

City of New Richland
Regular City Council Meeting
November 14th, 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. Approve Minutes of the October 24th, 2022, Regular Council Meeting
2. Approve October 2022 Accounts Payable
3. Approve October 2022 Financials
4. Approve MIDCO Tower Property Lease Agreement
5. Approve Fix-Up Grant – NR Farm and Home Laundry Entrance

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

Ordinances and Resolutions

Department Reports

1. Ambulance Report – In Writing
 - a. Pay Discussion
 - b. Ambulance Billing Discussion
2. Fire Department Report – In Writing
3. Police Department Report – In Writing

Unfinished Business

1. Employee Policy Manual – Final Draft/Approval
2. PTO Transition Plan – Final Draft/Approval
3. City of NR Logo
4. WWTP Variance Application

New Business

1. Employee Supplemental Benefits
2. Water Enterprise Fund Budget – Approval
3. WWTP – Boiler
4. Maintenance Shop - Boiler

Miscellaneous**Administrators Report****Mayor/Council Comments****Election Canvassing Board**

The New Richland City Council serving as the Canvassing Board for the City of New Richland will certify the 2022 General Election results for the City of New Richland.

Closed Meeting

The meeting will be closed at this time pursuant to MN Statute section 13D.03 to discuss the City's labor negotiation strategy related to the City's negotiations with the LELS Local #407 Police Officers Union

Adjournment

The next Regular City Council meeting will be held on Monday November 28th, 2022, at 6:30pm

Regular Council Meeting – October 24th, 2022

Members Present

Gail Schmidt
Chad Neitzel
Loren Skelton
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Eric Hendrickson-Maintenance Lead
Bob Johannsen-Care Center Administrator
Shell Johnson-People Service

Others Present

e – Mark Goldberg-DDA
e – Brenda Routh
e – Janda Ferguson

Members Absent

Jason Casey

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

Roll Call - All members present except Jason Casey

Pledge of Allegiance

Approval of Agenda

- Administrator Martens asked that consent agenda item # 4 be stricken from the agenda. Jody Wynnemer asked that consent agenda item # 2 be moved to #2 under unfinished business and that Ambulance Director pay be added to New Business. Motion made by Loren Skelton and seconded by Chad Neitzel to approve the agenda as amended. Carried (3 yes, 0 no)

Consent Agenda

- Motion made by Loren Skelton and seconded by Chad Neitzel to approve the consent agenda. Carried (3 yes, 0 no)

Public Comments

- None

Requests and Presentations

- Mark Goldberg with David Drown and Associates was in attendance virtually and shared the information regarding the Classification and Compensation study.

Ordinances and Resolutions (see attached)

- None

Reports

1. NR Care Center Report – (see attached)
 - Bob Johannsen was in attendance to share the Care Center report.
 - Motion made to accept the NRCC report by Chad Neitzel and seconded by Jody Wynnemer. Carried (3 yes, 0 no)
2. PeopleService Report – (see attached)
 - Shell Johnson was present to review the monthly wastewater department report.
 - Motion was made by Loren Skelton and seconded by Chad Neitzel to approve the Wastewater report. Carried (3 yes, 0 no)
3. Street/Water Report – (see attached)
 - Eric Hendrickson was present to provide the Street and Water Report
 - Motion made by Chad Neitzel and seconded by Loren Skelton to approve the purchase of salt sand at a cost of \$1,365. Carried (3 yes, 0 no)
 - Motion to accept Street/Water report by Chad Neitzel and seconded by Jody Wynnemer. Carried. (3 yes, 0 no)

Unfinished Business

- Administrator Martens presented the final logo contest report. Logo #1 (submitted anonymously) was chosen as the winner of the contest. Administrator Martens also presented another logo that staff had been working on. Council provided feedback on that logo, and it will continue to be on the agenda for future meetings until a new logo is accepted.
- A concern over the lack of revenue on the ambulance was brought up by Council Member Wynnemer. The council would like to hear from ExperT billing about why the revenue stream is behind. Motion to approve September 2022 financials was made by Loren Skelton and seconded by Jody Wynnemer. Carried (3 yes, 0 no)

New Business

- The council had a discussion regarding Ambulance Director pay. Administrator Martens will investigate the pay and provide additional information to the council regarding the Ambulance Director Pay.

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 Loren Skelton and seconded by Chad Neitzel.
Carried (3 yes, 0 no) 8:00 p.m.

Submitted by,

Anthony Martens
City Administrator

CITY OF NEW RICHLAND

11/10/22 9:16 AM

Page 1

***Check Summary Register©**

OCTOBER 2022

Name	Check Date	Check Amt	
10100 GENERAL CHECKING			
4327e	ISOLVED	10/7/2022	\$5,790.34 September 2022 AMB Payroll - Oct
4328e	NATIONWIDE	10/7/2022	\$60.00 September 2022 Ded
4329e	U.S. BANK E-PAYMENT SERVIC	10/5/2022	\$120.00 SARA JO VULCAN NOTARY RENEW
4330e	U.S. BANK E-PAYMENT SERVIC	10/5/2022	\$120.00 ANTHONY MARTENS NOTARY RENEWAL
4331e	ISOLVED	10/12/2022	\$12,481.76 10-12-22 Payroll
4332e	PERA	10/12/2022	\$2,235.70 10-12-22 Payroll
4333e	NATIONWIDE	10/12/2022	\$210.00 10-12-22 Payroll Deduction
4334e	HOME DEPOT	10/7/2022	\$329.97 PAINT FOR ICE RINK
4348e	TRIZETTO PROVIDER SOLUTIO	10/12/2022	\$65.60
4349e	AMAZON.COM	10/17/2022	\$25.99 CPR SHIELDS
4350e	MULTI REGIONAL TRNG CENTE	10/17/2022	\$45.00 CPR CARDS FOR CLASS
4351e	AMPION	10/18/2022	\$1,017.53 302810968 - 220 ASPEN AVE S
4352e	MINNESOTA REVENUE	10/19/2022	\$675.00 Sept 22 Sales Tax
4353e	ISOLVED	10/26/2022	\$12,517.20 10-26-22 Payroll
4354e	PERA	10/26/2022	\$2,518.23 10-26-22 Payroll
4355e	NATIONWIDE	10/26/2022	\$210.00 10-26-22 Deferred Comp
4356e	AMAZON.COM	10/26/2022	\$159.00 TACTICAL DOUBLE CASE
4357e	POSTMASTER	10/14/2022	\$295.74 UTILITY BILLS
4358e	POSTMASTER	10/17/2022	\$22.32 REMAINING BILL - CHARGED UNDER
4363e	STATE BANK OF NEW RICHLAN	11/4/2022	\$1.00 ACTIVITY SERVICE CHARGE
4366e	HOME DEPOT	11/7/2022	\$259.00 CAMERA FOR SHOP
4367e	CHEAPER THAN DIRT	10/4/2022	\$79.92 POLICE DEPT.
4368e	VISTAPRINT	10/3/2022	\$34.99 TANYCE BUSINESS CARDS
4369e	PAYMENT SERVICES NETWORK	11/7/2022	\$356.90 UTILITY
4370e	SO CENTRAL SERVICE COOPER	10/3/2022	\$1,119.61 ERIC INSURANCE
4371e	AMAZON.COM	10/11/2022	\$40.26 FAUCET FILTERS
4372e	VISTAPRINT	11/7/2022	\$34.99 PD BUSINESS CARDS
4373e	AMAZON.COM	10/12/2022	\$119.11 LED BULBS
4374e	AMAZON.COM	10/12/2022	\$159.95 PD CARRY CASE
4375e	BROWNELLS, INC	10/14/2022	\$80.95 PD
4376e	VELOCITY AMUNITION	10/19/2022	\$413.24 PD AMMO
4377e	PAYMENT SERVICES NETWORK	10/3/2022	\$356.89 UTILITY
27985	AHLMANS	10/7/2022	\$489.98 SQUAD RIFLE
27986	ALDEN POOL & MUNICIPAL SUP	10/7/2022	\$186.00 PUMP RE-BUILD KIT
27987	BLUE EARTH CTY SHERIFF OFFI	10/7/2022	\$360.00 ANNUAL MDT CHARGES
27988	CENTRAL FARM SERVICE	10/7/2022	\$1,917.42 CITY VEHICLES
27989	CERTIFIED CRIME FIGHTER	10/7/2022	\$336.00 ANNUAL SUBSCRIPTION
27990	Consolidated Communications	10/7/2022	\$44.13
27991	DEPT. OF HUMAN SERVICES	10/7/2022	\$7,939.11 ECPN PAYMENT CARE CENTER
27992	FERGUSON WATERWORKS	10/7/2022	\$352.38 METER AND METER COUP
27993	FLATNESS, ANDY	10/7/2022	\$500.00 WATER TESTING
27994	GOPHER STATE ONE-CALL, INC.	10/7/2022	\$13.50 LOCATES
27995	LMCIT	10/7/2022	\$30.00 FALL FORUM - ANTHONY MARTENS
27996	MIDCO	10/7/2022	\$618.45 AMBULANCE INTERNET
27997	MIKES REPAIR LLC	10/7/2022	\$2,635.00 REPLACE TRACTOR TIRES FRONT, SERVI
27998	NEW RICHLAND AUTO REPAIR	10/7/2022	\$130.39 260-15 OIL CHANGE, ROTATION
27999	RENT N SAVE PORTABLE SERVI	10/7/2022	\$250.00 St. Olaf
28000	RIVERLAND COMMUNITY COLLE	10/7/2022	\$3,360.00 QUINTON, BRAEDEN, JORDAN FIREFIGHTE
28001	SIGN PRO	10/7/2022	\$1,975.00 AMBULANCE WRAP
28002	THOMPSON SANITATION, INC	10/7/2022	\$5,308.96 317 CARTS
28003	ULLAND BROTHERS, INC	10/7/2022	\$114,313.50 CAPITAL STREET PROJECT
28004	WASECA COUNTY LICENSE BU	10/7/2022	\$20.00 TONY NOTARY RENEWAL
28005	WASECA COUNTY LICENSE BU	10/7/2022	\$20.00 SARA JO NOTARY RENEWAL
28006	WASECA HARDWARE	10/7/2022	\$278.17 TREES

CITY OF NEW RICHLAND

11/10/22 9:16 AM

Page 2

***Check Summary Register©**

OCTOBER 2022

	Name	Check Date	Check Amt	
28007	AIRGAS USA, LLC	10/17/2022	\$107.66	Cylinder Rentals
28008	AMPION	10/17/2022	\$0.00	302810968 - 220 ASPEN AVE S
28009	BOUND TREE MEDICAL , LLC	10/17/2022	\$347.09	PROSPLINT LEG SPLINT
28010	BUDACH IMPLEMENT	10/17/2022	\$498.63	SAFETY GLASSES, STUD KIT,
28011	DG Minnesota CS 2021, LLC	10/17/2022	\$55.02	302644135
28012	DOLLAR GENERAL STORE#1642	10/17/2022	\$34.00	STORAGE TOTE
28013	EARL F. ANDERSON & ASSOC.	10/17/2022	\$445.58	NEW STREET SIGNS
28014	EXPERT BILLING LLC	10/17/2022	\$435.00	15 RUNS BILLED
28015	LEBLANC CONSULTING	10/17/2022	\$270.00	WATER PLANT PUMP
28016	MADISON ENERGY INVESTMEN	10/17/2022	\$9.15	SOLAR
28017	MVTL LABORATORIES	10/17/2022	\$0.00	COLIFOM COLILERT, MNTHLY CHLORINE T
28018	NR FARM &HOME SUPPLY	10/17/2022	\$94.26	PADDLOCK AND ANTIFREEZE
28019	PEOPLES SERVICE, INC.	10/17/2022	\$11,988.00	WASTEWATER
28020	RENT N SAVE PORTABLE SERVI	10/17/2022	\$250.00	St. Olaf
28021	U.S. BANK EQUIPMENT FINANC	10/17/2022	\$165.00	METRO PRINTER PAYMENT
28022	UTILITY SERVICE CO INC	10/17/2022	\$1,530.34	PEDISPHERE CITY TANK-MONTHLY
28023	VERIZON WIRELESS	10/17/2022	\$310.78	MAINT DEPT
28024	WAGNER FOODS	10/17/2022	\$94.18	
28025	WALDORF WELDING & MACHIN	10/17/2022	\$378.40	WELD A PATCH ON THE WATER PLANT
28026	WASTE MANAGEMENT	10/17/2022	\$6,289.38	GARBAGE
28027	XCEL ENERGY	10/17/2022	\$1,321.50	STREET LIGHTS
28028	XCEL ENERGY SOLUTION	10/17/2022	\$5,541.19	601 W DIVISION
28029	ZARNOTH BRUSH WORKS, INC.	10/17/2022	\$154.00	GUTER BROOM
28030	WASECA CNTY PROPERTY & EL	10/19/2022	\$1,807.84	15.280.0090
28031	ABDO, EICK & MEYERS, LLP	10/27/2022	\$11,400.00	FINANCIALS/TRAINING
28032	BUREAU OF CRIMINAL APPREH	10/27/2022	\$600.00	ANNUAL ACCESS FEE
28033	FREEBORN CO. CO-OP OIL	10/27/2022	\$691.27	City Generator
28034	MN ENERGY RESOURCES COR	10/27/2022	\$454.79	LIBRARY
28035	MVTL LABORATORIES	10/27/2022	\$50.00	COLIFOM COLILERT, MNTHLY CHLORINE T
28036	NORTHLAND TRUST SERVICES,	10/27/2022	\$124,463.75	PRINCIPAL
28037	PETERSON, KOLKER, HAEDT &	10/27/2022	\$94.00	EMAILING ABDO, REVIEWED WITH ADMINI
28038	RENT N SAVE PORTABLE SERVI	10/27/2022	\$520.00	F&C DAYS BATHROOMS
28039	So. Central Technical College	10/27/2022	\$205.03	SAM MORGAN REFRESHER - FD
28040	STEELE-WASECA COOP ELECT	10/27/2022	\$60.37	ST. OLAF LAKE
Total Checks			\$353,700.39	

