.23	\$ 40.74	103%	101%	19%	32%
City Administrator			\$36.06	\$32.49	\$44.93	\$42.72	107%	99%	94%	8	\$ 34.35	\$ 44.82	106%	100%		38%
Care Center Administrator	\$40.97	\$48.89	\$46.99	\$38.14	\$49.45	\$44.47		106%		9	\$ 37.78	\$ 49.30	99%	100%	19%	30%
							92%	83%	84%				104%	101%	19%	33%

Use ERI for Maintenance positions and Asst. City Clerk (clerical)



LMC Title	Jurisdiction	#	Title	Range MIN	Range MAX	Average Salary	Reports to	Date	COLA Adjust	Adjusted Range MIN	Adjusted Range Max	Average Actual Salary
Administration												
City/ County Admin./Manager/Coordinator	Waseca	1	City Manager	\$53.65	\$67.06	\$67.06	City Council	4/27/2022	100.00%	\$53.65	\$67.06	\$67.06
City/County Clerk	Caledonia	1	Clerk Administrator	\$40.64	\$55.14			1/1/2021	103.00%	\$41.86	\$56.79	
City/County Admin/Manager/Coordinator	New Richland	1	City Administrator			\$36.06	Mayor and City Council	1/1/2022	100.00%			\$36.06
City/ County Admin./Manager/Coordinator	Rushford	1	Administrator	\$30.26	\$45.64	\$43.96	City Council	5/17/2022	100.00%	\$30.26	\$45.64	\$43.96
City/ County Admin./Manager/Coordinator	Spring Valley		Administrator/Clerk/Treasurer	\$28.64	\$38.33			1/1/2022	100.00%	\$28.64	\$38.33	
City/ County Admin./Manager/Coordinator	Preston	1	City Admin / Utility Gen Mgr	\$35.05	\$45.78	\$45.78		4/21/2021	103.00%	\$36.10	\$47.15	\$47.15
City/ County Admin./Manager/Coordinator	Fairfax	1	City Administrator	\$37.66	\$50.13	\$44.97	City Council	5/18/2022	100.00%	\$37.66	\$50.13	\$44.97
City/ County Admin./Manager/Coordinator	Janesville		City Administrator	\$36.19	\$46.98			1/1/2021	103.00%	\$37.28	\$48.39	
City/ County Admin./Manager/Coordinator	Lanesboro	1	City Administrator/ Clerk	\$28.24	\$42.92	\$42.92	City Council and Public Utilities Com	3/14/2022	100.00%	\$28.24	\$42.92	\$42.92
City/ County Admin./Manager/Coordinator	Harmony	1	City Administrator/Clerk/Treasurer	\$28.42	\$40.70	\$33.59	Mayor/Council	5/4/2021	103.00%	\$29.27	\$41.92	\$34.60
										\$32.49	\$44.93	\$42.72
Assistant /Deputy City/County Admin/Manager/Co	Rushford	1	Deputy Clerk Accounting	\$20.87	\$28.73	\$20.87		5/17/2022	100.00%	\$20.87	\$28.73	\$20.87
City/County Clerk	Chatfield	1	Deputy City Clerk	\$30.10	\$38.87	\$31.15	City Clerk	3/25/2022	100.00%	\$30.10	\$38.87	\$31.15
City/ County Admin./Manager/Coordinator	Chatfield	1	City Clerk	\$44.98	\$58.10	\$58.10	Mayor/Council	3/17/2022	100.00%	\$44.98	\$58.10	\$58.10
City/County Clerk	Rushford	1	City Clerk Treasurer	\$25.66	\$37.05	\$37.05	City Administrator	5/17/2022	100.00%	\$25.66	\$37.05	\$37.05
City/County Admin./Manager/Coordinator	Spring Grove	1	City Clerk/Treasurer	\$22.62	\$31.68	\$24.98	City Council	5/11/2021	103.00%	\$23.30	\$32.63	\$25.73
City/County Clerk	Eyota	1	Clerk Treasurer Supervisor	\$25.61	\$37.24			1/1/2022	100.00%	\$25.61	\$37.24	
City/County Clerk	New Richland	1	Assistant City Clerk	\$18.29	\$21.83	\$20.98	City Administrator	1/1/2022	100.00%	\$18.29	\$21.83	\$20.98
Office Support Technician Experienced	Chatfield	1	Assistant Deputy Clerk	\$19.83	\$25.61	\$21.24	City Clerk	3/25/2022	100.00%	\$19.83	\$25.61	\$21.24
Assistant/Deputy City/County Clerk	Fairfax	1	Deputy Clerk	\$20.65	\$26.94	\$26.94	City Administrator	5/18/2022	100.00%	\$20.65	\$26.94	\$26.94
Assistant/Deputy City/County Clerk	Harmony	1	Deputy Clerk	\$15.98	\$22.85	\$22.49	City Administrator	5/4/2021	103.00%	\$16.44	\$23.54	\$23.16
	ERI - Albert Lea, Minnesota Dat		Administrative Assistant - Level 2	\$17.98	\$24.68	\$21.25			100.00%	\$17.98	\$24.68	\$21.25
City/County Clerk	Janesville		Deputy Clerk	\$21.90	\$28.43			1/1/2021	103.00%	\$22.56	\$29.28	
Assistant/Deputy City/County Clerk	Lanesboro	1	Deputy Clerk	\$18.29	\$24.92	\$21.93	City Administrator/ Clerk	3/14/2022	100.00%	\$18.29	\$24.92	\$21.93
Assistant/Deputy City/County Clerk	Preston	1	Deputy Clerk	\$19.78	\$25.83	\$25.83	City Administrator	4/21/2021	103.00%	\$20.37	\$26.60	\$26.60
City/County Clerk	Spring Valley		Deputy Clerk	\$15.86	\$21.22			1/1/2022	100.00%	\$15.86	\$21.22	
										\$19.00	\$25.35	\$23.52
Building and Grounds												
Custodian	Caledonia	1	Custodian	\$23.41	\$27.28			1/1/2021	103.00%	\$24.11	\$28.10	
Custodian	New Richland	1	Custodian			\$20.00		1/1/2022	100.00%			\$20.00
Custodian	Preston	1	Custodian	\$13.60	\$17.76	\$17.76	City Administrator/Public Works Dire	4/21/2021	103.00%	\$14.01	\$18.29	\$18.29
Custodian	Spring Grove	3	Custodian	\$10.00	\$14.00	\$11.21	City Clerk/Treasurer	5/11/2021	103.00%	\$10.30	\$14.42	\$11.55
Custodian	Spring Valley		Library Custodian	\$11.64	\$15.58			1/1/2022	100.00%	\$11.64	\$15.58	
										\$11.98	\$16.10	\$14.92
Care Center												
Public Health Director	New Richland	0	Care Center Administrator	\$40.97	\$48.89	\$46.99	City Council	1/1/2022	100.00%	\$40.97	\$48.89	\$46.99
Public Health Director	Aitkin County	1	PUBLIC HEALTH SUPERVISOR	\$36.26	\$51.05	\$42.88	Health and Human Services Director	5/13/2022	100.00%	\$36.26	\$51.05	\$42.88
Public Health Director	Clearwater Count	1	Nursing Service Administrator	\$38.64	\$49.92	\$39.93	County Board	3/29/2022	100.00%	\$38.64	\$49.92	\$39.93
Public Health Director	Waseca County	1	PH Director/Community Health Administrator	\$43.19	\$56.15	\$51.27	County Administrator	5/16/2022	100.00%	\$43.19	\$56.15	\$51.27
Public Health Director	Dodge County	1	Public Health Director	\$39.14	\$53.48	\$49.34	County Administrator	5/19/2022	100.00%	\$39.14	\$53.48	\$49.34
Public Health Director	Kanabec County	1	Public Health Director	\$42.41	\$51.96	\$51.96	County Board of Commissioners	5/12/2022	100.00%	\$42.41	\$51.96	\$51.96
Public Health Director	Lake County	1	Public Health Director	\$31.28	\$42.23	\$34.57	Human Services Director	3/22/2022	100.00%	\$31.28	\$42.23	\$34.57
Public Health Director	Norman County	1	Director of Public Health	\$36.06	\$41.35	\$41.35	County Board	4/20/2022	100.00%	\$36.06	\$41.35	\$41.35
										\$38.14	\$49.45	\$44.47
Police												
Captain Police /Sheriff	Waseca	1	Police Captain	\$42.71	\$53.38	\$53.38	Chief of Police	4/27/2022	100.00%	\$42.71	\$53.38	\$53.38
Police Chief	Caledonia	1	Police Chief	\$37.62	\$44.82			1/1/2021	103.00%	\$38.75	\$46.16	
Police Chief	New Richland	0	Police Chief	\$25.66	\$30.62	\$25.66	City Administrator	1/1/2022	100.00%	\$25.66	\$30.62	\$25.66
Police Chief	Chatfield	1	Police Chief	\$37.08	\$47.89	\$47.89	Mayor	3/25/2022	100.00%	\$37.08	\$47.89	\$47.89
Police Chief	Fairfax	1	Police Chief	\$28.40	\$37.06	\$37.06	City Administrator	5/18/2022	100.00%	\$28.40	\$37.06	\$37.06
Police Chief	Janesville		Police Chief	\$29.91	\$38.84			1/1/2021	103.00%	\$30.81	\$40.01	
Police Chief	Preston	1	Police Chief	\$27.86	\$36.39	\$35.59	City Administrator	4/21/2021	103.00%	\$28.70	\$37.48	\$36.66
Police Chief	Rushford	1	Police Chief	\$26.97	\$38.90	\$34.37	Administrator	5/17/2022	100.00%	\$26.97	\$38.90	\$34.37
										\$30.39	\$40.27	\$38.99
Sergeant Police/Sheriff	Caledonia	1	Police Sergeant	\$32.64	\$40.51			1/1/2021	103.00%	\$33.62	\$41.73	
Sergeant Police/Sheriff	Preston	1	Police Sergeant	\$26.33	\$31.27	\$30.77	Police Chief	4/21/2021	103.00%	\$27.12	\$32.21	\$31.69
Sergeant Police/Sheriff	Waseca	2	Police Sergeant	\$36.68	\$45.85	\$45.85	Captain	4/28/2022	100.00%	\$36.68	\$45.85	\$45.85
Sergeant Police/Sheriff	Waseca County	1	Sergeant	\$34.22	\$44.48	\$40.80		5/16/2022	100.00%	\$34.22	\$44.48	\$40.80
Sergeant Police/Sheriff	Rushford	1	Sergeant Police	\$22.76	\$31.31	\$26.58	Police Chief	5/17/2022	100.00%	\$22.76	\$31.31	\$26.58
Lieutenant Police/Sergeant	Waseca	1	Lieutenant	\$39.58	\$49.48	\$47.82	Public Safety Director	4/28/2022	100.00%	\$39.58	\$49.48	\$47.82

Lieutenant Police/Sergeant	Waseca County	1	Lieutenant	\$26.60	\$34.57	\$31.50		5/16/2022	100.00%	\$26.60	\$34.57	\$31.50
Patrol Officer/Deputy Sheriff	New Richland	4	Police Officer	\$20.17	\$24.07	\$21.18	Police Chief	1/1/2022	100.00%	\$20.17	\$24.07	\$21.18
Patrol Officer/Deputy Sheriff	Rushford	1	Patrol Officer	\$20.87	\$28.73	\$24.28	Police Chief	5/17/2022	100.00%	\$20.87	\$28.73	\$24.28
Patrol Officer/Deputy Sheriff	Chatfield	4	Police Officer	\$24.43	\$31.55	\$31.10	Police Chief	3/25/2022	100.00%	\$24.43	\$31.55	\$31.10
Patrol Officer/Deputy Sheriff	Fairfax	1	Police Officer	\$22.32	\$29.13	\$29.13	Police Chief	5/18/2022	100.00%	\$22.32	\$29.13	\$29.13
Patrol Officer/Deputy Sheriff	Janesville	1	Police Officer	\$24.08	\$31.28			1/1/2021	103.00%	\$24.80	\$32.22	
Patrol Officer/Deputy Sheriff	Preston	1	Police Officer	\$23.94	\$31.27	\$26.17	Police Chief	4/21/2021	103.00%	\$24.66	\$32.21	\$26.96
Corrections Officer	Waseca County	6	Correctional Officer	\$23.02	\$29.92	\$28.66		5/16/2022	100.00%	\$23.02	\$29.92	\$28.66
										\$23.35	\$30.63	\$28.03
Patrol Officer/Deputy Sheriff	Waseca	9	Patrol Officer	\$31.51	\$39.38	\$36.90	Patrol Sergeant	4/28/2022	100.00%	\$31.51	\$39.38	\$36.90
Patrol Officer/Deputy Sheriff	Caledonia	3	Police Officer	\$30.76	\$38.05			1/1/2021	103.00%	\$31.68	\$39.19	
Public Works												
Director Of Public Works	Janesville		Public Works Director	\$27.83	\$36.12			1/1/2021	103.00%	\$28.66	\$37.20	
Public Works Foreperson	Lanesboro	1	Public Works Director	\$22.92	\$32.87	\$26.28	City Administrator/Clerk	3/14/2022	100.00%	\$22.92	\$32.87	\$26.28
Director Of Public Works	Preston	1	Public Works Director	\$31.86	\$41.61	\$41.61	City Administrator	4/21/2021	103.00%	\$32.82	\$42.86	\$42.86
Director Of Public Works	Rushford	1	Public Works Director	\$25.66	\$37.05	\$32.67	Administrator	5/17/2022	100.00%	\$25.66	\$37.05	\$32.67
Director Of Public Works	Chatfield	1	Superintendent of City Services	\$33.41	\$43.15	\$39.49	City Clerk	3/25/2022	100.00%	\$33.41	\$43.15	\$39.49
Electric Superintendent	Fairfax	1	Superintendent of Streets Utilities	\$33.52	\$43.73	\$40.02	City Administrator	5/18/2022	100.00%	\$33.52	\$43.73	\$40.02
Electric Superintendent	Spring Grove	1	Public Works Supervisor	\$25.68	\$35.96	\$35.96	City Clerk Treasurer	5/11/2021	103.00%	\$26.45	\$37.04	\$37.04
Public Works Superintendent	Waseca	1	Maintenance Superintendent	\$39.58	\$49.48	\$47.82	Utilities Director	4/28/2022	100.00%	\$39.58	\$49.48	\$47.82
Public Works Supervisor	Waseca	1	Street and Sewer Supervisor	\$31.51	\$39.38	\$38.07	Maintenance Superintendent	4/28/2022	100.00%	\$31.51	\$39.38	\$38.07
Skilled Mechanic	Waseca	3	Mechanic	\$27.06	\$33.83	\$32.70	Maintenance Superintendent-Street	4/28/2022	100.00%	\$27.06	\$33.83	\$32.70
Public Works Maintenance	New Richland	1	Maintenance Lead	\$20.17	\$24.07	\$22.24	City Administrator	1/1/2022	100.00%	\$20.17	\$24.07	\$22.24
Public Works Foreperson	Janesville		Public Works Foreperson	\$27.83	\$36.12			1/1/2021	103.00%	\$28.66	\$37.20	
Public Works Supervisor	Rushford	1	Senior Maintenance	\$20.87	\$28.73	\$27.90	Public Works Director	5/17/2022	100.00%	\$20.87	\$28.73	\$27.90
	ERI - Albert Lea, Minnesota Data		Maintenance Worker - Level 3	\$23.74	\$30.69	\$27.09			100.00%	\$23.74	\$30.69	\$27.09
Public Works Supervisor	Spring Valley		City Maintenance Supervisor	\$23.99	\$32.10			1/1/2022	100.00%	\$23.99	\$32.10	
Public Works Supervisor	Eyota	1	Public Works Supervisor	\$23.83	\$33.47			1/1/2022	100.00%	\$23.83	\$33.47	
Skilled Mechanic	Waseca County	1	Shop Foreperson	\$24.85	\$32.31	\$27.72	Hwy Maint. Supervisor	5/16/2022	100.00%	\$24.85	\$32.31	\$27.72
										\$24.32	\$32.42	\$27.57
Public Works Maintenance	New Richland	1	Maintenance Worker	\$18.29	\$21.83	\$19.20	Maintenance Lead	1/1/2022	100.00%	\$18.29	\$21.83	\$19.20
Streets Maintenance Worker	Spring Valley		Maintenance Worker	\$18.46	\$24.70			1/1/2022	100.00%	\$18.46	\$24.70	
Wastewater System Operator	Harmony	3	Maintenance Worker I	\$15.96	\$22.85	\$19.23	City Administrator	5/4/2021	103.00%	\$16.44	\$23.54	\$19.81
Facility Maintenance Technician	Waseca County	3	Building Maintenance Worker	\$19.73	\$25.64	\$23.06	Building/Grounds Director	5/16/2022	100.00%	\$19.73	\$25.64	\$23.06
Streets Maintenance Worker	Janesville		Public Works Worker	\$20.36	\$26.46			1/1/2021	103.00%	\$20.97	\$27.25	
	ERI - Albert Lea, Minnesota Data		Maintenance Worker - Level 1	\$19.10	\$24.65	\$21.84			100.00%	\$19.10	\$24.65	\$21.84
Streets Maintenance Worker	Eyota	1	Public Works Maintenance	\$17.28	\$24.87			1/1/2022	100.00%	\$17.28	\$24.87	
Streets Maintenance Worker	Rushford	1	Public Works Maintenance	\$18.18	\$25.09	\$20.62	Public Works Director	5/17/2022	100.00%	\$18.18	\$25.09	\$20.62
Park Maintenance Worker	Lanesboro	2	Public Works Staff	\$20.84	\$28.40	\$21.26	Public Works Director	3/14/2022	100.00%	\$20.84	\$28.40	\$21.26
Streets Maintenance Worker	Waseca County	10	Highway Maintenance Worker	\$21.31	\$27.70	\$25.19		5/16/2022	100.00%	\$21.31	\$27.70	\$25.19
Streets Maintenance Worker	Preston	1	Street Worker	\$21.76	\$28.42	\$28.42	Public Works Director	4/21/2021	103.00%	\$22.41	\$29.27	\$29.27
Streets Maintenance Worker	Spring Grove	1	Street Worker	\$16.71	\$21.19	\$17.38	Public Works Supervisor	5/11/2021	103.00%	\$17.21	\$21.83	\$17.90
										\$19.27	\$25.72	\$22.37
Streets Maintenance Worker	Waseca	5	Public Works/Maintenance Worker (Streets)	\$25.08	\$31.35	\$29.26	Street and Sewer Supervisor	4/28/2022	100.00%	\$25.08	\$31.35	\$29.26
Park Maintenance Worker	Spring Grove	1	Parks Maintenance Worker	\$12.49	\$15.84	\$12.99	Public Works Supervisor	5/11/2021	103.00%	\$12.86	\$16.32	\$13.38
Public Works Foreperson	Rushford	2	Public Works Maintenance	\$19.51	\$26.87	\$23.36	Public Works Director	5/17/2022	100.00%	\$19.51	\$26.87	\$23.36
Park Maintenance Worker	Waseca	3	Public Works/Maintenance Worker (Parks)	\$25.08	\$31.35	\$31.00	Parks Superintendent	4/28/2022	100.00%	\$25.08	\$31.35	\$31.00
Streets Maintenance Worker	Caledonia	2	Street Worker	\$26.09	\$30.63			1/1/2021	103.00%	\$26.87	\$31.55	
LMC Title	Jurisdiction	#	Title	Range MIN	Range MAX	Average Salary	Reports to	Date	COLA Adjust	Adjusted Range MIN	Adjusted Range Max	Average Actual Salary
Accountant Entry Level	Harmony	1	Finance Clerk	\$13.17	\$18.85	\$17.36	City Administrator	5/4/2021	103.00%	\$13.57	\$19.42	\$17.88
Accountant Entry Level	Waseca	1	Finance Technician	\$27.06	\$33.83	\$30.45	Finance Director	4/27/2022	100.00%	\$27.06	\$33.83	\$30.45
Accountant Entry Level	Waseca County	1	Highway Accountant	\$14.85	\$32.31	\$30.82	Highway Engineer	5/16/2022	100.00%	\$14.85	\$32.31	\$30.82
Accounting Technician	Eyota	1	Accounting Clerk	\$14.95	\$23.33			1/1/2022	100.00%	\$14.95	\$23.33	\$0.00
Administrative Assistant Experienced	Caledonia	1	Administrative Assistant	\$24.70	\$28.89			1/1/2021	103.00%	\$25.44	\$29.76	\$0.00
Administrative Assistant Experienced	Janesville		Administrative Assistant	\$20.36	\$26.46			1/1/2021	103.00%	\$20.97	\$27.25	\$0.00
Administrative Assistant Experienced	Waseca County	2	Executive Assistant	\$23.02	\$29.92	\$26.70	County Administrator	5/16/2022	100.00%	\$23.02	\$29.92	\$26.70
Appraiser/Residential Entry Level	Waseca County	3	Certified Property Appraiser	\$24.85	\$36.99	\$28.98	County Assessor	5/16/2022	100.00%	\$24.85	\$36.99	\$28.98
Assistant /Deputy City/County Admin/Manager/Coordinator	Waseca	1	Assistant to the City Manager	\$31.51	\$39.38	\$39.38	City Manager	4/28/2022	100.00%	\$31.51	\$39.38	\$39.38
Assistant Library Director	Preston	2	Assistant Librarian	\$11.83	\$15.45	\$14.79	Librarian	4/21/2021	103.00%	\$12.18	\$15.91	\$15.23
Assistant Park and Rec. Director	Spring Grove	10	Summer Rec Coaches	\$9.86	\$13.01	\$10.28	Summer Rec Directors	5/11/2021	103.00%	\$10.16	\$13.40	\$10.59
Assistant/Chief Deputy City/County Attorney	Waseca County	3	Assistant County Attorney	\$34.22	\$44.48	\$44.48	County Attorney	5/16/2022	100.00%	\$34.22	\$44.48	\$44.48
Assistant/Deputy City/County Clerk	Caledonia	1	Assistant to the Clerk	\$26.09	\$30.63			1/1/2021	103.00%	\$26.87	\$31.55	\$0.00
Asst. Liquor Store Manager	Spring Grove	1	Lead Bartender	\$10.82	\$13.72	\$13.19	Manager	5/11/2021	103.00%	\$11.14	\$14.13	\$13.59