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
GENERAL FUND						
	Revenues	\$1,109,219.00	\$715,653.47	\$16,087.91	\$393,565.53	64.52%
	Expenditures	\$1,108,344.00	\$947,140.16	\$192,964.01	\$161,203.84	85.46%
	Gain/(Loss)	\$875.00	(\$231,486.69)	(\$176,876.10)	\$232,361.69	-26455.62%
GOVERNMENT WIDE						
Active	R 101-00000-31000 GENERAL PR	\$290,160.00	\$136,570.50	\$0.00	\$153,589.50	47.07%
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	\$9,465.80	\$246.33	(\$3,965.80)	172.11%
Active	R 101-00000-31811 FRANCHISE T	\$0.00	\$3,549.25	\$0.00	(\$3,549.25)	0.00%
Active	R 101-00000-31812 FRANCHISE T	\$0.00	\$3,421.73	\$1,657.74	(\$3,421.73)	0.00%
Active	R 101-00000-31910 PENALTIES A	\$0.00	\$844.70	\$0.00	(\$844.70)	0.00%
Active	R 101-00000-32110 LIQUOR LICEN	\$4,650.00	\$4,675.00	\$0.00	(\$25.00)	100.54%
Active	R 101-00000-33410 LOCAL GOVE	\$444,559.00	\$222,279.50	\$0.00	\$222,279.50	50.00%
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	\$64,585.81	\$0.00	(\$39,585.81)	258.34%
Active	R 101-00000-36100 SPECIAL ASS	\$300.00	\$430.68	\$0.00	(\$130.68)	143.56%
Active	R 101-00000-36110 SPECIAL ASS	\$0.00	\$27,350.74	\$0.00	(\$27,350.74)	0.00%
Active	R 101-00000-36120 SPECIAL ASS	\$0.00	\$4,908.13	\$0.00	(\$4,908.13)	0.00%
Active	R 101-00000-36200 MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36210 INTEREST ON	\$900.00	\$434.58	\$36.02	\$465.42	48.29%
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	\$478,516.42	\$1,940.09	\$306,552.58	60.95%
Total GOVERNMENT WIDE		\$785,069.00	\$478,516.42	\$1,940.09	\$306,552.58	60.95%
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	\$8,795.00	\$0.00	\$4,205.00	67.65%
Active	E 101-41100-121 SOCIAL SECURI	\$750.00	\$545.29	\$0.00	\$204.71	72.71%
Active	E 101-41100-122 MEDICARE	\$150.00	\$127.52	\$0.00	\$22.48	85.01%
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	\$1,537.54	\$0.00	(\$1,337.54)	768.77%
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	\$30.00	\$0.00	(\$30.00)	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	\$11,297.82	\$0.00	\$3,552.18	76.08%
Total MAYOR AND COUNCIL		(\$14,850.00)	(\$11,297.82)	\$0.00	(\$3,552.18)	76.08%
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	\$3,100.00	\$0.00	(\$850.00)	137.78%
Active	R 101-41400-36230 CONTRIBUTIO	\$2,000.00	\$105.00	\$0.00	\$1,895.00	5.25%
Active	R 101-41400-36250 REFUNDS AN	\$3,000.00	\$27,476.48	\$162.00	(\$24,476.48)	915.88%
Active	R 101-41400-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$7,250.00	\$30,681.48	\$162.00	(\$23,431.48)	423.19%
Active	E 101-41400-100 WAGES/SALARI	\$96,500.00	\$87,495.74	\$8,286.83	\$9,004.26	90.67%
Active	E 101-41400-101 WAGES/SALARI	\$5,000.00	\$2,420.20	\$0.00	\$2,579.80	48.40%
Active	E 101-41400-120 PERA	\$7,250.00	\$6,253.55	\$621.52	\$996.45	86.26%
Active	E 101-41400-121 SOCIAL SECURI	\$6,000.00	\$5,823.13	\$513.77	\$176.87	97.05%
Active	E 101-41400-122 MEDICARE	\$1,400.00	\$1,361.87	\$120.15	\$38.13	97.28%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER 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	\$88.60	\$0.00	\$151.40	36.92%
Active	E 101-41400-150 WORKERS COM	\$805.00	\$18.72	\$0.00	\$786.28	2.33%
Active	E 101-41400-200 OFFICE SUPPLIE	\$1,000.00	\$1,984.23	\$166.00	(\$984.23)	198.42%
Active	E 101-41400-201 ORDINANCE EX	\$2,000.00	\$449.98	\$280.00	\$1,550.02	22.50%
Active	E 101-41400-210 OPERATING EXP	\$3,000.00	\$8,149.05	\$8.48	(\$5,149.05)	271.64%
Active	E 101-41400-220 REPAIRS & MAIN	\$2,500.00	\$2,583.49	\$45.96	(\$83.49)	103.34%
Active	E 101-41400-221 CITY HALL CLEA	\$1,500.00	\$472.58	\$40.26	\$1,027.42	31.51%
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	\$21,928.04	\$388.64	(\$16,928.04)	438.56%
Active	E 101-41400-301 AUDITING SERVI	\$21,000.00	\$12,014.10	\$11,400.00	\$8,985.90	57.21%
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	\$6,929.33	\$94.00	(\$1,929.33)	138.59%
Active	E 101-41400-307 CONTRACT FEE	\$3,000.00	\$1,524.77	\$0.00	\$1,475.23	50.83%
Active	E 101-41400-308 SCHOOLING	\$1,000.00	\$1,613.80	\$30.00	(\$613.80)	161.38%
Active	E 101-41400-309 COMPUTER EXP	\$2,000.00	\$7,103.84	\$188.27	(\$5,103.84)	355.19%
Active	E 101-41400-311 PERMITS/MEMB	\$1,750.00	\$4,371.96	\$0.00	(\$2,621.96)	249.83%
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	\$1,649.48	\$182.79	(\$349.48)	126.88%
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	\$420.00	\$0.00	\$1,080.00	28.00%
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	\$324.09	\$49.83	(\$324.09)	0.00%
Active	E 101-41400-383 UTILITIES/HEAT	\$0.00	\$1,137.33	\$28.57	(\$1,137.33)	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	\$1,324.12	\$62.25	(\$324.12)	132.41%
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	\$181,461.25	\$22,507.32	\$20,783.75	89.72%
Total CITY HALL		(\$194,995.00)	(\$150,779.77)	(\$22,345.32)	(\$44,215.23)	77.32%
ELECTIONS						
Active	R 101-41410-33620 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-110 OTHER PAY	\$1,500.00	\$322.50	\$0.00	\$1,177.50	21.50%
Active	E 101-41410-210 OPERATING EXP	\$1,200.00	\$30.00	\$0.00	\$1,170.00	2.50%
Active	E 101-41410-330 MILEAGE EXPEN	\$300.00	\$66.95	\$0.00	\$233.05	22.32%
Active	E 101-41410-340 ADVERTISING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Expenditure		\$3,200.00	\$419.45	\$0.00	\$2,780.55	13.11%
Total ELECTIONS		(\$3,200.00)	(\$419.45)	\$0.00	(\$2,780.55)	13.11%
POLICE						
Active	R 101-42100-32240 ANIMAL LICEN	\$300.00	\$190.00	\$0.00	\$110.00	63.33%
Active	R 101-42100-32260 GOLF CART O	\$300.00	\$380.00	\$0.00	(\$80.00)	126.67%
Active	R 101-42100-33610 POLICE STAT	\$18,600.00	\$17,528.76	\$0.00	\$1,071.24	94.24%
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	\$5,074.09	\$0.00	\$2,925.91	63.43%
Active	R 101-42100-35100 POLICE FINES	\$4,000.00	\$5,547.15	\$69.99	(\$1,547.15)	138.68%
Active	R 101-42100-36200 MISCELLANE	\$0.00	\$2,125.00	\$0.00	(\$2,125.00)	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	\$30,870.00	\$69.99	\$430.00	98.63%
Active	E 101-42100-100 WAGES/SALARI	\$120,000.00	\$84,560.35	\$6,847.00	\$35,439.65	70.47%
Active	E 101-42100-101 WAGES/SALARI	\$42,000.00	\$51,924.11	\$2,776.78	(\$9,924.11)	123.63%
Active	E 101-42100-120 PERA	\$18,000.00	\$16,538.37	\$1,414.80	\$1,461.63	91.88%
Active	E 101-42100-121 SOCIAL SECURI	\$10,000.00	\$3,219.73	\$172.17	\$6,780.27	32.20%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-42100-122 MEDICARE	\$2,500.00	\$1,979.03	\$139.55	\$520.97	79.16%
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	\$0.00	(\$1.20)	102.40%
Active	E 101-42100-150 WORKERS COM	\$13,400.00	\$230.88	\$0.00	\$13,169.12	1.72%
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	\$2,327.38	\$34.99	\$2,672.62	46.55%
Active	E 101-42100-220 REPAIRS & MAIN	\$425.00	\$450.15	\$0.00	(\$25.15)	105.92%
Active	E 101-42100-230 VEHICLE OPERA	\$3,000.00	\$3,553.87	\$301.19	(\$553.87)	118.46%
Active	E 101-42100-231 VEHICLE MAINT	\$5,000.00	\$2,951.12	\$255.38	\$2,048.88	59.02%
Active	E 101-42100-240 SMALL TOOLS A	\$300.00	\$23.98	\$0.00	\$276.02	7.99%
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	\$7,894.50	\$0.00	(\$894.50)	112.78%
Active	E 101-42100-309 COMPUTER EXP	\$4,000.00	\$4,540.46	\$97.77	(\$540.46)	113.51%
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	\$6,876.72	\$1,296.00	\$1,123.28	85.96%
Active	E 101-42100-320 TELEPHONE	\$1,500.00	\$1,600.82	\$142.76	(\$100.82)	106.72%
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	\$1,137.32	\$28.56	(\$137.32)	113.73%
Active	E 101-42100-417 UNIFORM ALLO	\$3,000.00	\$3,215.95	\$0.00	(\$215.95)	107.20%
Active	E 101-42100-430 MISCELLANEOU	\$1,000.00	\$1,408.27	\$1,303.12	(\$408.27)	140.83%
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	\$210,051.07	\$14,810.07	\$78,978.93	72.67%
Total POLICE		(\$257,730.00)	(\$179,181.07)	(\$14,740.08)	(\$78,548.93)	69.52%
AMBULANCE						
Active	R 101-42153-33720 OTHER COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-34206 MEDICAL TRAI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-34250 AMBULANCE	\$150,000.00	\$52,517.14	\$5,218.91	\$97,482.86	35.01%
Active	R 101-42153-34260 AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36200 MISCELLANE	\$0.00	\$390.00	\$260.00	(\$390.00)	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	\$3,700.00	\$0.00	(\$3,700.00)	0.00%
Active	R 101-42153-36250 REFUNDS AN	\$0.00	\$235.42	\$30.21	(\$235.42)	0.00%
Active	R 101-42153-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$153,000.00	\$56,842.56	\$5,509.12	\$96,157.44	37.15%
Active	E 101-42153-106 WAGES/SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-110 OTHER PAY	\$72,000.00	\$53,817.41	\$5,225.57	\$18,182.59	74.75%
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	\$3,328.59	\$324.00	\$471.41	87.59%
Active	E 101-42153-122 MEDICARE	\$900.00	\$778.41	\$75.77	\$121.59	86.49%
Active	E 101-42153-150 WORKERS COM	\$4,825.00	\$62.40	\$0.00	\$4,762.60	1.29%
Active	E 101-42153-200 OFFICE SUPPLIE	\$200.00	\$38.41	\$0.00	\$161.59	19.21%
Active	E 101-42153-210 OPERATING EXP	\$1,500.00	\$4,737.89	\$57.45	(\$3,237.89)	315.86%
Active	E 101-42153-212 MEDICAL SUPPL	\$12,000.00	\$10,277.54	\$480.74	\$1,722.46	85.65%
Active	E 101-42153-220 REPAIRS & MAIN	\$2,000.00	\$6,989.50	\$1,975.00	(\$4,989.50)	349.48%
Active	E 101-42153-230 VEHICLE OPERA	\$3,000.00	\$3,203.78	\$494.67	(\$203.78)	106.79%
Active	E 101-42153-231 VEHICLE MAINT	\$2,500.00	\$2,723.01	\$38.98	(\$223.01)	108.92%
Active	E 101-42153-300 PROFESSIONAL	\$7,500.00	\$5,396.00	\$435.00	\$2,104.00	71.95%
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%