Asst. Liquor Store Manager	Caledonia	1	Liquor Store Assistant Manager	\$10.75	\$15.99			1/1/2021	103.00%	\$11.07	\$16.47	\$0.00
Asst./Deputy Chief of Police/Sheriff	Preston	6	Part-Time Police Deputy	\$15.00	\$17.00	\$17.00	Police Chief	4/21/2021	103.00%	\$15.45	\$17.51	\$17.51
Asst./Deputy Econ. Dev. Director	Waseca	0	Economic Development Coordinator	\$31.51	\$39.38	\$31.51	City Manager	4/28/2022	100.00%	\$31.51	\$39.38	\$31.51
Asst./Deputy Information Tech. Director	Waseca County	1	Assistant Network Administrator	\$26.60	\$34.57	\$29.82		5/16/2022	100.00%	\$26.60	\$34.57	\$29.82
Ambulance Director	Caledonia	1	Ambulance Director	\$35.39	\$42.06			1/1/2021	103.00%	\$36.45	\$43.32	\$0.00
Ambulance Director	Preston	1	Ambulance Director	\$23.94	\$31.27	\$31.27	City Administrator	4/21/2021	103.00%	\$24.66	\$32.21	\$32.21
Ambulance Director	Rushford	1	Ambulance Director	\$20.87	\$28.73	\$23.63	Administrator	5/17/2022	100.00%	\$20.87	\$28.73	\$23.63
Ambulance Director	Chatfield	1	Ambulance Director/Safety Coordinator	\$30.10	\$38.87	\$32.24	City Clerk	3/17/2022	100.00%	\$30.10	\$38.87	\$32.24
Cable TV Manager	Waseca	1	PEG Media Technician	\$21.54	\$26.92	\$22.44	Director of Engineering	4/27/2022	100.00%	\$21.54	\$26.92	\$22.44
Chief Deputy Auditor Treasurer	Waseca County	1	Chief Deputy Auditor/Treasurer	\$34.22	\$44.48	\$40.04	County Auditor	5/16/2022	100.00%	\$34.22	\$44.48	\$40.04
City/ County Admin./Manager/Coordinator	Spring Valley		EDA Director	\$21.50	\$28.77			1/1/2022	100.00%	\$21.50	\$28.77	\$0.00
City/County Assessor	Waseca County	1	County Assessor	\$36.26	\$47.13	\$46.21	County Administrator	5/16/2022	100.00%	\$36.26	\$47.13	\$46.21
City/County Engineer	Waseca	1	Director of Engineering	\$49.72	\$62.15	\$53.86	City Manager	4/28/2022	100.00%	\$49.72	\$62.15	\$53.86
City/County Planner	Janesville		City Planner	\$20.36	\$26.46			1/1/2021	103.00%	\$20.97	\$27.25	\$0.00
Civil Engineer Entry Level	Waseca	1	Sr. Engineering Technician	\$36.68	\$45.85	\$39.74	Director of Engineering	4/27/2022	100.00%	\$36.68	\$45.85	\$39.74
Communications Specialist/Public Information Off	Preston	1	Tourism Director	\$19.78	\$25.83	\$24.71	City Administrator	4/21/2021	103.00%	\$20.37	\$26.60	\$25.45
Community Development Director	Janesville		Community Development Director	\$25.89	\$33.61			1/1/2021	103.00%	\$26.67	\$34.62	\$0.00
Community Development Specialist	Waseca	1	Recovery Coordinator-Economic Development	\$42.71	\$53.38	\$44.49	City Manager	4/28/2022	100.00%	\$42.71	\$53.38	\$44.49
Community Health Specialist	Waseca County		WIC Coordinator	\$28.45	\$36.99	\$35.03		5/16/2022	100.00%	\$28.45	\$36.99	\$35.03
Deputy Service Officer	Waseca County	1	Admin Clerk - Vet Services	\$19.73	\$25.64	\$22.10	Veterans Services Officer	5/16/2022	100.00%	\$19.73	\$25.64	\$22.10
Director of Parks and Recreation	Waseca	1	Park Superintendent	\$36.68	\$45.85	\$44.32	Director of Engineering	4/27/2022	100.00%	\$36.68	\$45.85	\$44.32
Director of Parks and Recreation	Spring Valley		Parks Director	\$21.50	\$28.77			1/1/2022	100.00%	\$21.50	\$28.77	\$0.00
Director of Parks and Recreation	Spring Grove	1	Summer Rec Director	\$11.77	\$15.53	\$13.25	City Clerk/Treasurer	5/11/2021	103.00%	\$12.12	\$16.00	\$13.65
Director Of Public Works	Waseca	1	Director of Utilities	\$49.72	\$62.15	\$62.15	City Manager	4/27/2022	100.00%	\$49.72	\$62.15	\$62.15
Director Of Public Works	Caledonia	1	Public Works and Zoning Director	\$36.12	\$42.96			1/1/2021	103.00%	\$37.20	\$44.25	\$0.00
Dispatcher	Waseca County	9	Dispatcher	\$23.02	\$29.92	\$26.20	County Sheriff	5/16/2022	100.00%	\$23.02	\$29.92	\$26.20
Electric Superintendent	Waseca	1	Line Foreperson	\$34.00	\$42.50	\$42.50	Director of Utilities	4/28/2022	100.00%	\$34.00	\$42.50	\$42.50
Electric Superintendent	Preston	1	PowerPlant Operator I Mechanic	\$27.86	\$34.39	\$34.39	Public Works Director	4/21/2021	103.00%	\$28.70	\$35.42	\$35.42
Emergency Management Director/Coordinator	Waseca County	1	Emergency Management Director	\$34.22	\$44.48	\$40.66		5/16/2022	100.00%	\$34.22	\$44.48	\$40.66
EMT	Chatfield	1	EMS Support	\$19.83	\$25.61	\$19.83	Ambulance Director	3/25/2022	100.00%	\$19.83	\$25.61	\$19.83
Engineering Technician Entry Level	Waseca	1	Engineering Technician	\$29.20	\$36.50	\$32.85	Sr. Engineering Technician	4/27/2022	100.00%	\$29.20	\$36.50	\$32.85
Engineering Technician Entry Level	Waseca County	2	Highway Technician	\$24.85	\$32.31	\$28.99	Assistant County Engineer	5/16/2022	100.00%	\$24.85	\$32.31	\$28.99
Environmental/Natural Resources Specialist	Waseca County	1	Environmental Health Specialist	\$26.60	\$34.57	\$29.67		5/16/2022	100.00%	\$26.60	\$34.57	\$29.67
Facilities Director/Manager	Waseca County	1	Building /Grounds Director	\$26.60	\$34.57	\$30.55	Administrator	5/16/2022	100.00%	\$26.60	\$34.57	\$30.55
Finance Coordinator	Waseca	1	Finance Clerk	\$23.25	\$29.06	\$28.09	Finance Director	4/28/2022	100.00%	\$23.25	\$29.06	\$28.09
Finance Coordinator	Chatfield	1	Finance Director	\$33.41	\$43.15	\$43.15	City Clerk - Admin	3/25/2022	100.00%	\$33.41	\$43.15	\$43.15
Finance Director	Spring Valley		Finance Director	\$25.50	\$34.13			1/1/2022	100.00%	\$25.50	\$34.13	\$0.00
Finance Director	Waseca	1	Finance Director	\$46.08	\$57.60	\$49.92	City Manager	4/27/2022	100.00%	\$46.08	\$57.60	\$49.92
Finance Director	Caledonia	1	Finance Officer	\$32.94	\$39.12			1/1/2021	103.00%	\$33.93	\$40.29	\$0.00
Firefighter	Waseca	3	Shift Commander	\$23.25	\$29.06	\$28.09	Public Safety Director	4/28/2022	100.00%	\$23.25	\$29.06	\$28.09
Firefighter/Paramedic	Waseca	28	Paid-On-Call	\$11.20	\$11.21	\$11.20	Shift Commander	4/28/2022	100.00%	\$11.20	\$11.21	\$11.20
GIS Coordinator	Waseca	1	GIS Coordinator	\$29.20	\$36.50	\$36.50	Engineering Director	4/28/2022	100.00%	\$29.20	\$36.50	\$36.50
GIS Coordinator	Waseca County	1	GIS Coordinator	\$28.45	\$36.99	\$31.26	IT Director	5/16/2022	100.00%	\$28.45	\$36.99	\$31.26
Housing/Code Enforcement Inspector	Waseca	1	Planning and Zoning Coordinator	\$29.20	\$36.50	\$36.50	Engineering Director	4/28/2022	100.00%	\$29.20	\$36.50	\$36.50
Human Resources Director/Manager	Waseca	1	HR Director	\$34.00	\$42.50	\$34.00	City Manager	4/28/2022	100.00%	\$34.00	\$42.50	\$34.00
Human Resources Director/Manager	Waseca County	1	Human Resources Director	\$38.43	\$49.96	\$42.43	County Administrator	5/16/2022	100.00%	\$38.43	\$49.96	\$42.43
Human Resources Representative/Generalist Entry	Waseca County	1	Human Resource Technician	\$24.85	\$32.31	\$27.72		5/16/2022	100.00%	\$24.85	\$32.31	\$27.72
Information Technology Director	Waseca County	1	IT Director	\$38.43	\$49.96	\$45.82	Administrator	5/16/2022	100.00%	\$38.43	\$49.96	\$45.82
Investigator/Detective	Waseca	2	Detective and Criminal Investigator	\$31.51	\$39.38	\$39.38	Chief of Police	4/28/2022	100.00%	\$31.51	\$39.38	\$39.38
Investigator/Detective	Waseca County	1	Investigator	\$30.45	\$39.58	\$33.59		5/16/2022	100.00%	\$30.45	\$39.58	\$33.59
Jail Administrator	Waseca County	1	Jail Administrator	\$36.26	\$47.13	\$39.08		5/16/2022	100.00%	\$36.26	\$47.13	\$39.08
Lead Lineworker	Caledonia	1	Electrician/Line Foreman	\$35.01	\$41.68			1/1/2021	103.00%	\$36.06	\$42.93	\$0.00
Lead Lineworker	Preston	1	Foreman Lead Lineworker	\$25.24	\$35.50	\$35.50	Public Works Director	4/21/2021	103.00%	\$26.00	\$36.57	\$36.57
Librarian Entry Level	Spring Grove	1	Library Aide	\$9.89	\$13.85	\$11.14	Library Director	5/11/2021	103.00%	\$10.19	\$14.27	\$11.47
Librarian Entry Level	Lanesboro	2	Library Assistant	\$17.25	\$23.51	\$17.25	Library Director	3/14/2022	100.00%	\$17.25	\$23.51	\$17.25
Librarian Entry Level	Spring Valley		Library Assistant	\$14.70	\$19.57			1/1/2022	100.00%	\$14.70	\$19.57	\$0.00
Librarian Entry Level	Spring Valley		Library Substitute	\$11.64	\$15.58			1/1/2022	100.00%	\$11.64	\$15.58	\$0.00
Librarian Entry Level	Harmony	2	Library Tech-Circ	\$10.86	\$15.55	\$11.85	Librarian	5/4/2021	103.00%	\$11.19	\$16.02	\$12.21
Librarian Experienced	Caledonia	1	Librarian	\$15.03	\$24.09			1/1/2021	103.00%	\$15.48	\$24.81	\$0.00
Librarian Experienced	Chatfield	1	Librarian	\$27.11	\$35.02	\$35.02	Library Board	3/25/2022	100.00%	\$27.11	\$35.02	\$35.02
Librarian Experienced	Spring Grove	1	Librarian Assistant	\$14.44	\$20.22	\$16.92	Library Director	5/11/2021	103.00%	\$14.87	\$20.83	\$17.43
Librarian Experienced	Caledonia	1	Library Assistant	\$10.75	\$15.99			1/1/2021	103.00%	\$11.07	\$16.47	\$0.00
Library Associate	Harmony	1	Library Aide	\$15.96	\$22.85	\$18.14	Librarian	5/4/2021	103.00%	\$16.44	\$23.54	\$18.68
Library Associate	Chatfield	1	Library Associate	\$19.83	\$25.61	\$24.14	Librarian	3/25/2022	100.00%	\$19.83	\$25.61	\$24.14
Library Director	Harmony	1	Librarian	\$19.35	\$27.70	\$24.14	Library Board	5/4/2021	103.00%	\$19.93	\$28.53	\$24.86
Library Director	Preston	1	Librarian	\$23.94	\$31.27	\$31.27	City Administrator	4/21/2021	103.00%	\$24.66	\$32.21	\$32.21
Library Director	Lanesboro	1	Library Director	\$22.92	\$32.87	\$24.07	Library Board	3/14/2022	100.00%	\$22.92	\$32.87	\$24.07
Library Director	Rushford	1	Library Director	\$25.66	\$37.05	\$30.66	Library Board	5/17/2022	100.00%	\$25.66	\$37.05	\$30.66
Library Director	Spring Valley		Library Director	\$21.50	\$28.77			1/1/2022	100.00%	\$21.50	\$28.77	\$0.00
License Clerk	Waseca County	1	License Bureau Official	\$28.45	\$36.99	\$32.37		5/16/2022	100.00%	\$28.45	\$36.99	\$32.37
Lineworker	Waseca	3	Electric Lineworker	\$31.51	\$39.38	\$38.51	Utilities Director	4/28/2022	100.00%	\$31.51	\$39.38	\$38.51
Lineworker	Caledonia	1	Journey Lineworker	\$32.94	\$39.12			1/1/2021	103.00%	\$33.93	\$40.29	\$0.00
Lineworker	Janesville		Lineworker	\$25.89	\$33.61			1/1/2021	103.00%	\$26.67	\$34.62	\$0.00
Lineworker	Preston	1	Lineworker - Journeyman	\$25.24	\$33.65	\$33.65	Public Works Director	4/21/2021	103.00%	\$26.00	\$34.66	\$34.66
Lineworker	Fairfax	3	Public Works Utilities Technician	\$24.77	\$32.32	\$32.32	Superintendent of Streets and Utilities	5/18/2022	100.00%	\$24.77	\$32.32	\$32.32
Liquor Facility Manager	Caledonia	1	Liquor Store Manager	\$27.62	\$32.52			1/1/2021	103.00%	\$28.45	\$33.50	\$0.00
Office Manager Supervisory	Janesville		Office Manager	\$29.91	\$38.84			1/1/2021	103.00%	\$30.81	\$40.01	\$0.00
Office Manager Supervisory	Waseca	1	Utilities Office Manager	\$34.00	\$42.50	\$41.08	Utilities Director	4/28/2022	100.00%	\$34.00	\$42.50	\$41.08
Office Support Technician Entry Level	Spring Valley		Account Technician	\$19.42	\$25.99			1/1/2022	100.00%	\$19.42	\$25.99	\$0.00

Office Support Technician Entry Level	Janesville		Office Assistant	\$18.95	\$24.60			1/1/2021	103.00%	\$19.52	\$25.34	\$0.00
Office Support Technician Entry Level	Waseca	2	Utilities Office Technician	\$25.08	\$31.35	\$25.60	Utilities Office Supervisor	4/28/2022	100.00%	\$25.08	\$31.35	\$25.60
Office Support Technician Experienced	Waseca	2	Administrative Assistant	\$25.08	\$31.35	\$28.22	City Manager	4/28/2022	100.00%	\$25.08	\$31.35	\$28.22
Office Support Technician Experienced	Spring Valley		Ambulance Secretary	\$14.70	\$19.57			1/1/2022	100.00%	\$14.70	\$19.57	\$0.00
Office Support Technician Experienced	Spring Valley		City Hall Secretary	\$14.70	\$19.67			1/1/2022	100.00%	\$14.70	\$19.67	\$0.00
Office Support Technician Experienced	Preston	1	Secretary	\$17.98	\$23.48	\$23.48	City Administrator	4/21/2021	103.00%	\$18.52	\$24.18	\$24.18
Office Support Technician Experienced	Waseca County	1	Senior Administrative Assistant	\$21.31	\$27.70	\$27.16		5/16/2022	100.00%	\$21.31	\$27.70	\$27.16
Parks Superintendent	Janesville		Golf Superintendent (PRGC)	\$27.83	\$36.12			1/1/2021	103.00%	\$28.66	\$37.20	\$0.00
Patrol Officer/Deputy Sheriff	Waseca County	10	Deputy	\$28.45	\$36.99	\$32.05	Sheriff	5/16/2022	100.00%	\$28.45	\$36.99	\$32.05
Payroll Technician	Caledonia	1	Payroll Clerk	\$26.09	\$30.63			1/1/2021	103.00%	\$26.87	\$31.55	\$0.00
Planning and Zoning Administrator	Waseca County	1	Director of Property and Election	\$48.52	\$63.08	\$61.24		5/16/2022	100.00%	\$48.52	\$63.08	\$61.24
Police Chief	Waseca	1	Public Safety Director	\$46.08	\$57.60	\$57.60	City Manager	4/28/2022	100.00%	\$46.08	\$57.60	\$57.60
Public Health Nurse	Waseca County	5	Public Health Nurse 4-year	\$28.45	\$36.99	\$30.47		5/16/2022	100.00%	\$28.45	\$36.99	\$30.47
Public Health Nurse Supervisor	Waseca County	2	Public Health Supervisor	\$34.22	\$44.48	\$36.90		5/16/2022	100.00%	\$34.22	\$44.48	\$36.90
Public Works Supervisor	Waseca County	1	Highway Maintenance Supervisor	\$30.45	\$39.58	\$32.45		5/16/2022	100.00%	\$30.45	\$39.58	\$32.45
Records Clerk	Waseca	2	Records Clerk	\$25.08	\$31.35	\$31.35	Public Safety Director	4/28/2022	100.00%	\$25.08	\$31.35	\$31.35
Recreation Facility Manager	Janesville		Golf Course General Manager	\$29.91	\$38.84			1/1/2021	103.00%	\$30.81	\$40.01	\$0.00
Recreation Facility Manager	Waseca	1	Water Park Supervisor Water Quality Speciali	\$27.06	\$33.83	\$29.32	Utilities Director	4/28/2022	100.00%	\$27.06	\$33.83	\$29.32
Retail Clerk - Liquor	Caledonia	1	Liquor Store Clerk	\$10.20	\$11.61			1/1/2021	103.00%	\$10.51	\$11.96	\$0.00
Sewer Water Maintenance Worker Entry Level	Lanesboro	1	Utility Technician	\$22.17	\$32.82	\$29.44	Utility Supervisor	3/14/2022	100.00%	\$22.17	\$32.82	\$29.44
Sewer Water Maintenance Worker Entry Level	Waseca	3	Water/WWTP Operator	\$25.08	\$31.35	\$28.56	Utilities Director	4/28/2022	100.00%	\$25.08	\$31.35	\$28.56
Sign Technician	Waseca County	1	Highway Sign Technician	\$23.02	\$29.92	\$23.02		5/16/2022	100.00%	\$23.02	\$29.92	\$23.02
Social Worker Entry Level	Waseca County	2	Social Worker	\$28.45	\$36.99	\$32.39		5/16/2022	100.00%	\$28.45	\$36.99	\$32.39
Stormwater Specialist	Waseca County	1	Water Resource Specialist	\$26.60	\$34.57	\$28.78		5/16/2022	100.00%	\$26.60	\$34.57	\$28.78
Streets Maintenance Worker	Spring Valley		Seasonal Maintenance	\$11.64	\$15.58			1/1/2022	100.00%	\$11.64	\$15.58	\$0.00
Support Services Supervisor/Coordinator	Waseca	1	Visitation and Exchange Specialist	\$21.54	\$26.93	\$26.93	Public Safety Director	4/28/2022	100.00%	\$21.54	\$26.93	\$26.93
Systems Administrator	Waseca County	1	Network Database Administrator	\$30.45	\$39.58	\$33.87		5/16/2022	100.00%	\$30.45	\$39.58	\$33.87
Utility Billing Supervisor/Coordinator	Janesville		Utility General Manager	\$32.91	\$42.72			1/1/2021	103.00%	\$33.90	\$44.00	\$0.00
Utility Billing Technician	Preston	1	Public Utilities Office Manager	\$19.78	\$25.83	\$25.83	City Administrator	4/21/2021	103.00%	\$20.37	\$26.60	\$26.60
Utility Billing Technician	Caledonia	1	Utility Billing Clerk	\$26.09	\$30.63			1/1/2021	103.00%	\$26.87	\$31.55	\$0.00
Utility Billing Technician	Eyota	1	Utility Billing Clerk	\$14.95	\$23.33			1/1/2022	100.00%	\$14.95	\$23.33	\$0.00
Utility Billing Technician	Janesville		Utility Billing Clerk	\$16.40	\$21.30			1/1/2021	103.00%	\$16.89	\$21.94	\$0.00
Utility Billing Technician	Rushford	1	Utility Billing Clerk/Deputy Clerk	\$19.51	\$26.87	\$22.08	City Clerk/Treas.	5/17/2022	100.00%	\$19.51	\$26.87	\$22.08
Utility Director	Lanesboro	1	Utility Supervisor	\$27.44	\$41.07	\$41.07	Public Utilities Commission	3/14/2022	100.00%	\$27.44	\$41.07	\$41.07
Veterans Service Director	Waseca County	1	Veteran Services Officer	\$32.26	\$41.94	\$35.63	County Administrator	5/16/2022	100.00%	\$32.26	\$41.94	\$35.63
Victim/Witness Services Coordinator	Waseca County	1	Office Coordinator/ Victim Witness Coordinato	\$24.85	\$32.31	\$30.07		5/16/2022	100.00%	\$24.85	\$32.31	\$30.07
Wastewater System Operator	Chatfield	1	Assistant Wastewater Operator	\$24.43	\$31.55	\$24.43	Wastewater Superintendent	3/25/2022	100.00%	\$24.43	\$31.55	\$24.43
Wastewater System Operator	Preston	1	Wastewater Operator	\$26.33	\$34.39	\$32.89	Public Works Director	4/21/2021	103.00%	\$27.12	\$35.42	\$33.88
Wastewater System Operator	Waseca	3	Water Utility Chief Operator	\$31.51	\$39.38	\$36.76	Utilities Director	4/28/2022	100.00%	\$31.51	\$39.38	\$36.76
Wastewater System Operator	Caledonia	1	Water WW Operator	\$29.27	\$34.55			1/1/2021	103.00%	\$30.15	\$35.59	\$0.00
Wastewater System Supervisor	Spring Valley		WWTP Operator Supervisor	\$28.64	\$38.33			1/1/2022	100.00%	\$28.64	\$38.33	\$0.00
Wastewater System Supervisor	Waseca	0	WWTP Utility Supervisor	\$34.00	\$42.50	\$34.00	Director of Utilities	4/28/2022	100.00%	\$34.00	\$42.50	\$34.00
Water System Operator	Preston	1	Water Operator	\$21.76	\$28.42	\$28.42	Public Works Director	4/21/2021	103.00%	\$22.41	\$29.27	\$29.27
Water System Operator	Chatfield	1	Water Superintendent	\$27.11	\$35.02	\$33.01	Superintendent of City Services	3/25/2022	100.00%	\$27.11	\$35.02	\$33.01
Water System Supervisor	Chatfield	1	Wastewater Superintendent	\$30.10	\$38.87	\$36.64	Superintendent of City Services	3/25/2022	100.00%	\$30.10	\$38.87	\$36.64
Water System Supervisor	Caledonia	1	Water WW Supervisor	\$35.01	\$41.68			1/1/2021	103.00%	\$36.06	\$42.93	\$0.00