11/10/22 9:18 AM

Page 4

***Budget YTD Rev-Exp©**

Current Period: OCTOBER 2022

		2022	2022	OCTOBER	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-308 SCHOOLING	\$4,000.00	\$1,943.98	\$0.00	\$2,056.02	48.60%
Active	E 101-42153-309 COMPUTER EXP	\$500.00	\$1,639.84	\$96.98	(\$1,139.84)	327.97%
Active	E 101-42153-311 PERMITS/MEMB	\$500.00	\$352.13	\$0.00	\$147.87	70.43%
Active	E 101-42153-316 CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-318 MEDICAL TRAINI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-320 TELEPHONE	\$0.00	\$639.98	\$65.48	(\$639.98)	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	\$391.75	\$0.00	\$558.25	41.24%
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	\$1,137.33	\$28.57	\$62.67	94.78%
Active	E 101-42153-417 UNIFORM ALLO	\$1,500.00	\$497.90	\$0.00	\$1,002.10	33.19%
Active	E 101-42153-430 MISCELLANEOU	\$0.00	\$45.00	\$45.00	(\$45.00)	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		\$179,625.00	\$98,000.85	\$9,343.21	\$81,624.15	54.56%
Total AMBULANCE		(\$26,625.00)	(\$41,158.29)	(\$3,834.09)	\$14,533.29	154.59%
FIRE						
Active	R 101-42200-31020 PROPERTY TA	\$0.00	\$207.29	\$0.00	(\$207.29)	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	\$24,921.66	\$0.00	(\$1,921.66)	108.36%
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	\$314.99	\$0.00	(\$314.99)	0.00%
Active	R 101-42200-39110 SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$26,500.00	\$25,443.94	\$0.00	\$1,056.06	96.01%
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	\$37.44	\$0.00	\$3,702.56	1.00%
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	\$2,640.26	\$0.00	\$359.74	88.01%
Active	E 101-42200-220 REPAIRS & MAIN	\$1,000.00	\$3,040.52	\$0.00	(\$2,040.52)	304.05%
Active	E 101-42200-230 VEHICLE OPERA	\$1,200.00	\$1,870.91	\$137.64	(\$670.91)	155.91%
Active	E 101-42200-231 VEHICLE MAINT	\$2,500.00	\$3,307.83	\$0.00	(\$807.83)	132.31%
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	\$2,082.52	\$1,782.52	\$417.48	83.30%
Active	E 101-42200-309 COMPUTER EXP	\$500.00	\$750.20	\$15.69	(\$250.20)	150.04%
Active	E 101-42200-320 TELEPHONE	\$0.00	\$204.77	\$15.23	(\$204.77)	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	\$124.75	\$23.00	(\$124.75)	0.00%
Active	E 101-42200-383 UTILITIES/HEAT	\$1,500.00	\$1,572.44	\$45.51	(\$72.44)	104.83%
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	\$0.00	(\$3,132.60)	0.00%
Expenditure		\$49,340.00	\$22,645.11	\$2,019.59	\$26,694.89	45.90%
Total FIRE		(\$22,840.00)	\$2,798.83	(\$2,019.59)	(\$25,638.83)	-12.25%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
Active	R 101-42400-32200 BUILDING PER	\$12,000.00	\$12,612.27	\$410.00	(\$612.27)	105.10%
Active	R 101-42400-32210 RENTAL HOU	\$1,500.00	\$545.00	\$0.00	\$955.00	36.33%
Active	R 101-42400-36250 REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$13,500.00	\$13,157.27	\$410.00	\$342.73	97.46%
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	\$9,768.77	\$0.00	\$231.23	97.69%
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	\$204.64	\$0.00	(\$204.64)	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	\$9,973.41	\$0.00	\$2,126.59	82.42%
Total BLDG INSPECTION		\$1,400.00	\$3,183.86	\$410.00	(\$1,783.86)	227.42%
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	\$100.00	\$0.00	\$100.00	50.00%
Active	R 101-43100-34300 STREET CHAR	\$0.00	(\$39.18)	\$0.00	\$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	\$735.81	\$0.00	\$91,664.19	0.80%
Active	R 101-43100-39110 SALE OF ASS	\$0.00	\$583.00	\$36.60	(\$583.00)	0.00%
Active	R 101-43100-39312 MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue		\$92,600.00	\$1,645.63	\$36.60	\$90,954.37	1.78%
Active	E 101-43100-100 WAGES/SALARI	\$73,000.00	\$60,549.89	\$5,478.84	\$12,450.11	82.95%
Active	E 101-43100-101 WAGES/SALARI	\$5,000.00	\$6,063.75	\$315.00	(\$1,063.75)	121.28%
Active	E 101-43100-120 PERA	\$5,500.00	\$4,295.14	\$410.92	\$1,204.86	78.09%
Active	E 101-43100-121 SOCIAL SECURI	\$4,800.00	\$4,139.29	\$359.21	\$660.71	86.24%
Active	E 101-43100-122 MEDICARE	\$1,200.00	\$968.02	\$84.00	\$231.98	80.67%
Active	E 101-43100-130 HEALTH INSURA	\$9,900.00	\$11,425.38	\$1,119.61	(\$1,525.38)	115.41%
Active	E 101-43100-131 LIFE INSURANC	\$35.00	\$40.10	\$0.00	(\$5.10)	114.57%
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	\$180.96	\$0.00	\$7,319.04	2.41%
Active	E 101-43100-200 OFFICE SUPPLIE	\$275.00	\$123.70	\$0.00	\$151.30	44.98%
Active	E 101-43100-210 OPERATING EXP	\$7,000.00	\$10,768.51	\$2,689.27	(\$3,768.51)	153.84%
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	\$972.00	\$0.00	\$2,028.00	32.40%
Active	E 101-43100-216 GRAVEL/ROCK F	\$3,000.00	\$2,164.42	\$0.00	\$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	\$696.31	\$0.00	(\$196.31)	139.26%
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	\$13,421.78	\$445.58	(\$9,421.78)	335.54%
Active	E 101-43100-225 LANDSCAPING S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-230 VEHICLE OPERA	\$4,000.00	\$6,500.07	\$817.56	(\$2,500.07)	162.50%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
Active	E 101-43100-231 VEHICLE MAINT	\$0.00	\$365.03	\$0.00	(\$365.03)	0.00%
Active	E 101-43100-232 LAWN MOWER E	\$1,500.00	\$2,983.72	\$0.00	(\$1,483.72)	198.91%
Active	E 101-43100-233 TRACTOR MAINT	\$3,000.00	\$3,408.77	\$2,635.00	(\$408.77)	113.63%
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	\$749.46	\$390.49	\$2,250.54	24.98%
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	\$1,383.22	\$182.72	\$1,616.78	46.11%
Active	E 101-43100-240 SMALL TOOLS A	\$300.00	\$282.99	\$282.99	\$17.01	94.33%
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	\$1,600.87	\$0.00	(\$1,100.87)	320.17%
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	\$1,784.52	\$135.09	\$215.48	89.23%
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	\$1,060.07	\$14.59	\$10,939.93	8.83%
Active	E 101-43100-383 UTILITIES/HEAT	\$1,500.00	\$2,911.27	\$46.00	(\$1,411.27)	194.08%
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	\$12,940.86	\$1,321.50	\$59.14	99.55%
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	\$298.31	\$79.92	(\$298.31)	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	\$121,263.50	\$114,313.50	(\$121,263.50)	0.00%
Expenditure		<u>\$196,310.00</u>	<u>\$278,870.35</u>	<u>\$131,121.79</u>	<u>(\$82,560.35)</u>	<u>142.06%</u>
Total STREETS		<u>(\$103,710.00)</u>	<u>(\$277,224.72)</u>	<u>(\$131,085.19)</u>	<u>\$173,514.72</u>	<u>267.31%</u>
SANITATION						
Active	R 101-43200-34430 REFUSE COLL	\$0.00	\$921.00	\$21.00	(\$921.00)	0.00%
Revenue		<u>\$0.00</u>	<u>\$921.00</u>	<u>\$21.00</u>	<u>(\$921.00)</u>	<u>0.00%</u>
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	\$29,149.68	\$3,441.48	\$13,850.32	67.79%
Active	E 101-43200-340 ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Expenditure		<u>\$43,100.00</u>	<u>\$29,149.68</u>	<u>\$3,441.48</u>	<u>\$13,950.32</u>	<u>67.63%</u>
Total SANITATION		<u>(\$43,100.00)</u>	<u>(\$28,228.68)</u>	<u>(\$3,420.48)</u>	<u>(\$14,871.32)</u>	<u>65.50%</u>
NURSING HOME						
Active	R 101-44170-36250 REFUNDS AN	\$0.00	\$74,898.18	\$7,939.11	(\$74,898.18)	0.00%
Revenue		<u>\$0.00</u>	<u>\$74,898.18</u>	<u>\$7,939.11</u>	<u>(\$74,898.18)</u>	<u>0.00%</u>
Active	E 101-44170-305 MEDICAL FEES	\$68,312.00	\$79,391.10	\$7,939.11	(\$11,079.10)	116.22%
Expenditure		<u>\$68,312.00</u>	<u>\$79,391.10</u>	<u>\$7,939.11</u>	<u>(\$11,079.10)</u>	<u>116.22%</u>
Total NURSING HOME		<u>(\$68,312.00)</u>	<u>(\$4,492.92)</u>	<u>\$0.00</u>	<u>(\$63,819.08)</u>	<u>6.58%</u>
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	\$250.00	\$0.00	(\$250.00)	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		<u>\$0.00</u>	<u>\$250.00</u>	<u>\$0.00</u>	<u>(\$250.00)</u>	<u>0.00%</u>
Active	E 101-45100-210 OPERATING EXP	\$1,000.00	\$780.44	\$0.00	\$219.56	78.04%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
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	\$2,523.33	\$0.00	(\$1,023.33)	168.22%
Active	E 101-45100-230 VEHICLE OPERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$641.66	\$29.08	(\$641.66)	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		<u>\$15,800.00</u>	<u>\$3,945.43</u>	<u>\$29.08</u>	<u>\$11,854.57</u>	<u>24.97%</u>
Total RECREATION-LEGION FIELD		<u>(\$15,800.00)</u>	<u>(\$3,695.43)</u>	<u>(\$29.08)</u>	<u>(\$12,104.57)</u>	<u>23.39%</u>
SKATING RINK						
Active	E 101-45150-210 OPERATING EXP	\$0.00	\$219.98	\$0.00	(\$219.98)	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	\$23.68	\$4.10	\$126.32	15.79%
Expenditure		<u>\$150.00</u>	<u>\$243.66</u>	<u>\$4.10</u>	<u>(\$93.66)</u>	<u>162.44%</u>
Total SKATING RINK		<u>(\$150.00)</u>	<u>(\$243.66)</u>	<u>(\$4.10)</u>	<u>\$93.66</u>	<u>162.44%</u>
PARKS-ST. OLAF PARK						
Active	R 101-45200-34780 PARK FEES-S	\$0.00	\$2,286.99	\$0.00	(\$2,286.99)	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	\$140.00	\$0.00	(\$140.00)	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		<u>\$0.00</u>	<u>\$2,426.99</u>	<u>\$0.00</u>	<u>(\$2,426.99)</u>	<u>0.00%</u>
Active	E 101-45200-101 WAGES/SALARI	\$8,000.00	\$1,848.00	\$0.00	\$6,152.00	23.10%
Active	E 101-45200-121 SOCIAL SECURI	\$500.00	\$114.58	\$0.00	\$385.42	22.92%
Active	E 101-45200-122 MEDICARE	\$120.00	\$26.80	\$0.00	\$93.20	22.33%
Active	E 101-45200-150 WORKERS COM	\$1,000.00	\$24.96	\$0.00	\$975.04	2.50%
Active	E 101-45200-210 OPERATING EXP	\$1,500.00	\$2,956.36	\$536.93	(\$1,456.36)	197.09%
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	\$7,139.86	\$329.97	(\$6,639.86)	1427.97%
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	\$590.00	\$0.00	\$910.00	39.33%
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	\$2,979.38	\$424.07	(\$1,729.38)	238.35%
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	\$385.00	\$0.00	(\$385.00)	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%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
Expenditure		\$20,020.00	\$16,338.94	\$1,290.97	\$3,681.06	81.61%
Total PARKS-ST. OLAF PARK		(\$20,020.00)	(\$13,911.95)	(\$1,290.97)	(\$6,108.05)	69.49%
SUMMER RECREATION						
Active	R 101-45300-34790 RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	(\$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	\$0.00	(\$70.00)	0.00%
Total SUMMER RECREATION		\$0.00	(\$70.00)	\$0.00	\$70.00	0.00%
SENIOR CITIZENS BUS						
Active	E 101-45400-430 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SENIOR CITIZENS BUS		\$0.00	\$0.00	\$0.00	\$0.00	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	\$679.80	\$0.00	\$320.20	67.98%
Active	E 101-45500-121 SOCIAL SECURI	\$62.00	\$42.15	\$0.00	\$19.85	67.98%
Active	E 101-45500-122 MEDICARE	\$0.00	\$9.86	\$0.00	(\$9.86)	0.00%
Active	E 101-45500-210 OPERATING EXP	\$500.00	\$36.92	\$0.00	\$463.08	7.38%
Active	E 101-45500-220 REPAIRS & MAIN	\$4,000.00	\$89.13	\$0.00	\$3,910.87	2.23%
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	\$267.47	\$0.00	\$332.53	44.58%
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	\$3,038.00	\$436.82	(\$38.00)	101.27%
Active	E 101-45500-383 UTILITIES/HEAT	\$1,200.00	\$1,118.71	\$20.47	\$81.29	93.23%
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	\$5,282.04	\$457.29	\$8,479.96	38.38%
Total LIBRARY		(\$13,762.00)	(\$5,282.04)	(\$457.29)	(\$8,479.96)	38.38%
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%

Current Period: OCTOBER 2022

		2022	2022	OCTOBER	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
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%
Total GENERAL FUND		\$875.00	(\$231,486.69)	(\$176,876.10)	\$232,361.69	-26455.62%

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
WATER UTILITY FUND						
	Revenues	\$0.00	\$217,639.28	\$26,877.17	-\$217,639.28	0.00%
	Expenditures	\$89,950.00	\$94,419.62	\$10,497.99	-\$4,469.62	104.97%
	Gain/(Loss)	(\$89,950.00)	\$123,219.66	\$16,379.18	(\$213,169.66)	-136.99%
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	\$217,639.28	\$26,877.17	(\$217,639.28)	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	\$217,639.28	\$26,877.17	(\$217,639.28)	0.00%
Active	E 601-49400-100 WAGES/SALARI	\$29,500.00	\$23,358.28	\$2,081.82	\$6,141.72	79.18%
Active	E 601-49400-120 PERA	\$2,000.00	\$1,619.99	\$156.13	\$380.01	81.00%
Active	E 601-49400-121 SOCIAL SECURI	\$1,900.00	\$1,448.39	\$129.09	\$451.61	76.23%
Active	E 601-49400-122 MEDICARE	\$430.00	\$338.78	\$30.20	\$91.22	78.79%
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	\$31.20	\$0.00	\$718.80	4.16%
Active	E 601-49400-200 OFFICE SUPPLIE	\$9,000.00	\$18.68	\$0.00	\$8,981.32	0.21%
Active	E 601-49400-210 OPERATING EXP	\$0.00	\$4,323.67	\$934.74	(\$4,323.67)	0.00%
Active	E 601-49400-218 CHEMICALS/SPR	\$0.00	\$3,690.53	\$0.00	(\$3,690.53)	0.00%
Active	E 601-49400-220 REPAIRS & MAIN	\$0.00	\$7,551.45	\$834.40	(\$7,551.45)	0.00%
Active	E 601-49400-222 WATER METERS	\$3,000.00	\$396.46	\$333.83	\$2,603.54	13.22%
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	\$694.60	\$0.00	\$55.40	92.61%
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	\$5,243.75	\$500.00	(\$5,243.75)	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	\$15,303.40	\$1,530.34	(\$15,303.40)	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	\$677.89	\$0.00	(\$677.89)	0.00%
Active	E 601-49400-316 CREDIT/DEBIT S	\$1,200.00	\$1,416.42	\$178.44	(\$216.42)	118.04%
Active	E 601-49400-320 TELEPHONE	\$1,000.00	\$750.13	\$67.97	\$249.87	75.01%
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	\$24,519.55	\$3,561.22	\$5,480.45	81.73%
Active	E 601-49400-383 UTILITIES/HEAT	\$3,500.00	\$2,182.55	\$159.81	\$1,317.45	62.36%
Active	E 601-49400-417 UNIFORM ALLO	\$250.00	\$107.58	\$0.00	\$142.42	43.03%
Active	E 601-49400-420 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: OCTOBER 2022

		2022	2022	OCTOBER	2022	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	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		<u>\$89,950.00</u>	<u>\$94,419.62</u>	<u>\$10,497.99</u>	<u>(\$4,469.62)</u>	<u>104.97%</u>
Total WATER UTILITIES		<u>(\$89,950.00)</u>	<u>\$123,219.66</u>	<u>\$16,379.18</u>	<u>(\$213,169.66)</u>	<u>-136.99%</u>
Total WATER UTILITY FUND		<u>(\$89,950.00)</u>	<u>\$123,219.66</u>	<u>\$16,379.18</u>	<u>(\$213,169.66)</u>	<u>-136.99%</u>

Current Period: OCTOBER 2022

		2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
SEWER UTILITY FUND						
	Revenues	\$0.00	\$240,272.70	\$30,801.77	-\$240,272.70	0.00%
	Expenditures	\$187,200.00	\$287,411.51	\$14,517.82	-\$100,211.51	153.53%
	Gain/(Loss)	(\$187,200.00)	(\$47,138.81)	\$16,283.95	(\$140,061.19)	25.18%
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	\$1,003.18	\$30.00	(\$1,003.18)	0.00%
Active	R 602-49450-37200 SEWER CHAR	\$0.00	\$239,269.52	\$30,771.77	(\$239,269.52)	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	\$240,272.70	\$30,801.77	(\$240,272.70)	0.00%
Active	E 602-49450-210 OPERATING EXP	\$5,000.00	\$18,639.88	\$159.03	(\$13,639.88)	372.80%
Active	E 602-49450-220 REPAIRS & MAIN	\$15,000.00	\$13,690.51	\$0.00	\$1,309.49	91.27%
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	\$135,125.00	\$11,988.00	\$2,875.00	97.92%
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	\$1,416.45	\$178.45	(\$216.45)	118.04%
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	\$14,770.19	\$2,140.55	\$2,729.81	84.40%
Active	E 602-49450-383 UTILITIES/HEAT	\$3,500.00	\$2,699.98	\$51.79	\$800.02	77.14%
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	\$0.00	(\$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	\$287,411.51	\$14,517.82	(\$100,211.51)	153.53%
	Total SEWER UTILITIES	(\$187,200.00)	(\$47,138.81)	\$16,283.95	(\$140,061.19)	25.18%
	Total SEWER UTILITY FUND	(\$187,200.00)	(\$47,138.81)	\$16,283.95	(\$140,061.19)	25.18%

Current Period: OCTOBER 2022

	2022 YTD Budget	2022 YTD Amt	OCTOBER MTD Amt	2022 YTD Balance	% of Budget
Report Total	(\$276,275.00)	(\$155,405.84)	(\$144,212.97)	(\$120,869.16)	56.25%

LAND LEASE FOR TOWER

This Land Lease for Tower ("Lease") is made this ____ day of November 2022, between City of New Richland ("Lessor"), and Lessee, Midcontinent Communications, a South Dakota partnership ("Midco"). Lessor and Midco are referred to herein collectively as the Parties. Midco leases from Lessor the following:

Lot 4 in Block 2 of S.S. Hanson Subdivision of Lots 5-6-7 and 8 of Block 3 in South Side Addition to the City of Waseca in the County of Waseca and State of Minnesota, according to the Plat thereof on file and of record in the Office of the Register of Deeds in and for said County and State.

(the "Premises") upon the following TERMS and CONDITIONS:

1. Term. The term of this Lease shall be for fifteen (15) years, commencing on the 1st day of December 2022 (the "Effective Date") as defined below. Lessee shall have the right to terminate this Lease without penalty upon at least ninety (90) days prior written notice.

2. Payment. For the term and any renewals of this Lease, Midco will pay Lessor \$1,000.00 annually (the, "Payment"), beginning on the Effective Date of this Lease.

3. Use. Midco shall use and occupy the Premises, including any driveways, roads, or other entrances on to the Premises, for placement of a communications tower; any foundations, pads, or attachments relating to the communications tower; a structure; and antennas and/or other equipment and improvements ("Midco's Equipment") relating to Midco's provision of communications services. The Premises shall be used for no other purpose without the consent of the Lessor. Lessor represents and warrants the Premises may lawfully be used for such purpose. If necessary, Lessor shall provide 24/7 access to Midco's Equipment, by providing available personnel or keys. Lessor may execute and register the memorandum of lease attached and incorporated herein as **Exhibit A**.