New Richland County, Minnesota
NEW Pay Plan Calibrated for 2023 Wages

% of Bench Avg >	92%	83%
New Structure	103.51%	101.48%

Grade	# points	Evaluation Points			Steps								
		Point	Point										
		Minimum	Maximum		1	2	3	4	5	6	7	8	9
1		0	235		\$19.00	\$19.67	\$20.30	\$20.96	\$21.59	\$22.24	\$22.91	\$23.54	\$24.19
2	20	236	256	104.000%	\$19.76	\$20.45	\$21.12	\$21.80	\$22.46	\$23.13	\$23.82	\$24.48	\$25.15
3	30	257	296	106.000%	\$20.95	\$21.68	\$22.38	\$23.11	\$23.80	\$24.52	\$25.25	\$25.95	\$26.66
4	40	297	336	110.000%	\$23.04	\$23.85	\$24.62	\$25.42	\$26.18	\$26.97	\$27.78	\$28.54	\$29.33
5	40	337	386	111.000%	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55
6	50	387	426	111.000%	\$28.39	\$29.38	\$30.34	\$31.32	\$32.26	\$33.23	\$34.23	\$35.17	\$36.13
7	40	427	476	110.000%	\$31.23	\$32.32	\$33.37	\$34.45	\$35.49	\$36.55	\$37.65	\$38.68	\$39.75
8	50	477	511	110.000%	\$34.35	\$35.55	\$36.71	\$37.90	\$39.04	\$40.21	\$41.41	\$42.55	\$43.72
9	35	512	546	110.000%	\$37.78	\$39.11	\$40.38	\$41.69	\$42.94	\$44.23	\$45.56	\$46.81	\$48.10