4. Care and Maintenance of Premises. Midco acknowledges the Premises are in good order and repair, unless otherwise indicated herein. Lessor shall, at its own expense and at all times, maintain the portion of the Premises it uses in good and safe condition. Upon termination, Midco will leave the Premises in as good condition as received, reasonable wear and tear, and damage by fire, the elements, casualty, or other cause not due to the misuse or neglect by Midco or Midco's agents, employees, or licensees, excepted.

5. Representations, Warranties and Covenants. Lessor is the owner of all right, title, and interest in and to the Premises. To Lessor's knowledge, the Premises does not contain any toxic or hazardous substances or wastes, pollutants, or contaminants as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"); no activity has been undertaken on the Premises for the Premises to become a treatment, storage, or disposal facility pursuant to CERCLA or any other state, federal or local law; no activity has been undertaken on the Premises regarding the discharge of pollutants or effluents into any water source or system, the dredging or filling of any waters, or the discharge into the air of any emissions that would require a permit under the Federal Water Pollution Control Act, or the Clean Air Act; all above-ground and underground storage tanks are in compliance with all applicable State and Federal laws and regulations; and any wells on or under the Premises,

whether in use, not in use, abandoned, sealed or otherwise, are in compliance with all laws regulating such wells.

6. Inspection. Lessor may inspect the Premises upon reasonable notice. At no time, however, shall Lessor disturb, alter, or modify Midco's Equipment.

7. Trade Fixtures. Midco shall have the opportunity to, at Midco's expense, remove all of Midco's Equipment upon expiration or termination of the Lease.

8. Eminent Domain. If the Premises or any part thereof shall be taken by eminent domain, this Lease shall terminate on the date when title vests pursuant to such taking. The remuneration shall be apportioned as of the termination date. Midco shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Midco may file a claim for any taking of Midco's Equipment and improvements, moving costs, and related expenses.

9. Destruction of Premises. In the event of destruction of the Premises during the term hereof, from fire, flood, tornado, earthquake, or other cause, natural or otherwise, Midco shall have the right, but not the obligation, to move its Equipment to another location on same property. The Parties will execute another lease on substantially the same terms and conditions as stated herein.

10. Lessor's Remedies on Default. If Midco defaults in the Payment or any other term of this Lease, Lessor shall give written notice and if Midco does not cure the default within thirty (30) days (or if the default is of such nature that it cannot be completely cured within 30 days, Midco does not commence to cure the default within 30 days and thereafter proceed with reasonable diligence and in good faith to cure), then Lessor may terminate this Lease on not less than thirty (30) days' written notice to Midco. On the date specified in the termination notice, the term of this Lease shall terminate, and Midco shall surrender the Premises to Lessor.

11. Notices. Any notice which either party may or is required to give, shall be given by the same at the address or email address below, or at such other places as may be designated by the parties in writing from time to time.

12. Holding Over. Any holding over after the expiration of this Lease shall be construed as a month-to-month tenancy with remuneration paid as set forth in Section 2.

13. Authority, Heirs, Assigns, Successors, Assignment. By signing below, the parties represent they have the authority to enter into this Lease. This Lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties. Midco may assign this Lease in its sole discretion.

14. Automatic Renewal. Provided Midco is not then in default, this Lease shall be automatically renewed for three (3) additional terms of five (5) years each commencing at the expiration of the initial lease term or the expiration of the then current automatically renewed lease term. All of the terms and conditions of this Lease shall apply to all renewals. For every renewal term, the then-current Payment will increase once at the rate of ten percent (10%) for the duration of the five-year renewal term.

15. Indemnity. Except to the extent of Lessor's negligence or misconduct, Midco hereby agrees to indemnify, hold harmless, and protect the Lessor from and against any claims arising out of

or relating to any acts or omissions of the Midco and the Midco's agents or employees that relate to the Midco's use of the Premises.

16. Execution in Multiple Originals; Electronic Signature. This Agreement may be executed in multiple originals, each of which shall be deemed an original but all of which together shall constitute but one and the same instrument. A signature of a Party to this Agreement sent by electronic transmission, including a signature created by electronic software, will be deemed to constitute an original and fully effective signature of such Party.

17. Entire Agreement. This Lease, and any attachments or exhibits hereto, constitutes the entire agreement between the parties and may be modified only by a writing signed by the Parties.

18. Governing Law and Attorney Fees. Any disputes arising under this Lease shall be governed the law of the state the Premises is located in. In the event that legal action is required to enforce the terms of this Lease, the prevailing party shall be entitled to its reasonable attorney fees and costs.

19. First Right of Refusal. In the event Lessor shall receive a bona fide offer from a third party to purchase or if Lessor intends to communicate to a third party an offer to sell, (a) all or any portion of the Leased Premises, (b) any adjoining or adjacent property subject to an easement hereunder or (c) this Agreement or any rights hereunder including the right to receive rent (in each case, the "Sale Assets"), Lessor shall first communicate the terms of such offer to Lessee, provide a copy of the bona fide offer to Lessee and offer to sell such property to Lessee upon the same terms and conditions, including any financing terms. Lessee shall have thirty (30) days from receipt of said notice from Lessor to accept said offer in writing. If Lessee accepts Lessor's offer within thirty (30) days, Lessor shall be bound to sell the Sale Assets to Lessee, and Lessee shall be bound to purchase the Sale Assets from Lessor, in accordance with the bona fide offer. If Lessee purchases the Sale Assets pursuant to this paragraph, any easements granted from Lessor to Lessee for the benefit of the Leased Premises shall become permanent easements without further consideration. If Lessee fails to exercise such right of first refusal within the stated time, Lessor may sell the Sale Assets subject to any and all terms and conditions of this Lease; provided, however, that if the terms of sale change and if Lessor has not sold or transferred title to such property within ninety (90) days of the date of Lessor's written notice to Lessee, any such sale and transfer of title shall again be subject to Lessee's said right of first refusal. Lessee's right of first refusal shall continue in effect as to any subsequent proposed sale by the current Lessor or by any transferee. In addition to the foregoing, Lessor shall not grant any interest in any portion of the Leased Premises or any portion of Lessor's Property (other than the conveyance of fee simple title to the entire Lessor's Property) to any third party without the prior written consent of Lessee, in Lessee's sole and absolute discretion.

Lessor Name: City of New Richland

Signature: _____

Name & Title: _____

Street Address: 203 North Broadway
P.O. Box 57

City, State, Zip: New Richland, MN 56072

Phone: (507) 465-3514

Email: _____

Date Signed: _____

Lessee Name: Midcontinent Communications
By: Midcontinent Communications Investor, LLC
Its Managing General Partner

Signature: _____

Name & Title: Jeremy Swenson, General Manager-Fixed Wireless

Street Address: 3901 N. Louise Ave. c/o Legal Department

City, State, Zip: Sioux Falls, SD 57105

Phone: (877) 930-0154

Email: towernotices@midco.com

Date Signed: _____

EXHIBIT "A"

Lot 4 in Block 2 of S.S. Hanson Subdivision of Lots 5-6-7 and 8 of Block 3 in South Side Addition to the City of Waseca in the County of Waseca and State of Minnesota, according to the Plat thereof on file and of record in the Office of the Register of Deeds in and for said County and State.

DOCUMENT PREPARED BY AND WHEN
RECORDED PLEASE RETURN TO:

Patrick J. Mastel
Midcontinent Communications
3901 North Louise Avenue
Sioux Falls, SD 57107
(605) 271-0594

MEMORANDUM OF LEASE

This Memorandum of Agreement (this "Memorandum") dated as the Effective Date, evidences that a Lease Agreement (the "Agreement") dated the 1st day of December 2022 (the "Effective Date"), was made and entered into between Midcontinent Communications, ("Tenant") and the City of New Richland ("Landlord").

The Agreement provides that Tenant has the right to enter upon certain real property owned by Landlord and legally described as:

See attached Exhibit "A"

as further described in the Agreement (the "Site") for the purpose of constructing and operating a communications tower and/or structure. The Lease is effective from ten (10) years after the Effective Date and is subject to the automatic renewal provision as stated in the Agreement. The parties have executed this Memorandum as of the day and year first above written.

TENANT:

Midcontinent Communications

BY: Midcontinent Communications Investor, LLC Its:
Managing Partner

By: _____
Name: Jeremy Swenson
Its: General Manager-Fixed Wireless
Address: 3901 N. Louise Ave., Sioux Falls, SD 57107
Date: _____

LESSOR:

City of New Richland, MN

By: _____
Name: Gail Schmidt
Its: Mayor
Address: P.O. Box 57, New Richland, MN 56072
Date: _____

STATE OF SOUTH DAKOTA)
 : SS
COUNTY OF MINNEHAHA)

On this, the _____ day of November, 2022, before me, the undersigned officer, personally appeared Jeremy Swenson, who acknowledged himself to be the General Manager-Fixed Wireless of Midcontinent Communications Investor, LLC, a limited liability company and managing partner of Midcontinent Communications, a partnership, and that he, as such authorized signer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the limited liability company by himself as such authorized signer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

[Notary Seal]

Notary Public, South Dakota
My Commission expires: _____

STATE OF MINNESOTA)
 : SS
COUNTY OF WASECA)

On this, the _____ day of November 2022, before me, the undersigned officer, personally appeared Gail Schmidt, who acknowledged herself to be the mayor of the City of New Richland, Minnesota, and that she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing by herself as such officer of the City.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

[Notary Seal]

Notary Public, _____
My Commission expires: _____

NEW RICHLAND ECONOMIC DEVELOPMENT AUTHORITY "FIX-UP" GRANT PROGRAM

GENERAL INFORMATION

	Name	Address	Phone
Applicant	Bruce Meyer	108 Broadway South	507-339-1979
Property Owner	Bruce Meyer		
Business Site	NR Farm + Home Supply	108 Broadway South	

PROJECT DESCRIPTION

The Enhancement Project will include: (check all that apply)

- ☐ Cleaning of Building
- ☐ Painting of Building
- ☐ Work on the façade - enhancing architecture
- ☐ Mortar repair
- ☒ Restoration or replacement of original feature
- ☐ Work on entryway
- ☐ Work on display windows
- ☐ Work on window display area
- ☐ Signage changes
- ☐ Awning installation
- ☒ Awning renovation

LAUNDRY MAT

OTHER: Please describe Replacing Front Door + Windows
Painting Awning

*A photograph of your building is necessary before work begins and must be included with this form.

FINANCIAL INFORMATION

- Estimated project cost: \$ 16,000
- Grant amount applying for: \$ 5,000 (1/3 of Project up to \$5,000)
 (To be paid when project is completed and invoices are presented with a photo of the completed work.)

*Applicant understands that if the improved property is sold or transferred within 2 years of the Fix-up Fund approval date, the recipient will repay the entire amount of the grant awarded.

Date: 10-7-22

Bruce Meyer
 Applicant Signature

The above project has been reviewed, and has been found to meet the necessary requirements. I hereby give my approval for this project.

 Building Owner Consent

 NR EDA Review

MR
FARM & HOME
SUPPLY
(801) 488-6672

Camelot



Ambulance Report

November 2022

Runs: As of Thursday November 10th we are at 176 runs for the year. Last year we had a total of 183 so we are not far off from last years total. I believe we will have more than that this year.

Crew: Nothing to report on crew everyone is doing great and communicating with Sara Jo or myself.

Holidays: Working on filling the holiday hours. I work Mayo Thanksgiving, Christmas Eve and Christmas Day.

Community reach out: Sara Jo are going to the school to teach child CPR and emergency preparation. We will have CPR Classes in November and December again.

Director: Working on upcoming training for next year. Talking with crew on hours and what I can do to help them get all their hours.

Looking at pay for runs, was wondering with this year budget can we raise the cost per run to \$25 instead of \$20. Crew have asked and I thought I would bring it up to you all and see if this is possible.

I would like to order 3 winter coats. I would order a large and 2XL for the rig and will have to order one for Scott as he would not be able to fit in the ones in the rig. Prices range from \$200.00 to \$350.00. I found some at Fleet Farm that will work and cost less than the ones we got in the past. I can have a total cost for you on Monday.

Thank you

Sarah Sundve

New Richland Ambulance Director

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/10/22

Re: Ambulance Director Pay

Council has expressed interest into discussing compensation for the Ambulance Director. Below is a breakdown of pay since the Director was hired.

<u>Pay Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>				
10/7/2022	69.5	\$16.67	\$1,158.57				
9/9/2022	60	\$16.67	\$1,000.20				
8/10/2022	58.5	\$16.67	\$975.20		<u>Months</u>	<u>Hours</u>	<u>Month Avg</u>
7/8/2022	56	\$16.67	\$933.52		19	1083.25	57.01
6/10/2022	55.5	\$16.67	\$925.19				
5/10/2022	58.5	\$16.67	\$975.20				
4/8/2022	65	\$16.67	\$1,083.55				
3/2/2022	53.5	\$16.67	\$891.85				
2/2/2022	60	\$16.67	\$1,000.20				
1/5/2022	54	\$16.67	\$900.18				
12/8/2021	48	\$16.67	\$800.16				
11/10/2021	61.5	\$16.67	\$1,025.21				
10/13/2021	58.75	\$16.67	\$979.36				
9/1/2021	60	\$16.67	\$1,000.20				
8/4/2021	56	\$16.67	\$933.52				
7/7/2021	43	\$16.67	\$716.81				
6/10/2021	60	\$16.67	\$1,000.20				
5/10/2021	60	\$16.67	\$1,000.20				
4/9/2021	45.5	\$16.67	\$758.49				
	1083.25		\$18,057.78				

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/13/22

Re: Ambulance Billing

Per Council request I have put together a spreadsheet comparing 2021 revenue by month versus 2022 revenue by month. I have also included an aging summary for current receivables

AMBULANCE BILLING 2021 VS 2022

	<u>2021</u>	<u>2022</u>	<u>Difference</u>
January	\$7,964.17	\$3,621.61	(4,342.56)
February	\$9,628.50	\$6,345.14	(3,283.36)
March	\$4,371.12	\$760.27	(3,610.85)
April	\$7,621.55	\$7,975.72	354.17
May	\$4,643.71	\$3,370.98	(1,272.73)
June	\$1,784.06	\$5,196.44	3,412.38
July	\$6,247.52	\$9,456.19	3,208.67
August	\$5,226.65	\$8,822.72	3,596.07
September	\$6,875.03	\$1,749.16	(5,125.87)
October	\$13,532.97	\$5,218.91	(8,314.06)
November	\$3,773.68		(3,773.68)
December	\$7,330.44		(7,330.44)
Total	\$78,999.40	\$52,517.14	(26,482.26)
Audit Close	\$24,848.00		(24,848.00)
Audit Total	\$103,847.40	\$52,517.14	(51,330.26)
Budgeted	\$149,372.80	\$150,000.00	
Over/Under	(\$45,525.40)	(\$97,482.86)	

[illegible]



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: OCT YEAR: 2022

FIRE CALLS: 0

MEDICAL CALLS: 0

TOTAL CALLS: 0

TRAINING COMPLETED DURING THE MONTH:

FIT TESTING

ADDITIONAL INFORMATION:

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 November 14th, 2022, Council Meeting

Police Department

Activity Report

The New Richland Police Department responded to *** 115 *** calls for service for the month of October.

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 October 2022: 1,154

Total Calls through October 2021: 1,326

Items Completed in October

- 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](mailto:nrp@cityofnewrichlandmn.com)

Personnel

- N/A

Purchases

- Squad rifle from Ahlmans

Squad Maintenance

- New headlights for both squads

Equipment

- N/A

Upcoming Events / Important Items

- Annual Taser/Firearms qualifications at the end of November

Respectfully Submitted,

Tanyce Bruegger, #261
Chief of Police

PERSONNEL POLICY MANUAL

JANUARY 1, 2022

CITY OF NEW RICHLAND

203 N Broadway PO Box 57 New Richland, MN 56072

Personnel Policy Manual, City of New Richland

Below you will find a Table of Contents to help navigate through the model personnel policy. Simply hold the Ctrl button on your keyboard and click on the heading with your mouse to bring you directly to the specific section.

Contents

Article I.	INTRODUCTION	7
Section 1.01	Purpose	7
Section 1.02	Scope	7
Section 1.03	EEO Policy Statement	7
Section 1.04	Data Practices Advisory	8
Section 1.05	Media Requests.....	8
Section 1.06	Personal Communications and Use of Social Media.....	9
Article II.	CITYWIDE WORK RULES & CODE OF CONDUCT	10
Section 2.01	Conduct as a City Employee	10
Section 2.02	Attendance & Absence	11
Section 2.03	Access to and Use of City Property.....	11
Section 2.04	Appearance	12
Section 2.05	Conflict of Interest.....	13
Section 2.06	Falsification of Records.....	13
Section 2.07	Personal Telephone Calls	14
Section 2.08	Political Activity.....	14
Section 2.09	Smoking.....	14
Article III.	DEFINITIONS.....	14
Section 3.01	Authorized Hours	14
Section 3.02	Benefits.....	14
Section 3.03	Benefit Earning Employees.....	14
Section 3.04	Core Hours.....	14
Section 3.05	Demotion	15
Section 3.06	Direct Deposit.....	15
Section 3.07	Employee	15
Section 3.08	Exempt Employee.....	15
Section 3.09	FICA (Federal Insurance Contributions Act)	15
Section 3.10	Fiscal Year	15

Section 3.11	Full-Time Employee.....	15
Section 3.12	Hours of Operation	15
Section 3.13	Management Employee	15
Section 3.14	Non-Exempt Employee	15
Section 3.15	Part-Time Employee.....	15
Section 3.16	Pay Period.....	16
Section 3.17	PERA (Public Employees Retirement Association).....	16
Section 3.18	Promotion	16
Section 3.19	Reclassify.....	16
Section 3.20	Seasonal Employee.....	16
Section 3.21	Service Credit	16
Section 3.22	Temporary Employee	16
Section 3.23	Training/Probationary Period	16
Section 3.24	Transfer.....	17
Section 3.25	Weapons	17
Section 3.26	Workweek.....	17
Article IV.	EMPLOYEE RECRUITMENT & SELECTION.....	17
Section 4.01	Scope	17
Section 4.02	Features of the Recruitment System.....	17
Section 4.03	Testing and Examinations	18
Section 4.04	Pre-Employment Medical Exams.....	18
Section 4.05	Selection Process	19
Section 4.06	Background Checks.....	19
Section 4.07	Training Period.....	19
Article V.	ORGANIZATION	19
Section 5.01	Job Descriptions	19
Section 5.02	Assigning and Scheduling Work	20
Section 5.03	Job Descriptions and Classifications	20
Section 5.04	Layoff	20
Article VI.	HOURS OF WORK.....	20
Section 6.01	Work Hours	20
Section 6.02	Core Hours.....	20
Section 6.03	Meal Breaks and Rest Periods	20
Section 6.04	Adverse Weather Conditions.....	21

Article VII.	COMPENSATION.....	21
Article VIII.	PAYCHECKS OR DIRECT DEPOSIT (select one or the other).....	22
Section 8.01	Paychecks	22
Section 8.02	Direct Deposit.....	22
Section 8.03	Improper Deduction and Overpayment Policy	22
Section 8.04	Time Reporting.....	23
Section 8.05	Overtime / Compensatory Time	23
Section 8.06	Non-Exempt (Overtime-Eligible) Employees	23
Section 8.07	Exempt (Non-Overtime-Eligible) Employees	23
Section 8.08	Leave Policy for Exempt Employees	25
Article IX.	PERFORMANCE REVIEWS	25
Article X.	BENEFITS	25
Section 10.01	Health, Dental, Life Insurance	26
Section 10.02	Retirement/PERA.....	26
Section 10.03	Tuition Reimbursement.....	26
Article XI.	HOLIDAYS	26
Article XII.	LEAVES OF ABSENCE	27
Section 12.01	Sick Leave.....	Error! Bookmark not defined.
Section 12.02	Vacation Leave.....	Error! Bookmark not defined.
(a)	Eligibility	Error! Bookmark not defined.
(b)	Accrual Rate	Error! Bookmark not defined.
(c)	Earnings and Use	Error! Bookmark not defined.
(d)	Vacation Separation Payout.....	Error! Bookmark not defined.
Section 12.03	Funeral Leave.....	27
Section 12.04	Annual Leave	27
(a)	Medical Certification.....	28
(b)	Accrual Rates for Annual Leave	28
(c)	Current Sick Leave Balances: Deferred Sick Leave	28
(d)	Returning to Work After a Medical Absence	29
(e)	Current Vacation Balances	29
(f)	PTO Separation Payment.....	29
(g)	Unpaid Leave.....	29
Section 12.05A	Military Leave	30
Section 12.05 B	Military Leave for Family Members	30

Section 12.05 C	Military Leave for Family Member Injured or Killed in Active Service	31
Section 12.05 D	Civil Air Patrol	31
Section 12.06	Jury Duty	31
Section 12.07	Court Appearances	31
Section 12.08	Victim or Witness Leave	31
Section 12.09	Job Related Injury or Illness.....	32
Section 12.10	Pregnancy and Parenting Leave	32
Section 12.11	Administrative Leave	32
Section 12.12	Adoptive Parents	32
Section 12.13	School Conference Leave.....	33
Section 12.14	Bone Marrow/Organ Donation Leave	33
Section 12.15A	Elections / Voting	33
Section 12.15 B	Delegates to Party Conventions.....	33
Section 12.16	Regular Leave without Pay	34
Section 12.17	Family and Medical Leave	35
Section 12.18	Reasonable Work Time for Nursing Mothers	35
Section 12.19	Light Duty/Modified Duty Assignment	35
Section 12.20	Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy	35
Section 12.21	Athletic Leave of Absence	36
Article XIII.	SEXUAL HARASSMENT PREVENTION	36
Section 13.01	General	36
Section 13.02	Applicability.....	36
Section 13.03	Definitions.....	37
Section 13.04	Expectations	37
Section 13.05	Special Reporting Requirements	39
Section 13.06	Retaliation	39
Article XIV.	RESPECTFUL WORKPLACE POLICY	40
Section 14.01	Applicability.....	40
Section 14.02	Abusive Customer Behavior	40
Section 14.03	Types of Disrespectful Behavior.....	41
(a)	Violent behavior:	41
(b)	Discriminatory behavior:	41
(e)	Sexual harassment includes, but is not limited to, the following:	41
Section 14.04	Employee Response to Disrespectful Workplace Behavior.....	42

Section 14.05	Supervisor’s Response to Allegations of Disrespectful Workplace Behavior	43
Section 14.6	Special Reporting Requirements.....	44
Section 14.07	Confidentiality.....	44
Section 14.08	Retaliation	45
Article XV.	POSSESSION AND USE OF DANGEROUS WEAPONS	45
Article XVI.	SEPARATION FROM SERVICE	46
Section 16.01	Resignations	46
Section 16.02	Severance Pay	46
Article XVII.	DISCIPLINE	46
Section 17.01	General Policy	46
Section 17.02	No Contract Language Established	46
Section 17.03	Process.....	46
(a)	Oral Reprimand	47
(b)	Written Reprimand	47
(c)	Suspension With or Without Pay.....	47
(d)	Demotion and/or Transfer	48
(e)	Salary	48
(f)	Dismissal	48
Article XVIII.	GRIEVANCE PROCEDURE	48
Section 18.01	Waiver	49
Article XIX.	EMPLOYEE EDUCATION & TRAINING.....	49
Section 19.01	Policy.....	49
Section 19.02	Job-Related Training & Conferences.....	49
Section 19.03	Job-Related Meetings.....	49
Section 19.04	Request for Participation in Training & Conferences.....	50
Section 19.05	Out of State Travel	50
Section 19.06	Not to Exceed Figure.....	Error! Bookmark not defined.
Section 19.07	Compensation for Travel & Training Time	50
Section 19.08	Memberships and Dues	50
Section 19.09	Travel & Meal Allowance.....	50
Article XX.	OUTSIDE EMPLOYMENT.....	51
Article XXI.	DRUG FREE WORKPLACE.....	52
Article XXII.	CITY DRIVING POLICY	52
Article XXIII.	CELLULAR PHONE USE	52

Section 23.01	General Policy	52
Section 23.02	Procedures	53
Section 23.03	Responsibility.....	54
Article XXIV.	SAFETY	54
Section 24.01	Reporting Accidents and Illnesses	54
Section 24.02	Safety Equipment/Gear	54
Section 24.03	Unsafe Behavior.....	54
Section 24.04	Access to Gender-Segregated Activities and Areas.....	54

Article I. INTRODUCTION

Section 1.01 Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the city of New Richland. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the city, and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

Except as otherwise prohibited by law, the city of New Richland has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Section 1.02 Scope

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

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Section 1.03 EEO Policy Statement

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

Section 1.04 Data Practices Advisory

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

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

Section 1.05 Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the city administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

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

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

All news releases concerning city personnel will be the responsibility of the city administrator.

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

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city administrator.

- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The city finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The city is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally, not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city administrator on this topic.
- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Section 1.06 Personal Communications and Use of Social Media

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s own personal communications, such as on social media, can have a significant impact on the public’s belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one’s job duties) to members of the public must be always professional. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city’s operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department’s ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember what you write, or post cannot easily be undone. It may also be spread to larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.

- The city expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video, or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the city of New Richland."
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., (New Richland) Cop).

Article II. CITYWIDE WORK RULES & CODE OF CONDUCT

Section 2.01 Conduct as a City Employee

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

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the city of New Richland. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.

- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Section 2.02 Attendance & Absence

The operations and standards of service in the city of New Richland require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor.

All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

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

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

The city of New Richland Dress for your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when residents or visitors are expected at city facilities and all staff may be required to forgo Dress for your Day and required to wear business casual or business attire. These days will be announced in advance so employees can plan accordingly.

In all instances, clothing and appearance must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with the city administrator.

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Shorts
- Overalls
- Very short skirts
- Shirts with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, Crocs shoes

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the city administrator to obtain approval to deviate from this policy.

Section 2.05 Conflict of Interest

City employees are to remove themselves from situations in which they would have to act or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the city administrator.

Section 2.06 Falsification of Records

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

Whistleblower Protections

An employee of the city who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The city will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form

of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 2.07 Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Section 2.09 Smoking

The city of New Richland observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (using tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Article III. DEFINITIONS

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

Section 3.01 Authorized Hours

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

Section 3.02 Benefits

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

Section 3.03 Benefit Earning Employees

Employees who are eligible for city-provided benefits. Such employees must be full time year-round employees or those approved by the City Council.

Section 3.04 Core Hours

The core hours that all employees (exempt and non-exempt) are expected to work are 8 a.m. to 4:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours and work the schedules established by their supervisors.

Section 3.05 Demotion

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

Section 3.06 Direct Deposit

As permitted by state law, all city employees are required to participate in direct deposit.

Section 3.07 Employee

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

Section 3.08 Exempt Employee

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

Section 3.09 FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.10 Fiscal Year

The period from Jan. 1 to Dec. 31.

Section 3.11 Full-Time Employee

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

Section 3.12 Hours of Operation

The city's regular hours of operation are Monday through Friday, from 8 a.m. to 5 p.m. City Hall will be closed on Monday's from 8 a.m. to 10 a.m. to allow for employee meetings.

Section 3.13 Management Employee

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

Section 3.14 Non-Exempt Employee

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

Section 3.15 Part-Time Employee

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

Section 3.16 Pay Period

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

Section 3.17 PERA (Public Employees Retirement Association)

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

Section 3.18 Promotion

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

Section 3.19 Reclassify

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

Section 3.20 Seasonal Employee

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

Section 3.21 Service Credit

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

Section 3.22 Temporary Employee

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

Section 3.23 Training/Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued city employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

Section 3.24 Transfer

Movement of an employee from one city position to another of equivalent pay.

Section 3.25 Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Section 3.26 Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Friday through the following Thursday. With the approval of the city administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

Article IV. EMPLOYEE RECRUITMENT & SELECTION

Section 4.01 Scope

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

Section 4.02 Features of the Recruitment System

The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may

be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the city administrator. Unsolicited applications will not be kept on file.

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

Section 4.03 Testing and Examinations

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

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

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

Section 4.04 Pre-Employment Medical Exams

The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

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

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

of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.05 Selection Process

The selection process will be a cooperative effort between the city administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

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

The city has the right to make the final hiring decision based on qualifications, abilities, experience and city of New Richland needs.

Section 4.06 Background Checks

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

Section 4.07 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training periods are six months in duration, but may be extended by, for example, an unpaid leave of absence.

Article V. ORGANIZATION

Section 5.01 Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the city administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

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

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

Section 5.03 Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator.

Section 5.04 Layoff

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

Article VI. HOURS OF WORK

Section 6.01 Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments.

Section 6.02 Core Hours

To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 8 a.m. to 4:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave.

Section 6.03 Meal Breaks and Rest Periods

A paid fifteen-minute break is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work.

Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the supervisor or city administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

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

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city administrator.

Article VII. COMPENSATION

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

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

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.

- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Article VIII. PAYCHECKS AND DIRECT DEPOSIT

Section 8.01 Paychecks

Paychecks will be distributed every two weeks. Ambulance staff will be paid on a monthly basis. Employees are responsible for notifying the city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

When paydays fall on a holiday, checks are normally issued the day before the holiday.

Section 8.02 Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Section 8.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her supervisor. If the city determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the city has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes.

Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 8.04 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Section 8.05 Overtime / Compensatory Time

The city of New Richland has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Section 8.06 Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. For the police department overtime will be calculated at the rate of time-and-one-half for all hours worked over 80 in the pay period. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of time-and-one-half pay.

For most employees the workweek begins at midnight on Friday and runs until the following Thursday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the city administrator.

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

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date.

Section 8.07 Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

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

The city of New Richland will only make deductions from the weekly salary of an exempt employee in the following situations:

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

The city of New Richland will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future. If an employee thinks that a wage deduction was made in error, please contact [Human Resources] promptly.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Section 8.08 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

If one of the above employees is regularly absent from work under this policy and it is found there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

Article IX. PERFORMANCE REVIEWS

An objective performance review system will be established by the city administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

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

Article X. BENEFITS

Section 10.01 Health, Life Insurance

The city will contribute a monthly amount toward group health, and life insurance benefits for each eligible employee.

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

Section 10.02 Retirement/PERA

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement.

Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the city administrator.

Section 10.03 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the city administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not) OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The city will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the city. Tuition reimbursement for an individual employee will not exceed \$1,500 per year.

Article XI. HOLIDAYS

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

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve & Christmas Day

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

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays. Police department employees will observe the holiday on the actual day.

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

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Article XII. LEAVES OF ABSENCE

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

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

Section 12.03 Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee’s vacation or sick leave balance.

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

Section 12.04 Annual Leave / Paid Time Off (PTO)

Annual leave (PTO) replaces individual sick leave, and vacation leave, plans and combines them into a single benefit program.

Annual leave does not replace city observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the city. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

(a) Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.

A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

(b) Accrual Rates for Annual Leave

Years of Service	Annual Accrual	Maximum Accrual
0 to 2 Years	15 days	30 days
3 to 6 Years	20 days	40 days
7 to 15 Years	25 days	50 days
16 Years and up	30 days	60 days

Annual leave will not accrue during unpaid leaves.

Employees can carry over any annual leave that does not exceed the stated cap.