Notes					Rate of Pay	Annual Hours	Annual Salary	JET Grade	New Min	New Max	Current Below Proposed Min?	Current Above Proposed Max?	1	2	3	4	5	6	7	8	9	10	Starting Step	Step Number	2022 New Annual Salary	Annual Difference	2022 Annual Salary % Difference	
Job Title	FT/PT		Salary Range	Current																								
Care Center Administrator	FT	Exempt	\$85,218 - \$101,691		Trouble retaining a good qualified person. 1-2 and gone		2080	\$0.00	9	\$ 37.78	\$ 49.30		NO	\$37.78	\$39.11	\$40.38	\$41.69	\$42.94	\$44.23	\$45.56	\$46.81	\$48.10	\$49.30					
City Administrator	FT	Exempt	** Contract **	\$75,000.00		\$36.06	2080	\$75,000.00	8	\$ 34.35	\$ 44.82	NO	NO	\$34.35	\$35.55	\$36.71	\$37.90	\$39.04	\$40.21	\$41.41	\$42.55	\$43.72	\$44.82	\$36.71	3	\$76,350.27	\$1,350.27	1.80%
City Clerk/Treasurer	FT	Exempt	\$59,925 - \$71,989		Transitioned to City Administrator		2080	\$0.00																				
Assistant City Clerk	FT	Non-Exempt	\$38,043 - \$45,406	\$43,638.00		\$20.98	2080	\$43,638.00	3	\$ 20.95	\$ 27.33	NO	NO	\$20.95	\$21.68	\$22.38	\$23.11	\$23.80	\$24.52	\$25.25	\$25.95	\$26.66	\$27.33	\$21.68	2	\$45,091.69	\$1,453.69	3.33%
Police Chief	FT	Non-Exempt	\$53,373 - \$63,690	\$53,373.00	Trouble recruiting and retaining	\$25.66	2080	\$53,373.00	7	\$ 31.23	\$ 40.74	BELOW PROPOSED MIN	NO	\$31.23	\$32.32	\$33.37	\$34.45	\$35.49	\$36.55	\$37.65	\$38.68	\$39.75	\$40.74	\$32.32	2	\$67,224.54	\$13,851.54	25.95%
Police Officer	FT	Non-Exempt	\$41,954 - \$50,066	\$44,054.00	** UNION CONTRACT **	\$21.18	2080	\$44,054.00	5	\$ 25.57	\$ 33.37	BELOW PROPOSED MIN	NO	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55	\$33.37	\$25.57	1	\$53,195.12	\$9,141.12	20.75%
Police Officer	PT	Non-Exempt		\$20.17/hour		\$20.17	1040	\$20,976.80	5	\$ 25.57	\$ 33.37	BELOW PROPOSED MIN	NO	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55	\$33.37	\$26.47	2	\$27,528.48	\$6,551.68	31.23%
Police Officer	PT	Non-Exempt		\$22.63/hour		\$22.63	1040	\$23,535.20	5	\$ 25.57	\$ 33.37	BELOW PROPOSED MIN	NO	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55	\$33.37	\$26.47	2	\$27,528.48	\$3,993.28	16.97%
Police Officer	PT	Non-Exempt		\$20.17/hour		\$20.17	1040	\$20,976.80	5	\$ 25.57	\$ 33.37	BELOW PROPOSED MIN	NO	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55	\$33.37	\$30.83	7	\$32,068.15	\$11,091.35	52.87%
Police Officer	PT	Non-Exempt		\$20.17/hour		\$20.17	1040	\$20,976.80	5	\$ 25.57	\$ 33.37	BELOW PROPOSED MIN	NO	\$25.57	\$26.47	\$27.33	\$28.22	\$29.06	\$29.94	\$30.83	\$31.68	\$32.55	\$33.37	\$25.57	1	\$26,597.56	\$5,620.76	26.80%
Maintenance Lead	FT	Non-Exempt	\$41,954 - \$50,066	\$46,259.00	\$22.24	\$22.24	2080	\$46,259.00	4	\$ 23.04	\$ 30.06	BELOW PROPOSED MIN	NO	\$23.04	\$23.85	\$24.62	\$25.42	\$26.18	\$26.97	\$27.78	\$28.54	\$29.33	\$30.06	\$28.54	8	\$59,369.42	\$13,110.42	28.34%
Maintenance Worker	FT	Non-Exempt	\$38,043 - \$45,406	\$39,936.00	\$19.20	\$19.20	2080	\$39,936.00	2	\$ 19.76	\$ 25.78	BELOW PROPOSED MIN	NO	\$19.76	\$20.45	\$21.12	\$21.80	\$22.46	\$23.13	\$23.82	\$24.48	\$25.15	\$25.78	\$24.48	8	\$50,917.17	\$10,981.17	27.50%
Maintenance Worker-PT	PT	Non-Exempt		\$15/hour		\$15.00	1040	\$15,600.00	1	\$ 19.00	\$ 24.79	BELOW PROPOSED MIN	NO	\$19.00	\$19.67	\$20.30	\$20.96	\$21.59	\$22.24	\$22.91	\$23.54	\$24.19	\$24.79	\$20.96	4	\$21,802.56	\$6,202.56	39.76%
Custodian	PT	Non-Exempt		\$20/hour		\$20.00	1040	\$20,800.00																				
Lifeguards	PT	Non-Exempt		\$12/hour		\$12.00	2080	\$24,960.00																				
	PT	Non-Exempt		\$12/hour		\$12.00	2080	\$24,960.00																				
Head Lifeguard	PT	Non-Exempt		\$15/hour		\$15.00	2080	\$31,200.00																				
Ambulance Director	PT	Non-Exempt		\$16.67/hour		\$16.67	1040	\$17,336.80	3	\$ 20.95	\$ 27.33																	
Ensure positions with no employee are 0																												

					\$523,582.40		\$487,673.42		\$83,347.82	
					Only included employees		Full Year 2022 Costing Details			
					\$404,325.60		Proposed Budget:		\$487,673	
							Additional Cost to Current Budget:		\$83,348	
							Budget Cost Increase:		20.61%	
							Total EE In Structure:		11	
							Total EE Above Proposed Maximum:		0	
							Percentage of Employees:		100.00%	
							Total EE Below Proposed Minimum:		9	
							Percentage of Employees:		81.82%	
							Cost to Bring EE to Minimum:		\$ 80,543.87	
							Percentage of Current Budget:		19.92%	

Typically do a July implementation

CITY OF NEW RICHLAND PAY STRUCTURE

Effective January 1, 2022

	Grade	1 Entry	2 6 Months 5%	3 1 Year 5%	4 2 Year 2%	5 3 Year 2%	6 4 Year 2%	7 5 Year 2%	8 Ea. Yr. After 1%	Anniversary Date	Last Increase Date
	1	13.73	14.42	15.14	15.44	15.75	16.06	16.39			
	2	15.13	15.89	16.68	17.01	17.35	17.70	18.06			
	3	16.63	17.46	18.33	18.70	19.08	19.46	19.85			
	3	16.63	17.46	18.33	18.70	19.08	19.46	19.85			
	4	<u>18.45</u>	19.37	20.34	20.75	21.16	21.59	22.02			
Maintenance Worker	4	18.29	19.20	20.16	20.57	20.98	<u>21.40</u>	21.83		1/1/2014	1/1/2019
Assistant City Clerk	4	18.29	19.20	20.16	20.57	<u>20.98</u>	21.40	21.83		2/12/2015	2/12/2019
	4	18.29	19.20	20.16	20.57	20.98	21.40	21.83			
Police Officer	5	20.17	21.18	22.24	22.68	23.14	23.60	24.07	<u>25.88</u>	07/19/99	7/19/2019
	5	20.17	21.18	22.24	22.68	23.14	23.60	<u>24.07</u>		2/10/2014	2/10/2019
	5	20.17	21.18	22.24	22.68	23.14	23.60	24.07			
	6	22.72	23.86	25.04	25.55	26.06	26.58	27.11			
	6	22.72	23.86	25.04	25.55	26.06	26.58	27.11			
Police Chief	7	25.66	26.94	28.28	28.86	29.43	30.02	<u>30.62</u>		4/1/2017	4/1/2019
City Clerk/Treasurer	8	28.71	30.15	31.65	32.29	32.93	33.59	34.26	<u>34.61</u>	2/14/2005	1/1/2019
Nursing Home Admin	14	40.97	43.02	45.17	46.07	<u>46.99</u>	47.93	48.89		7/1/2019	1/1/2020
	14	40.97	43.02	45.17	46.07	46.99	47.93	48.89			

	Grade	1 Entry	2 6 Months 5%	3 1 Year 5%	4 2 Year 2%	5 3 Year 2%	6 4 Year 2%	7 5 Year 2%	8 Ea. Yr. After 1%
	1	\$ 28,558	\$ 29,986	\$ 31,486	\$ 32,115	\$ 32,758	\$ 33,413	\$ 34,081	
	2	\$ 31,470	\$ 33,044	\$ 34,696	\$ 35,390	\$ 36,098	\$ 36,820	\$ 37,556	
	3	\$ 34,590	\$ 36,320	\$ 38,136	\$ 38,899	\$ 39,677	\$ 40,470	\$ 41,280	
	3	\$ 34,590	\$ 36,320	\$ 38,136	\$ 38,899	\$ 39,677	\$ 40,470	\$ 41,280	
	4	\$ 38,376	\$ 40,295	\$ 42,310	\$ 43,156	\$ 44,019	\$ 44,899	\$ 45,797	
	4	\$ 38,043	\$ 39,945	\$ 41,943	\$ 42,781	\$ 43,637	\$ 44,510	\$ 45,400	
	4	\$ 38,043	\$ 39,945	\$ 41,943	\$ 42,781	\$ 43,637	\$ 44,510	\$ 45,400	
	4	\$ 38,043	\$ 39,945	\$ 41,943	\$ 42,781	\$ 43,637	\$ 44,510	\$ 45,400	
	5	\$ 41,954	\$ 44,051	\$ 46,254	\$ 47,179	\$ 48,122	\$ 49,085	\$ 50,067	<u>25.88</u>
	5	\$ 41,954	\$ 44,051	\$ 46,254	\$ 47,179	\$ 48,122	\$ 49,085	\$ 50,067	
	5	\$ 41,954	\$ 44,051	\$ 46,254	\$ 47,179	\$ 48,122	\$ 49,085	\$ 50,067	
	6	\$ 47,258	\$ 49,620	\$ 52,081	\$ 53,143	\$ 54,206	\$ 55,290	\$ 56,396	
	6	\$ 47,258	\$ 49,620	\$ 52,081	\$ 53,143	\$ 54,206	\$ 55,290	\$ 56,396	
	7	\$ 53,373	\$ 56,041	\$ 58,823	\$ 60,020	\$ 61,220	\$ 62,445	\$ 63,694	
	8	\$ 59,717	\$ 62,703	\$ 65,838	\$ 67,155	\$ 68,498	\$ 69,868	\$ 71,265	<u>34.61</u>
	14	\$ 85,218	\$ 89,478	\$ 93,952	\$ 95,831	\$ 97,748	\$ 99,703	\$ 101,697	

(Revised 06/01/2007- hired Brenda at beginning of pay grade 13)

(Revised 01/01/08 - 2.5% Annual Scale Adjustment)

(Revised 01/01/09 - 2% Annual Scale Adjustment)

(Revised 01/01/10 - .5% Annual Scale Adjustment)

(Revised 01/01/11 - 1.7% Annual Scale Adjustment)

(Revised 01/01/12 - No COLA)

(Revised 01/01/13 - No COLA)

(Revised 01/01/14 - 2% adjustment

(Revised 01/01/15 - 1% adjustment

(Revised 01/01/16 - 1% adjustment

(Revised 01/01/17 - 1% adjustment

(Revised 01/01/18 - 10% adjustment

(Revised 01/01/19 - 2% adjustment

(Revised 01/01/20 - 1.6% adjustment

(Revised 01/01/21 - 2% adjustment in Collective Bargaining agreement

(Revised 01/01/22 - 2.25% adjustment in Collective Bargaining agreement

With a step system, employees move from one step to the next based on the designated anniversary date. Employees are to receive the rate of pay indicated for each step. There are to be no deviations from the amounts noted in the schedule. No employee should be compensated at a rate that falls anywhere between the amounts in the schedule. Consistency and standardization are critical in maintaining the integrity of the system.

If a cost of living increase is given by the council, the numbers in Step 1 are adjusted by the percent of increase. Step 2-8 will automatically calculate out to the new numbers. The employees new wage rate will be the numbers noted above, depending on their years of employment.

Title	Qualification	Q	Decisions	D	Problem Solving	P	Relationships	R	Muscular Effort	M	Attention Effort	A	Hazards	H	Conditions	C	Total JET Points	NEW Grade	NEW Min	New Max	Old 2020 Points	Old Grade	Old 2021 Min	Old 2021 Max
Care Center Administrator	QF6	120	DF6	137	PE4	106	RE4	106	MB2	5	AD3	17	HE2	12	CC2	12	515	9	\$37.78	\$49.30		14	\$40.97	\$48.89
City Administrator	QF3	90	DF6	137	PE5	131	RE4	106	MB2	5	AD3	17	HE2	12	CB2	6	504	8	\$34.35	\$44.82				
Police Chief	QF3	90	DE6	113	PD4	79	RE4	106	MD3	17	AD3	17	HE3	20	CC3	16	458	7	\$31.23	\$40.74		7	\$25.66	\$30.62
Police Officer	QD2	57	DD4	63	PD4	79	RD4	79	MD3	17	AD3	17	HE3	20	CC3	16	348	5	\$25.57	\$33.37		5	\$20.17	\$25.88
Maintenance Lead	QC5	63	DD3	52	PE3	85	RD2	51	MD3	17	AD3	17	HE3	20	CC3	16	321	4	\$23.04	\$30.06		5	\$20.17	\$24.07
Ambulance Director	QC3	52	DC3	43	PC3	48	RD3	64	MD3	17	AC3	12	HE3	20	CC2	12	268	3	\$20.95	\$27.33				
Assistant City Clerk	QC3	52	DD4	63	PE3	85	RD3	64	MB2	5	AB2	5	HB2	6	CB2	6	286	3	\$20.95	\$27.33		4	\$18.45	\$22.02
Maintenance Worker	QC3	52	DC3	43	PC2	39	RD2	51	MD3	17	AD3	17	HE3	20	CC3	16	255	2	\$19.76	\$25.78		4	\$18.45	\$22.02
Maintenance Worker-PT	QC2	48	DB2	29	PC1	31	RD2	51	MD3	17	AD3	17	HE3	20	CC3	16	229	1	\$19.00	\$24.79		4	\$18.45	\$22.02

7 OR 8 GRADES
10 STEPS, LITTLE MORE IN EARLY STEPS
AT MARKET
Waseca & Caledonia move to Spotlight
Use ERI for Maintenance positions and Asst. City Clerk (clerical)

Knowledge and Skills from Formal Education and Training	Years of Related Work Experience Required										
	0 to 0.4	0.5 to 1.4	1.5 to 2.4	2.5 to 3.4	3.5 to 4.4	4.5 to 5.4	5.5 to 6.4	6.5 to 8.4	8.5 to 10.0	10+	
Examples of Years of Related Experience	0	1	2	3	4	5	6	7 to 8	9 to 10	>10	
No formal education - must be able to observe and follow demonstrated directions	QA1	QA2	QA3	QA4	QA5	QA6	QA7	QA8	QA9	QA10	30 33 36 40 44 48 53 58 64 71
Must be able to read and follow basic written instructions and simple diagrams	QB1	QB2	QB3	QB4	QB5	QB6	QB7	QB8	QB9	QB10	36 40 44 48 53 58 64 70 77 85
Requires reading, communication, math and problem solving skills equivalent to High School or GED	QC1	QC2	QC3	QC4	QC5	QC6	QC7	QC8	QC9	QC10	43 48 52 57 63 70 77 84 93 102
Requires specialized training beyond high school that is less than a two year tech or associate's degree	QD1	QD2	QD3	QD4	QD5	QD6	QD7	QD8	QD9	QD10	52 57 63 69 76 83 92 101 111 122
Requires two years of formal training beyond high school resulting in a tech or associate's degree	QE1	QE2	QE3	QE4	QE5	QE6	QE7	QE8	QE9	QE10	62 68 75 83 91 100 110 121 133 147
Requires a four year degree in a business, liberal arts, history, social science, education or general science program, or equivalent	QF1	QF2	QF3	les	QF5	QF6	QF7	QF8	QF9	QF10	75 82 90 99 109 120 132 145 160 176
Requires a bachelor's degree from a highly technical, restricted access program, such as engineering, computer science, nursing or a specialized qualification, such as a CPA or a non-technical master's degree, such as library science, language arts or history	QG1	QG2	QG3	QG4	QG5	QG6	QG7	QG8	QG9	QG10	90 99 108 119 131 144 159 175 192 211
Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field	QH1	QH2	QH3	QH4	QH5	QH6	QH7	QH8	QH9	QH10	107 118 130 143 157 173 190 209 230 253
Requires advanced education equivalent to a doctorate degree in law, administration or medicine	QI1	QI2	QI3	QI4	QI5	QI6	QI7	QI8	QI9	QI10	129 142 156 172 189 208 229 251 277 304