(c) Current Sick Leave Balances: Deferred Sick Leave

Upon the final pay period of December 2022, employees hired prior to July 1st, 2022, who have accrued sick leave will retain half of their current sick leave balance to be used as "deferred sick leave" until the balance is exhausted. Deferred sick leave can be used for any doctor certified extended leave that would have been covered under the previous sick leave policy. An extended leave for purposes of this policy is defined as one requiring an employee to be out of work for more than three consecutive days. The remaining half of their current sick leave balance will be placed in their annual leave (PTO) account.

If an employee knows he/she will be out for more than three consecutive days before the absence, he/she will be eligible to use the deferred sick leave bank from the first day. For example, if an employee has a scheduled surgery where he/she knows—in advance—he/she will be out for two weeks, the employee will be able to use hours from the deferred sick leave bank starting on the first day of the absence. If an employee is out and expects to return within three days, he/she will use annual leave.

If the medical condition extends beyond the three days, the deferred sick leave bank will be applied retroactively, and any annual leave used will be restored to the employee's annual leave balance.

Once the deferred sick leave bank is exhausted, employees will use annual leave for all absences covered by the annual leave program. Any deferred sick leave balance remaining when an employee leaves city service will expire. The city does not pay out any hours that may remain in the deferred sick leave bank at termination.

(d) Returning to Work After a Medical Absence

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

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

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

(e) Current Vacation Balances

Unused vacation balances shall be converted to annual leave on an hour for hour basis.

(f) PTO Separation Payment

Full-time employees will be paid accrued, unused annual leave, earned through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) following termination of employment. The rate of pay will be the employee's base rate of pay at the employee's termination date. Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law). In the event of the employee's death, earned, unused annual leave time will be paid to the employee's surviving spouse directly, (if there is not a personal representative of the estate appointed) up to statutory limits.

(g) Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave.

If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator.

Other Benefits

Benefit accruals, such as vacation and holiday pay benefits, will be suspended at the beginning of the first full month of unpaid leave and will resume upon your return to active employment.

Section 12.05A Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 workdays in any calendar year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion.

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

Where possible, notice is to be provided to the city at least ten working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the city. If an employee has not yet used his/her fifteen days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

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

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

Section 12.05 B Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Section 12.05 C Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Section 12.05 D Civil Air Patrol

The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use vacation or PTO leave while on Civil Air Patrol Leave but are not required to do so.

Section 12.06 Jury Duty

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

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

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

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

Section 12.07 Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Section 12.08 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the city of their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The city may request verification that supports the employee's reason for being absent from the workplace.

Section 12.09 Job Related Injury or Illness

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

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

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

Section 12.10 Pregnancy and Parenting Leave

Employees who work twenty hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Section 12.11 Administrative Leave

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

Section 12.12 Adoptive Parents

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

Section 12.13 School Conference Leave

Any employee who has worked full-time or more for more may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Section 12.14 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 12.15A Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Section 12.15 B Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this

purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

Section 12.16 Regular Leave without Pay

The city administrator may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety days when the leave is for medical reasons and FMLA has been exhausted.

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

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

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

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

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

Section 12.17 Family and Medical Leave

Refer to the League's model [FMLA policy](#) for language.

Section 12.18 Reasonable Work Time for Nursing Mothers

[MN law change regarding paid break times effective January 1, 2022]

Nursing mothers and lactating employees will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time must, if possible, run concurrently with any break time already provided. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Section 12.19 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Section 12.20 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

Section 12.21 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

Article XIII. SEXUAL HARASSMENT PREVENTION

Section 13.01 General

The city of New Richland is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance

This policy statement is intended to make all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, and elected officials and members of the public aware of the matter of harassment, but specifically sexual harassment, to express the city's strong disapproval of harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Section 13.02 Applicability

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all city employees, volunteers, applicants, contractors/vendors, members of boards and commissions, City Council members, and members of the public both in the workplace and other city-sponsored social events.

Section 13.03 Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on [Minnesota Statute § 363.01, subdivision 43](#), is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

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

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Section 13.04 Expectations

The city of New Richland recognizes the need to educate its employees, volunteers, members of boards and commissions, contractors/ vendors, applicants, elected officials and members of the public on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

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

1. A supervisor;
2. Your supervisor's supervisor;
3. Human Resources'

4. City administrator;
5. Mayor or city councilmember
6. City Attorney.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and/or take other reasonable action, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the city attorney.

The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. As noted later in this policy, retaliation is strictly prohibited. All allegations will be investigated. Formal investigations will be prompt, impartial, and thorough. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible. Any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

The city is not voluntarily engaging in a dispute resolution process within the meaning of [Minn. Stat. § 363A.28, subd. 3\(b\)](#) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Section 13.05 Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline. For more information about what to do when allegations involve the city administrator, the mayor, or a councilmember, see below.

If the city administrator is the alleged harasser, a report will be made to the **city attorney** who will confer with the Mayor and City Council regarding appropriate investigation and action. If a councilmember is the alleged harasser, the report will be made to the city administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate. Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens. The city will take reasonable and timely action, depending on the circumstances of the situation.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the city attorney will be consulted as to the appropriate course of action.

In cases such as these, it is common for the city council to authorize an investigation by an independent investigator (consultant). The city will take reasonable and timely action, depending on the circumstances of the situation.

Section 13.06 Retaliation

The city of New Richland will not tolerate retaliation or intimidation directed towards anyone who reports employment discrimination, serves as a witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the

media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's supervisor;
3. City administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the city attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XIV. RESPECTFUL WORKPLACE POLICY

The city acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Section 14.01 Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the city of New Richland for respectful workplace conduct both in the workplace and other city-sponsored social events.

Section 14.02 Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately

when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Section 14.03 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

(a) Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

(b) Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

(c) Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

(d) Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

(e) Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or

any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.

- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Names and Pronouns: Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Section 14.04 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area, and/or take other reasonable action

If employees see or overhear what they believe is a violation of this policy, employees should advise a supervisor, the city administrator, or city attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact human resources, the supervisor's manager or the city administrator.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, human resources, your supervisor's supervisor, or the city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, the mayor or councilmember of promptly of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the city administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the city attorney.

Section 14.05 Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The supervisor must notify the city administrator about the allegations (assuming the allegations do not involve the city administrator). For more information about what to do when allegations involve the city administrator, the mayor, or a councilmember, see "Special Reporting Requirements" below.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the

opportunity to answer questions and respond to the allegations. The city will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

The city is not voluntarily engaging in a dispute resolution process within the meaning of [Minn. Stat. § 363A.28, subd. 3\(b\)](#) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Section 14.6 Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the city attorney. In cases such as these, it is common for the city council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The city will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the city attorney will be consulted as to the appropriate course of action.

Section 14.07 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees'

personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Section 14.08 Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager
3. City administrator;
4. Mayor or city councilmember
5. In the event an employee feels retaliation has occurred by the city administrator or the city council, then reporting may be made to the city attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XV. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Article XVI. SEPARATION FROM SERVICE

Section 16.01 Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten working days before leaving. Exempt employees must give thirty calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Section 16.02 Severance Pay

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100 percent of unused accrued annual leave (PTO).

Article XVII. DISCIPLINE

Section 17.01 General Policy

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

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

Section 17.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 17.03 Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

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

The following are descriptions of the types of disciplinary actions:

(a) Oral Reprimand

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

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

(b) Written Reprimand

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

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the city administrator.

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

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

(c) Suspension With or Without Pay

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

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

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

(d) Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

(e) Salary

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

(f) Dismissal

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

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Article XVIII. GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty-one days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven calendar days. The decision of the city administrator is

final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Section 18.01 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city’s last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

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

Article XIX. EMPLOYEE EDUCATION & TRAINING

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

Section 19.01 Policy

The city will pay for the costs of an employee’s participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Section 19.02 Job-Related Training & Conferences

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

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

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

Section 19.03 Job-Related Meetings

Attendance at professional meetings costing \$100 or less and directly related to the performance of the employee's work responsibilities do not require the approval of the city administrator. Advance supervisor approval is required to ensure adequate department coverage.

Section 19.04 Request for Participation in Training & Conferences

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

Requests totaling more than \$101 must be approved by the employee's supervisor and the city administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

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

Section 19.05 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the city administrator and are subject to final approval of the city council.

Section 19.07 Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

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

Section 19.08 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.

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

Section 19.09 Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. In no case will city funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The city will also not reimburse employees for the costs for travel of family members.

Employees who find it necessary to use their private automobiles for city travel, who are not able to use a city vehicle, and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$75 per day will be allowed.

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

Article XX. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the city of New Richland regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator.

Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

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

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

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

Article XXI. DRUG FREE WORKPLACE

In accordance with federal law, the city of New Richland has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five days after the conviction as required by the Drug-Free Workplace Act of 1988.

Article XXII. CITY DRIVING POLICY

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

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

Article XXIII. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

Section 23.01 General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.

- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city’s phone bill.

Section 23.02 Procedures

It is the objective of the city of New Richland to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Section 23.03 Responsibility

The city administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

Article XXIV. SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Section 24.01 Reporting Accidents and Illnesses

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

Section 24.02 Safety Equipment/Gear

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

Section 24.03 Unsafe Behavior

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

Section 24.04 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

City of New Richland

Transition from Vacation & Sick time to PTO

Paid Time Off

The new Paid Time Off (PTO) plan combines all your vacation, and sick under the current plan into a single plan, called PTO. This plan will replace the current City policies which provide you with a fixed number of days for each type of paid leave. The goal for the PTO policy to go into effect is January 1, 2023.

Flexibility

Under the PTO plan, all your days off are considered your personal days to use as you see fit.

It is a continuing objective of the City of New Richland to provide equity, consistency, and flexibility in the delivery of all benefit plans to City staff. Where appropriate, certain benefits have also been designed to incorporate employee tenure to recognize and reward loyal service to the city. These considerations are particularly significant in the accrual, utilization, and administration of PTO.

The change to PTO is consistent with the City's objective to provided equity, consistency, and flexibility in the delivery of paid time off benefits to all eligible City staff. It is also consistent with New Richland's effort to enhance its position as a preferred employer. It is the City's belief that balanced and flexible plans like this one are the best way to attract and retain valued employees.

PTO can be used for any purpose, and is subject only to normal, nonintrusive request and approval procedures. This is to ensure that the city customer service and work requirements are met and not adversely impacted.

PTO will mean changes for everyone. How the plan affects you depends on your individual situation.

When designing this plan, the overall goals for the policy were:

- Staff did not lose their accruals
- Eligible staff do not lose any severance they are currently entitled to
- Find solutions to help manage accruals
- Find ways to reward longevity and tenure

Below is a list of the highlights and features of the new PTO plan:

Flexibility – the plan allows you to use your days off as you see fit, subject only to normal request and approval procedures. More friendly to the untraditional or extended family situation

More consistent – no subjective supervisory decisions on what is “too sick to work” or who qualifies as “immediate family”

No waiting period – you can take time off as soon as you earn it – there is no waiting period for using this benefit!

Automated tracking – like the current plan, time is automated and tracked through payroll. So your PTO balance will continue to appear on your paycheck just like vacation and sick leave did previously.

Extended illness bank – the PTO plan features and ESLB benefit that can be accessed for absences due to illness, injury, disability, exposure to contagious disease, or the necessity of medical or dental care of the employee or family members. This helps to preserve your PTO balance so that you can continue to use it for other personal reasons.

Holidays remain separate from PTO – you will continue to receive paid time off for holidays, in addition to your PTO

Funeral leave remains separate from PTO – you will continue to receive paid time off for funeral leaves, in addition to your PTO

Termination benefits – upon separation of City employment, employees who leave the City in good standing by providing adequate notice are entitled to payment for accrued and unused PTO at the rate of pay on their last paid date.

Transition to PTO

Effective 1/1/2023

Vacation Leave

All unused vacation balances as of the last payroll in 2022 shall be converted hour for hour to PTO accounts

Sick Leave Bank

An additional feature of the PTO plan is the Extended Sick Leave Bank (ESLB).

Unused sick leave balances as of the last payroll in 2022 shall be converted at a rate of ½ to PTO and ½ to ESLB. You will not accrue additional ESLB time once the conversion has taken place.

Example: 100 hours in sick balance. Upon conversion – 50 hours PTO / 50 hours ESLB

Usage of EIB

Upon utilizing 3 PTO days for an absence of extended medical time off, you may use your EIB for the remaining consecutive days. For each separate occurrence, you must use 3 PTO days prior to accessing your EIB. Once your ESLB is exhausted, the benefit will expire.

City of New Richland – Current

<u>Years of Service</u>	<u>Vacation</u>	<u>Sick</u>	<u>Total</u>
1-5 Years	12 Days	12 Days	24 Days
6-10 Years	15 Days	12 Days	27 Days
11-15 Years	18 Days	12 Days	30 Days
16-25 Years	21 Days	12 Days	33 Days
26+ Years	24 Days	12 Days	36 Days

City of New Richland – Proposed PTO

<u>Years of Service</u>	<u>PTO</u>	<u>Max Accrual</u>
0-2 Years	15 Days	30 Days
3-6 Years	20 Days	40 Days
7-15 Years	25 Days	50 Days
16 Years +	30 Days	60 Days

PTO/Max Accrual as Proposed by NR City Council at 6-8-22 Work Session

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/10/22

Re: City Logo

Staff have re-worked the presented logo based on council feedback. I would like to see the City adopt a new logo prior to the end of 2022 so that we can “re-brand” City documents and have a plan in place for sign updates (City Park) and also have logo printed for City vehicles, etc.



Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/13/22

Re: WWTP Variance

The City of New Richland needs to apply for a variance for the WWTP for phosphorus and chloride. This is a more technical process than City staff is qualified to handle. I have reached out to our WWTP Engineer at Bolten and Menk.

They are able to write the variance application on our behalf with all of the technical information that is needed. Cost for this process is between \$3,000 and \$5,000.

DESIGNED FOR:



PROPOSAL PREPARED BY: Kathi Sweeter
PREPARED ON: 05/26/2022
P: 612.205.0745 E: kathis@arisbenefitgroup.com
8120 Penn Avenue, Suite #100E, Bloomington, MN 55431

Our Mission is to provide our clients with the consultative delivery of the correct carrier, product, and enrollment solutions. In addition, we place a strong emphasis on delivering post enrollment support that is necessary for administering a successful voluntary worksite benefits experience.

Consultation

- Aris Group specializes only in voluntary/worksites benefits.
- We examine as many carriers as possible to ensure we can provide solutions on a case by case basis.
- There are major and minor differences with each carrier and product, which can help or hurt the success of the voluntary benefit experience.

Our job is to sort through those carriers and their differences, so we can maximize the opportunity for a successful experience.

Our recommendations are determined only after completing our carrier-neutral analysis. This analysis involves careful examination of each carrier, with the goal of finding the best possible solutions, specific to each client's needs. Each carrier is measured and rated based on a specific list of criteria. The Aris Group carrier rating system includes 49 questions from 5 categories:

1. *Strength of Products*
2. *Cost/Premiums*
3. *Ease of doing business*
4. *Underwriting requirements*
5. *Online Capabilities*

Enrollment

Each client is unique, and a successful enrollment requires careful consideration. Our Principal Partners have 12-25 years of enrollment field experience and have managed large enrollment teams.

This is our greatest asset.

Administration

One of the few firms in the country which provide Post Enrollment Claims Advocacy.

- We invest the necessary resources to ensure our policyholders have the experience and support they deserve.
- Voluntary worksite products can sometimes be "maintenance heavy" and the claims process requires careful consideration

Our goal is to minimize the burden of the HR team and Policyholders.

- Post Enrollment Advocacy system includes: a claim Call center, policy support by our in-house CSR team.

In addition, a team with genuine belief in the benefits and care and concern for the policyholder.

GROUP DEMOGRAPHICS

Number of Employees	6
Demographics	Variety of demographics (more male)
Notes	Location in New Richland, MN Bi-Weekly (26)

IDENTIFIED NEEDS

Aris Group is dedicated to finding solutions that work for each unique scenario. **Benefits by Design** is more than a tagline – it’s what we do.

Preparation Makes All the Difference
Worksite benefits allow employers and employees to plan for the additional costs that medical insurance doesn’t cover.

Improved Productivity
Voluntary worksite benefits provide a level of confidence that if a life event occurs, a structure is in place to manage the associated costs. This level of security correlates to greater job satisfaction and productivity.

Streamlined Process
Aris Group handles all the details of communication, enrollment and integration not just at inception, but throughout the life of the worksite benefit package selected.

MEDICAL PLAN OVERVIEW

Current Carrier/ Plan Type	Medica HDHP
Deductible(s)/ OOPM	

WORKSITE BENEFITS

Dental	No
Vision	No
Disability	No
Life	Yes-\$25K US Able
Supplemental	Yes-unsure carrier

DUE DILIGENCE COMPLETED

Our recommendations on the following page are determined only after completing our carrier-neutral analysis process which involved researching the following carriers to find the best possible solutions to the needs we outlined earlier. Next to each carrier, we have a brief summary of their products and services in relation to the solutions identified for your company. Please note the comments are from our experience and/or client feedback



Good product portfolio -higher cost per product.



Similar to Aflac; lack of service is a common concern amongst benefit administrators.



Strong Critical Illness; need 25 enrolled.



Good product portfolio; some offerings require census info.



Strong Life and CI.



Higher participation requirements on certain Supplemental Products; NO Pre-tax options



Good company with strong customer service, Higher participation requirements



Competitive pricing; high participation-requires 20 enrolled per product

ARIS GROUP
BENEFITS BY DESIGN

PROPOSED SOLUTIONS

RECOMMENDATIONS

Our recommendations are based on our analysis of your current benefits and the objective of potentially lowering rates of voluntary coverage for employees while increasing overall participation. We've identified the carrier(s) and specific products identified below. We feel these new benefits will compliment your existing medical plan design(s) based on the demographics of your employees. You will find a detailed overview of each product, located on the pages that follow.



*Term Life Insurance
Short Term Disability
Dental
Vision*



*Accident
Critical Illness
Hospital w/Wellness*

A complimentary Section 125 plan will be included in any Assurity Insurance plan.



Telemedicine (Employer Paid)



Identity Theft Protection



*Enrollment
platform/management*

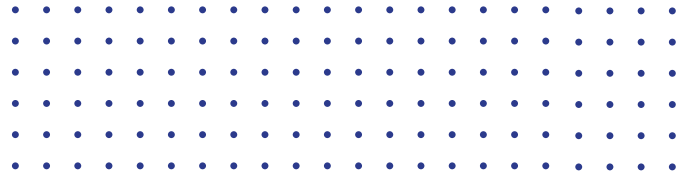
ARIS GROUP
BENEFITS BY DESIGN

ease



Goodbye Paper, Hello Ease

Simplified Benefits and HR



Manage HR With Ease



ease

Onboard, empower, and lead your employees.

Streamline All of Your HR Processes



One Login

Employees only need to remember one login and password for onboarding, benefits, and HR.



Leverage Existing Data

Set up employees in Ease once and their information syncs across the entire system.



Increase Engagement

Get more out of your employees by easily expanding your HR programs.



Stay Compliant

Managing HR online makes it easy for you and employees to follow company policies.

Onboarding

Onboarding syncs with benefits so employees only have to enter their information once. Create and send offer letters, store completed and e-signed W-4 and I-9 forms, and collect direct deposit information.

Payroll Integration

Ease integrates with top tier payroll providers so you can keep benefit deduction and demographic information in sync. Decrease duplicate data entry by setting up new employees in only one system.

EaseHR

Set custom time-off policies, allow employees to request time off from anywhere, view Org Chart, and more.



See Your Upcoming
Vacation on a Calendar



Request Time off on the
Go

Mobile App For Employees



Access Your Company
Directory



Review the Time off You
Have Available

Online Enrollment With Ease

Save Time and Deliver a Better Employee Experience

Tired of chasing down paper forms and decoding illegible handwriting year after year? Think that there should be a better way? So do we. With Ease, over 65,000 business owners enjoy a streamlined enrollment process, and deliver a better experience to over 2 million employees. Take a look at how online enrollment helps businesses like yours.

Save Time With Simplified Benefits Administration



Broker Supported

Your health insurance broker can set up, manage, and teach you how to use Ease. Have a question? Your broker is there for you.



Digital Enrollment

Ease maps employee information to carrier enrollment forms so no field is left incomplete. Employees can also e-sign their forms, eliminating paperwork completely.



Plan Comparison

Employees can compare unique plan details like copays and deductibles in a single view. As plans are selected, employees see a running total of actual costs per pay period helping them make better decisions.



Enrollment Progress Dashboard

Email employees about open enrollment and view a snapshot of enrollment progress for each employee directly in Ease.

Your Employees Will Thank You

Signing countless forms, researching plan options, and trying to remember your plan details throughout the year are just some of the pains your employees experience with paper enrollment.



Conduct Faster Enrollments

Employees only enter their information once, are required to complete all fields, and can digitally sign their forms.



Make Better Decisions

Ease helps your employees make smarter decisions by putting copays, coverage, SBCs, and actual costs at their fingertips.



Unlock 24/7 Access

Employees can access Ease via web, mobile, or iOS and Android mobile app to view important benefit details year-round.

Don't spend time on administrative tasks when you could be doing more of what you love, like engaging with your employees.

Ask your broker for a demo.

Start managing benefits with Ease.

Get more time back in your day!



The screenshot displays a user interface for selecting a benefit plan. On the left is a vertical navigation menu with 9 steps: Overview, Profile, Dependents, Documents, Benefits, Beneficiaries, Summary, Sign Forms, and Finish. The 'Benefits' step is active, with a sub-menu showing 'Medical' (selected), 'Dental', and 'Vision'. The main content area shows two plan options:

- Medical Select HMO Gold Network** with a cost of **\$35.22**. It has a green 'Selected' button and a list of documents: Summary of Benefits & Coverage, Plan Summary, Provider Directory, and Video: Learn About HMO Plans.
- Medical Select PPO Silver Network** with a cost of **\$25.34**. It has a blue 'Select' button and the same list of documents.

To the right, a **Benefits Summary** table shows the costs for the selected plan:

Category	Cost
Medical	\$35.22
Dental	\$19.80
Vision	\$1.75
Total	\$56.77

Below the total, it specifies 'Per Pay Period (Semi-Monthly)'.

Ease benefit plan selection shows employees actual costs per pay period for multiple plans.



Aris Group
 8120 Penn Ave S. Suite #100E
 Bloomington MN 55431
 952-446-7167
 612-806-0965 (fax)



WORKPLACE PAYROLL DEDUCTION AUTHORIZATION

Employer Name:

City of New Richland

Employee Name:

Policy Type:

Dental

Vision

Short-term Disability

Term Life Insurance

Accident

Hospital Confinement

Critical Illness/Cancer

ID Theft

Healthiest You

Total Payroll Premium

Carrier	PLAN	COVERAGE	Bi-Weekly (26)		Tax Status
CL			\$		Pre-tax
CL			\$		Pre-tax
CL			\$		After-tax
CL			\$		After-tax
Assurity			\$		Pre-tax
Assurity			\$		Pre-tax
Assurity			\$		Pre-tax
Sontiq			\$		After-tax
Complete Bundle			\$	\$0.00	ER Paid
			\$		

Payroll Frequency:

Bi-Weekly	
Effective Date	XXXX

Payroll Deductions to begin:

I authorize my above named employer to deduct from my salary or wages the Total Payroll Premium as indicated above. I understand that premiums will be sent to the carriers by my employer. In event of a rate change, I authorize a corresponding change in the amount deducted from my earnings.

I understand any *PRE TAX election cannot be changed or revoked* prior to the next plan anniversary date unless due to a change in family status and permitted by my employer.

If any corrections are necessary due to failure to complete, coverage changes or errors in calculation, I authorize the correct amount of premium be deducted for the coverage issued.

Date: _____

Employee Signature: _____

WAIVER

The Insurance Plans made available by my employer have been explained to me. I elect not to participate in these Plans.

Date: _____

Employee Signature: _____



DENTAL by Design

This is an outline of Dental Insurance Coverage underwritten by
Companion Life Insurance Company.

Rates Effective: 08/01/22

City of New Richland

DENTAL Select

Program Deductible Per Individual Family Limit Waived for Type I Services	\$100 Lifetime No Limit No
Type I Preventive Services	100% oral exams, cleanings (two per 12 months), bitewing X-rays (one per 12 months), space maintainers, pain treatment, sealants, full-mouth X-rays
Type II Basic Services Benefit Waiting Period	80% fillings, anesthesia, endodontics, simple and surgical extractions, oral surgery, periodontics None
Type III Major Services Benefit Waiting Period	50% crowns, inlays, onlays, dentures, bridges, implants, perio trays None
Calendar Year Maximum	\$1,000
Type IV Orthodontia	Not Available

*Payment is based upon allowable charges in the area in which service is rendered.
Any dentist charge above the allowable charge is not a covered expense.*

Bi-weekly Rates (26 pay periods)

Rates are guaranteed for 24 months.

Employee Only	Employee plus Spouse	Employee plus Child(ren)	Employee plus Family
\$ 16.03	\$ 31.68	\$ 43.63	\$ 59.28

This Benefits Highlights document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. Benefits are subject to state availability. Policy terms and conditions vary by state. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder.



P.O. Box 100102 | Columbia, SC 29202-3102
800-753-0404 | 800-836-5433 fax
CompanionLife.com

These benefits are provided by Policy Form No. CL-DEN-1000-P-MN.

VISION by Design

This is an outline of Vision Insurance Coverage underwritten by Companion Life Insurance Company.

Rates Effective: 08/01/22

City of New Richland

Vision SELECT	Exam and Eyewear	
	In-Network	Out-of-Network Allowance*
Vision Exam with Dilation (as necessary) Contact Lens Fit and Follow-up: (Contact lens fit and two follow-up visits are available once a comprehensive eye exam has been completed.) Standard** Premium*** Frequency	\$0 Copay \$0 Copay \$55 allowance, 10% off balance over allowance 12 months†	\$35 allowance \$40 allowance \$40 allowance 12 months‡
Standard Plastic Lenses Single Bifocal Trifocal Other Add-ons and Services Frequency	\$0 Copay \$0 Copay \$0 Copay 20% off retail 12 months†	\$25 \$40 \$55 N/A 12 months‡
Lens Options UV Coating Tint (Solid and Gradient) Standard Scratch Resistant Coating Standard Polycarbonate Standard Anti-Reflective Coating Standard Progressive (Add-on to Bifocal) Premium Progressive (Add-on to Bifocal)	\$15 Copay \$15 Copay \$15 Copay \$40 Copay \$45 Copay \$65 Copay \$65 Copay plus 80% of charges over \$120 allowance	Discount available only at Network Providers and Retailers
Contact Lenses (Material Only) Conventional Disposable Medically Necessary Frequency	\$120 allowance, 15% off balance over allowance \$120 allowance Paid in full 12 months†	up to \$96 up to \$96 \$200 12 months‡
Frames <i>Any available frame at provider location. Benefit is not available on those frames where the manufacturer prohibits a discount.</i> Frequency	\$130 allowance, 20% off balance over allowance 24 months‡	up to \$72 24 months‡

Call 866-723-0596 to locate the nearest EyeMed provider, or visit [EyeMedVisionCare.com](https://www.eyemedvisioncare.com).

*When services are obtained from an out-of-network provider, a claim form must be filed with EyeMed for reimbursement.

**Standard Contact Lens Fitting - spherical clear contact lenses in conventional wear and planned replacement (Examples include but not limited to disposable, frequent replacement, etc.)

***Premium Contact Lens Fitting – all lens designs, materials and specialty fittings other than Standard (e.g., toric, multifocal, etc.)

†Once in a 12-month period defined by last date of service.

‡Once in a 24-month period defined by last date of service.

The contact lens benefit is paid in lieu of eyeglass lenses. Eyeglass lenses are paid in lieu of the contact lenses benefit.

These benefits are provided by Policy Form No. CL-VIS-2000-P-MN.



VISION by Design

This is an outline of Vision Insurance Coverage underwritten by Companion Life Insurance Company.

City of New Richland

Bi-weekly Rates (26 pay periods)

Rates are guaranteed for 24 months.

Employee Only	Employee plus Spouse	Employee plus Child(ren)	Employee plus Family
\$ 3.01	\$ 6.02	\$ 7.01	\$ 11.19

Vision Insurance Limitations and Exclusions

Limitations

Oversized Lenses are not a covered benefit. An Insured Individual requesting these lenses will be required to pay the difference in charges.

Exclusions

No benefits will be paid for services or materials connected with or charges arising from:

1. orthoptic or vision training, sub-normal vision aids, and any associated supplemental testing;
2. aniseikonia lenses;
3. medical and/or surgical treatment of the eye, eyes or supporting structure;
4. corrected eyewear required by an employer as a condition of employment, and safety eyewear unless specifically covered under plan;
5. services provided as a result of any Workers' Compensation law;
6. plain non-prescription lenses and non-prescription sunglasses (except for 20% discount);
7. services or materials provided by any other group benefit providing for vision care;
8. two pair of glasses in lieu of bifocals.

This Benefits Highlights document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. Benefits are subject to state availability. Policy terms and conditions vary by state. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder.



P.O. Box 100102 | Columbia, SC 29202-3102
800-753-0404 | 800-836-5433 fax
CompanionLife.com

These benefits are provided by Policy Form No. CL-VIS-2000-P-MN.

City of New Richland

Voluntary Short Term Disability Insurance

This is an outline of Voluntary Short Term Disability Insurance Coverage underwritten by Companion Life Insurance Company.

Voluntary Short Term Disability Insurance program is designed to help maintain a family's current lifestyle and their plans for the future if the employee becomes disabled as a result of a non-occupational accident or illness. A plan with the flexibility to help meet an employee's individual needs.

Benefits begin on the **first** day of covered disability which results from an accident, on the **eighth** day of a covered disability due to illness, and continues for a maximum benefit period of **thirteen** weeks.

STANDARD RATES – VOLUNTARY SHORT TERM DISABILITY INSURANCE Employee Bi-weekly Cost (26 pay periods). Employees may select from \$150 to \$1,250 per week.