	Scope of Organization Directly or Indirectly Affected						
Leadership of employees	Positive and negative impact affecting own work	Provides training and work direction or technical oversight of work	Serves as a group leader or working supervisor of a small unit	Leads a larger work unit or several smaller units, 10% to 20% of the organization	Leads a major unit or division, 21% to 50% of the organization	Leads multiple units involving over 50% of the organization	Leads overall operation of the entire organization
Staff roles with responsibility for supporting functions of the organization such as HR, risk management, purchasing or IT		Narrowly focused supporting services	Performs minor staff functions	Performs intermediate staff functions	Performs major staff functions	Performs consolidated major staff functions	
Financial impact including developing/managing budgets, protecting/growing assets and managing liability/losses	Very limited financial impact	Limited financial impact	Moderate financial impact	Large financial impact	Major financial impact	Critical financial impact	Financial performance of the entire organization
Nature of Decision Process							
Follows instructions and is subject to close supervision	DA1	DA2	DA3	DA4	DA5	DA6	DA7
Makes routine choices within established procedures, with readily available supervisory communication	DB1	DB2	DB3	DB4	DB5	DB6	DB7
Makes non-routine choices within established precedent/limitations, considering objectives, under limited supervision	DC1	DC2	DC3	DC4	DC5	DC6	DC7
Sets precedent within limits and/or administers operating rules and procedures under management guidance	DD1	DD2	DD3	DD4	DD5	DD6	DD7
Applies professional/managerial principles and judgment, within overall goals/direction established by senior management	DE1	DE2	DE3	DE4	DE5	DE6	DE7
Establishes functional policies and makes tactical decisions, within overall strategic direction, with top management guidance	DF1	DF2	DF3	DF4	DF5	DF6	DF7
Formulates strategic direction in keeping with the overall organization mission, with board guidance/governance; provides overall guidance to management	DG1	DG2	DG3	DG4	DG5	DG6	DG7

	Impact on the Overall Organization				
	Impacts immediate work area - failures and successes are readily isolated and have limited financial impact	Impacts department or functional operations - failures and successes have moderate financial impact on the overall organization	Impacts division or major department operations - successes have a significant financial impact on the overall organization	Successes and failures affect performance of the overall organization - short-term financial impact on the overall organization is extensive, with some residual long term impact	Successes and failures significantly impact the organization's balance sheet and long-term performance of the overall organization - gains or losses can significantly change future years' performance
Work is task oriented with routine/repetitive problems with straightforward directions	PA1	PA2	PA3	PA4	PA5
Performs simple troubleshooting; selects solutions from among a limited set of proven alternatives	PB1	PB2	PB3	PB4	PB5
Performs intermediate troubleshooting or analysis; problems require interpretation of data using generally prescribed procedures	PC1	PC2	PC3	PC4	PC5
Performs advanced troubleshooting or analysis; uses judgment to select from a complex set of known alternatives	PD1	PD2	PD3	PD4	PD5
Solves very complex technical or strategic problems; applies technology or business approaches in new ways; develops and recommends new alternatives/approaches	PE1	PE2	PE3	PE4	PE5
Creates previously unknown technology or original business approaches or significantly differentiates existing products or services	PF1	PF2	PF3	PF4	PF5

	Impact on the Overall Organization				
Nature of Relationships - Includes both internal working relationships and external working relationships - supervision and management skills are included	Very minimal need to communicate with others and with no job related public interaction	Communication is limited to the work team with only incidental public interaction	Communication is broad and often is with the public or with other departments	Communications affect the morale of large division or department work unit(s) and/or development and maintenance of relationships with key customers or vendors	Communications affecting the overall organization, including influencing the work environment (culture) and/or the overall customer base and general public (reputation)
Answers basic questions with courtesy when approached	RA1	RA2	RA3	RA4	RA5
Regular interaction to provide basic information, greet visitors or relay facts	RB1	RB2	RB3	RB4	RB5
Frequent interaction to provide basic information and/or occasional interaction requiring detailed procedural or technical responses/explanations	RC1	RC2	RC3	RC4	RC5
Frequent interaction to provide detailed procedural explanations or technical responses and/or occasional contact to negotiate basic agreements or elicit desired behaviors	RD1	RD2	RD3	RD4	RD5
Regular interaction to negotiate important agreements or elicit desired behaviors; and/or communications require considerable tact, a sense of timing and the ability to engender trust of diverse audiences	RE1	RE2	RE3	RE4	RE5
Frequent interaction to negotiate critical agreements or motivate behaviors and requires a well developed sense of strategy and timing, the ability to engender trust of diverse audiences	RF1	RF2	RF3	RF4	RF5

Muscular Effort	Frequency of Effort			
	Effort is intermittent with instances once per week or less	Effort is occasional (less than 10% of the working time)	Effort is frequent (averages over 10% but less than 50% of the working time)	Effort is very frequent or continuous (averages daily for most of the working time)
Physical effort is sedentary work with limited requirements for lifting up to 10 pounds.	MA1	MA2	MA3	MA4
Physical effort is moderate, with frequent standing, walking and lifting up to 25 pounds.	MB1	MB2	MB3	MB4
Physical effort is significant, with walking, climbing, carrying, pushing or pulling up to 60 pounds.	MC1	MC2	MC3	MC4
Physical effort is extreme, with running, climbing, crawling, twisting and pulling, pushing or carrying in excess of 60 pounds.	MD1	MD2	MD3	MD4

Attention Effort	Frequency of Effort			
	Effort is intermittent with instances once per week or less	Effort is occasional (less than 10% of the working time)	Effort is frequent (averages over 10% but less than 50% of the working time)	Effort is very frequent or continuous (averages daily for most of the working time)
Requires limited attention to detail or pressure of deadlines	AA1	AA2	AA3	AA4
Requires moderate attention to detail or deadlines	AB1	AB2	AB3	AB4
Requires high attention to accuracy, precision, detail, or deadlines	AC1	AC2	AC3	AC4
Requires high attention to accuracy, precision, details and deadlines	AD1	AD2	AD3	AD4

	Probability - While on the Job			
Seriousness of illness or injury that may occur despite following best practices and abiding by safety rules. Examples include exposure to equipment failure, human error or deliberate acts that are known to occur in the occupation.	Exposure is non-existent or very limited and probability is low such as weekly driving on business	Exposure is more than weekly and probability while exposed is low to moderate	Exposure is daily, but not continuous, and probability while exposed is moderate to elevated	Exposure is continuous and probability while exposed is elevated
Minor injuries not required to be reported on an OSHA log*, such as those receiving minor first aid only	HA1	HA2	HA3	HA4
Injuries which must be recorded on an OSHA log*, which may result in a need for professional medical attention and lost time or restriction of work or motion lasting one or more days or a brief work related illness	HB1	HB2	HB3	HB4
Injuries or illnesses requiring professional medical attention, which must be recorded on an OSHA log*, resulting in lost time or restriction of work or motion lasting one or more weeks	HC1	HC2	HC3	HC4
Injuries or illnesses may result in permanent disability or death (includes flying light aircraft, driving a vehicle on public roads, exposed to vehicle or equipment traffic, performing fire or water rescues, etc.)	HE1	HE2	HE3	HE4

Nature of Conditions - Includes, noise, odors, wetness, heat, cold, wind, trauma, frequent travel, angry public, intimidation, disturbing images, disgusting behaviors, lack of timely work relief	Frequency of Exposure - While on the Job			
	Exposure is intermittent (less than weekly)	Exposure is weekly, but with some weeks possibly having more or less exposure than typical	Exposure is daily, but with breaks in the exposure resulting in exposure half or less of the working time	Continuous Exposure or exposure on a daily basis over half of the working time
Temperature regulated (less than 10 degree Fahrenheit variation) office environment free of excessive noise or other disagreeable elements	CA1	CA2	CA3	CA4
Exposure to one or more disagreeable elements present in moderate intensity	CB1	CB2	CB3	CB4
Exposure to one or more disagreeable elements, at least one of which is intense enough so that it can't be ignored; the intensity may be such that it causes notable discomfort	CC1	CC2	CC3	CC4
Exposure to multiple disagreeable elements, which are intense enough so that they can't be ignored; the intensity may be such that it causes pain or revulsion, emotional trauma, or a gag reflex	CD1	CD2	CD3	CD4

Memo

To: City Council

From: Anthony Martens

cc:

Date: 10/7/22

Re: Logo Selection Committee

We need to select the Logo Committee to make a final logo selection. My suggestion to the council is for the following:

2 – City Council Members

3 – City Staff Members

2 – New Richland Residents

Once selected we can do this all online by having the members rate the logos 1-5 based on their preference and take comments. I can put together a final report showing the ratings and comments and the council will approve the final selection.

Remember, we can edit the logos as we see fit per the contest rules. If you like a particular logo but don't like some thing or think something should be changed, we can do that.

R***NEW*****RICHLAND**



Welcome to





City of [Redacted]
New Richland
[Redacted] *Minnesota*



Number of Designs: 9

Total Votes Cast: 93

Most votes for a Design: 14

Least votes for a Design: 5

Difference between 1st & 3rd: 2 votes

City of New Richland

PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com



City Administrator's Report

October 10th, 2022, Council Meeting

Completed filing of our annual audit with the MN State Auditor

Extended offer of employment to new Care Center Administrator
Offer was accepted and start date will be 10/17/22

Worked with DDA on the Classification and Compensation Study

Met with Schwickert's regarding repair information for the City Hall and Library Buildings

Participated in a training demo with the Chief of Police on new training software

Continuing work on water and sewer fund budgets for 2023

Continuing work on the 5-year capital plan for the city of New Richland
Held meeting with department heads addressing plan

Preparing election judges for the general election

Attended the Ambulance Ribbon Cutting and open house

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

Oct. 20th – Brandon Mullenbach - FD

EMPLOYEE ANNIVERSARIES

Oct. 15th – Jordan Allen – AMB – 1 YR