Plan 1 1-8-13 Bi-weekly Premium																							
Annual salary must be at least:																							
Income Level	\$11,700	\$15,600	\$19,500	\$23,400	\$27,300	\$31,200	\$35,100	\$39,000	\$42,900	\$46,800	\$50,700	\$54,600	\$58,500	\$62,400	\$66,300	\$70,200	\$74,100	\$78,000	\$81,900	\$85,800	\$89,700	\$93,600	\$97,500
Benefit Level:																							
Age Category	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500	\$550	\$600	\$650	\$700	\$750	\$800	\$850	\$900	\$950	\$1,000	\$1,050	\$1,100	\$1,150	\$1,200	\$1,250
< 30	4.60	6.13	7.66	9.19	10.73	12.26	13.79	15.32	16.86	18.39	19.92	21.45	22.98	24.52	26.05	27.58	29.11	30.65	32.18	33.71	35.24	36.78	38.31
30 - 34	4.73	6.30	7.88	9.46	11.03	12.61	14.19	15.76	17.34	18.91	20.49	22.07	23.64	25.22	26.79	28.37	29.95	31.52	33.10	34.68	36.25	37.83	39.40
35 - 39	4.73	6.30	7.88	9.46	11.03	12.61	14.19	15.76	17.34	18.91	20.49	22.07	23.64	25.22	26.79	28.37	29.95	31.52	33.10	34.68	36.25	37.83	39.40
40 - 44	4.73	6.30	7.88	9.46	11.03	12.61	14.19	15.76	17.34	18.91	20.49	22.07	23.64	25.22	26.79	28.37	29.95	31.52	33.10	34.68	36.25	37.83	39.40
45 - 49	5.00	6.66	8.33	10.00	11.66	13.33	15.00	16.66	18.33	19.99	21.66	23.33	24.99	26.66	28.32	29.99	31.66	33.32	34.99	36.66	38.32	39.99	41.65
50 - 54	6.00	7.99	9.99	11.99	13.99	15.99	17.99	19.98	21.98	23.98	25.98	27.98	29.98	31.98	33.97	35.97	37.97	39.97	41.97	43.97	45.96	47.96	49.96
55 - 59	7.00	9.33	11.67	14.00	16.33	18.66	21.00	23.33	25.66	28.00	30.33	32.66	35.00	37.33	39.66	42.00	44.33	46.66	48.99	51.33	53.66	55.99	58.33
60 - 64	8.20	10.93	13.66	16.39	19.13	21.86	24.59	27.32	30.06	32.79	35.52	38.25	40.98	43.72	46.45	49.18	51.91	54.65	57.38	60.11	62.84	65.58	68.31
65 - 69	10.79	14.39	17.99	21.59	25.18	28.78	32.38	35.98	39.57	43.17	46.77	50.37	53.97	57.56	61.16	64.76	68.36	71.95	75.55	79.15	82.75	86.34	89.94
70 - 74	14.52	19.37	24.21	29.05	33.89	38.73	43.57	48.42	53.26	58.10	62.94	67.78	72.62	77.46	82.31	87.15	91.99	96.83	101.67	106.51	111.36	116.20	121.04
75 +	18.33	24.43	30.54	36.65	42.76	48.87	54.98	61.08	67.19	73.30	79.41	85.52	91.63	97.74	103.84	109.95	116.06	122.17	128.28	134.39	140.49	146.60	152.71

Note: Benefit cannot exceed 66⅔% of salary.

To determine your initial premium, find your income level, then follow that column down to your age bracket. This will show your benefit level and premium cost to you. This Premium Cost Chart is for illustrative purposes only; your monthly premium cost may be slightly higher or lower due to rounding. The information provided is only a summary of the benefits available. Refer to your certificate for details and limitations of coverage.

Enrollment Age Freeze – As long as an employee remains enrolled, the premium payable for the selected insurance coverage will always be based upon the employee's age at the time of original enrollment.

Program includes \$10,000 of Accidental Death and Dismemberment (AD&D) Insurance coverage.



Companion Life

P.O. Box 100102 | Columbia, SC 29202-3102
800-753-0404 | 800-836-5433 fax
CompanionLife.com

This Benefits Highlights document explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this document and the policy, the terms of the policy apply. Benefits are subject to state availability. Policy terms and conditions vary by state. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder.

SHORT-TERM DISABILITY

\$1,300 Monthly Benefit
(\$300 Weekly Benefit)

MONTHLY PREMIUMS

3-Month Benefit Period
1st Day Accident, 8th Day Illness

Age	Aflac	Companion Life
18-29	\$33.80	\$19.92
30-44	\$33.80	\$20.49
45-49	\$33.80	\$21.66
50-54	\$40.56	\$25.98
55-59	\$40.56	\$30.33
60-64	\$40.56	\$35.52
65-69	\$47.32	\$46.77

Aflac Short Term Disability - Series A-57600 - Industry Class B

Companion Life Insurance Company's Voluntary Group Term Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance

This is an outline of Voluntary Group Term Life Insurance and Accidental Death and Dismemberment Insurance (AD&D)
Coverage underwritten by Companion Life Insurance Company.

City of New Richland

With Companion Life's Choice Plus, you may be able to fit a Voluntary Group Term Life Insurance plan in your budget.

Take a look at our [Companion Choice Plus Plan](#):

- **Benefit choice** of \$5,000 increments, minimum amount \$10,000 with a maximum of \$500,000 (up to 7x salary).
- **Dependent child benefit** is a choice of \$2,500, \$5,000, \$7,500 or \$10,000. Monthly rate is \$.25 per \$1,000.
- **Spouse benefit:** \$5,000 increments, not to exceed 50% of the employee amount; \$150,000 maximum benefit.
- **Accelerated benefit provision:** You may access up to 75% of the benefit in the event of a terminal illness (maximum \$100,000).
- **Portability provision:** You may continue the policy for you and your spouse at the same group rates if your employment ends, policy continues until the employer's policy cancels.
- **Waiver of premium provision:** You may stop paying premiums if you become totally disabled (insured must be totally disabled 12 consecutive months before the waiver of premium begins).
- **Conversion privilege:** Conversion to permanent insurance available.
- **Age reduction formula:** Employee and spouse Voluntary Group Term Life Insurance benefit reduces to 65% at the individual's age 65, reduces to 50% of the original amount at age 70, to 35% at age 75, to 20% at age 80, and terminates at the employee's retirement, whichever occurs first. The spouse Voluntary Group Term Life Insurance benefit amount will reduce in accordance with the spouse's age.

For added protection and value, you can include our Accidental Death & Dismemberment Insurance (AD&D) option. The amount of AD&D Insurance coverage must be equal to the Voluntary Life Insurance benefits the employees select for themselves and their covered spouses. AD&D Insurance benefit is selected at the group level. **AD&D Insurance rate is \$0.03 per \$1,000 and is included in the table below.**

Age Category	Monthly Premium Rate per \$1,000 of Ins. Coverage	Coverage Amount and Bi-weekly Premium (26 pay periods) - Standard Rates							
		\$10,000	\$25,000	\$50,000	\$75,000	\$100,000	\$150,000	\$175,000	\$200,000
15 - 29	\$0.12	\$0.55	\$1.38	\$2.77	\$4.15	\$5.54	\$8.31	\$9.69	\$11.08
30 - 34	\$0.13	\$0.60	\$1.50	\$3.00	\$4.50	\$6.00	\$9.00	\$10.50	\$12.00
35 - 39	\$0.15	\$0.69	\$1.73	\$3.46	\$5.19	\$6.92	\$10.38	\$12.12	\$13.85
40 - 44	\$0.20	\$0.92	\$2.31	\$4.62	\$6.92	\$9.23	\$13.85	\$16.15	\$18.46
45 - 49	\$0.32	\$1.48	\$3.69	\$7.38	\$11.08	\$14.77	\$22.15	\$25.85	\$29.54
50 - 54	\$0.56	\$2.58	\$6.46	\$12.92	\$19.38	\$25.85	\$38.77	\$45.23	\$51.69
55 - 59	\$0.82	\$3.78	\$9.46	\$18.92	\$28.38	\$37.85	\$56.77	\$66.23	\$75.69
60 - 64	\$1.55	\$7.15	\$17.88	\$35.77	\$53.65	\$71.54	\$107.31	\$125.19	\$143.08
65 - 69	\$2.42	\$11.17	\$27.92	\$55.85	\$83.77	\$111.69	\$167.54	\$195.46	\$223.38
70 +	\$4.44	\$20.49	\$51.23	\$102.46	\$153.69	\$204.92	\$307.38	\$358.62	\$409.85

The Premium Cost Chart is for illustrative purposes only; your premium cost may be slightly higher or lower due to rounding. The information provided is only a summary of the benefits available. Refer to your certificate for details and limitations of coverage.

Premium Rates for an insured will increase on the policyholder's next anniversary following the date the insured/spouse enters the next age bracket. In addition, Companion Life reviews premiums annually and rates are subject to change.

This outline of coverage for Voluntary Group Term Life Insurance and Accidental Death and Dismemberment Insurance is not a contract; please refer to your proposal for current rates. Full details of the coverage are included in the certificate of coverage and master policy from Companion Life Insurance Company.



P.O. Box 100102 | Columbia, SC 29202-3102 | 800.753.0404 | 800.836.5433 Fax | CompanionLife.com

These benefits are provided by Policy Form No. ICC19-CL-LIFE-1000-P.



Voluntary Benefit Options

for City of New Richland

A photograph of a man with dark, wavy hair and a light beard, wearing a blue and white striped shirt, holding a young child. The child is wearing a light blue button-down shirt and is laughing joyfully with their mouth open. The background is a bright, out-of-focus outdoor setting.

Accident Expense
Critical Illness
Hospital Indemnity



Group Accident Expense Insurance

for City of New Richland

Even with a good health insurance plan, a trip to the doctor or hospital can be expensive. Many people find themselves paying more out of their own pocket each year. If you or someone in your family are hurt in an accident, the last thing you want to think about is how you are going to pay for medical care.

Accident expense insurance provides peace of mind and gives you additional cash to help pay your health insurance deductible and other expenses.

Group Accident Expense insurance **pays a benefit directly to you** when you receive treatment from a physician for a covered accident.

Key Features

- ✓ **Helps with out-of-pocket expenses** associated with covered accidents
- ✓ **No deductibles**, copays, coinsurance or networks - see any doctor
- ✓ **Guaranteed issue** - no medical exams or tests
- ✓ **Portable** - coverage continues if you retire or change jobs, as long as you pay the premiums

**Know you
and your family
are protected.**

It's easy —
sign up today



Not available to residents of New York.

Tier 2/Tier 4 - 224594

Group Accident Expense Benefits - 24-Hour

Forms G H1708/G H1708C (HSA Compatible)

Plan includes the benefits listed in the schedule below for a covered accident. Coverage is 24-Hour. All treatment must be provided or prescribed by a physician and is payable only once per insured per accident unless otherwise noted. In most states, the term physician

Emergency Care

	Plan 1	Plan 2
Payable within 60 days of accident unless otherwise noted		
Initial Accident Treatment One physician's office, urgent care or emergency room visit per accident within 60 days of accident for doctor's office and urgent care; within 30 days of accident for emergency room	\$100 - Dr Office \$100 - Urgent Care \$200 - ER	\$200 - Dr Office \$200 - Urgent Care \$400 - ER
Telemedicine Treatment	\$40	\$80
Ambulance Transport to or from hospital; pays one of the following	\$200 - Ground \$600 - Air	\$400 - Ground \$1,200 - Air
X-Rays	\$200	\$400
Diagnostic Exams CT, CAT, MRI or EEG	\$100	\$200
Blood, Plasma or Platelets Processing or transfusion	\$600	\$1,200
Emergency Room Observation Unit Held in hospital, without admission, after ER treatment	\$50 - 4-20 hrs. \$100 - 20+ hrs.	\$100 - 4-20 hrs. \$200 - 20+ hrs.

Supportive Care

Benefits in this category only payable if Initial Accident Treatment or Telemedicine Treatment benefit was paid for same injury.

Follow-Up Treatment Benefit paid per visit, up to 2 visits per accident	\$100	\$200
Physical, Occupational or Speech Therapy Benefit paid per visit, up to 6 visits per accident	\$60	\$120
Chiropractic/Acupuncture Treatment Benefit paid per visit, up to 6 visits per accident	\$60	\$120
Epidural Pain Management	\$100	\$200
Prescription Medication Other than while confined in hospital or nursing home; up to two per accident; up to six times per calendar year	\$10	\$20
Medical Supplies Over-the-counter; once per accident; up to three per calendar year	\$10	\$20
Appliances Rented or purchased, such as crutches or wheelchair	\$250	\$500
Prosthetic Devices Not including hearing or dental aids, eyeglasses or cosmetic devices	\$1,000 - One device \$2,000 - Multi. devices	\$2,000 - One device \$4,000 - Multi. devices
Residence/Vehicle Modification	\$1,000	\$2,000
Transportation For physician treatment 50+ miles from residence; up to three round trips per accident	\$200 - Ground \$500 - Air	\$400 - Ground \$1,000 - Air
Lodging For companion accompanying an insured traveling 100+ miles from residence for treatment; up to 30 days per accident	\$200 per day	\$400 per day

Group Accident Expense Benefits - 24-Hour

Forms G H1708/G H1708C (HSA Compatible)

Specific Injury Care

	Plan 1	Plan 2
Burns Pays a percentage of the burn benefit, where the percentage payable is based on degree of burn and percentage of body affected. Burns — Skin Graft - Pays 50 percent of the burn benefit.	\$1,000	\$2,000
Child Organized Sport Pays 10 percent of all other payable benefits resulting from injury of dependent child during amateur organized athletic competition or supervised practice for such	up to \$1,000 maximum.	up to \$1,000 maximum.
Coma Not medically induced or the result of drug or alcohol use	\$20,000	\$40,000
Concussion Not payable if traumatic brain injury benefit is paid	\$50	\$100
Dental Emergency Natural tooth treatment provided by a dentist	\$200 - Crown \$60 - Extraction	\$400 - Crown \$120 - Extraction
Dislocation Pays a percentage of the benefit for open reduction or closed reduction; where the percentage payable is based on the joint or bone affected and degree of dislocation	\$4,000 - Open reduction \$2,000 - Closed reduction	\$8,000 - Open reduction \$4,000 - Closed reduction
Ear Injury Resulting in hearing loss greater than 60 percent	\$200 once per lifetime	\$400 once per lifetime
Eye Injury Requiring surgery or removal of foreign object	\$200	\$400
Fracture Pays a percentage of the benefit for open reduction or for closed reduction, where the percentage payable is based on the joint or bone affected	\$4,000 - Open fracture \$2,000 - Closed fracture	\$8,000 - Open fracture \$4,000 - Closed fracture
Gunshot Wound Requiring hospitalization and surgery	\$1,000	\$2,000
Lacerations Pays a percentage of the benefit where the percentage payable is based on the length of laceration	\$100	\$200
Occupational HIV	\$600	\$1,200
Paralysis Lasting 90 or more days and diagnosed to be permanent; one paralysis benefit payable per lifetime	\$15,000 - Paraplegia \$30,000 - Quadriplegia	\$30,000 - Paraplegia \$60,000 - Quadriplegia
Poisoning	\$50	\$100
Post Traumatic Stress Disorder	\$400	\$800
Traumatic Brain Injury Diagnosed by CT, CAT, MRI, EEG, PET or X-Ray	\$600	\$1,200

224594

GROUP ACCIDENT EXPENSE INSURANCE PROVIDES LIMITED BENEFIT COVERAGE AND MAY CONTAIN REDUCTIONS OF BENEFITS, LIMITATIONS AND EXCLUSIONS. The description of benefits is intended only to highlight the insured employee's benefits and should not be relied upon to fully determine coverage. If this description conflicts in any way with the terms of the policy/certificate, the terms of the policy/ certificate prevail. For complete benefits descriptions and conditions, see the policy/certificate.

Group Accident Expense Benefits - 24-Hour

Forms G H1708/G H1708C (HSA Compatible)

Hospital Care

Daily benefit paid within 180 days of accident

	Plan 1	Plan 2
Hospital Admission Pays once per calendar year	\$1,000	\$2,000
Hospital Confinement Daily benefit paid up to 365 days per accident	\$200	\$400
Intensive Care Daily benefit paid up to 30 days per accident	\$400	\$800
Sub-Acute Intensive Care Daily benefit, paid up to 30 days per accident	\$300	\$600
Rehabilitation Unit Daily benefit paid up to 30 days per accident, 60 days per calendar year	\$200	\$400
Child Care during Hospital Confinement Daily benefit paid for the care of all dependent children by licensed provider while insured is confined to hospital; up to 30 days per accident	\$40	\$80

Surgical Care

Paid within 180 days of accident

Open Abdominal, Thoracic or Cranial Surgery Not including hernia	\$2,000	\$4,000
Tendon, Ligament, Rotator Cuff or Knee Cartilage Surgery	\$1,000	\$2,000
Ruptured Disc Surgery	\$1,000	\$2,000
Hernia Surgery	\$500	\$1,000
Exploratory Surgery Diagnostic arthroscopic or laparoscopic, not payable if any other surgery benefit is paid	\$500	\$1,000
Miscellaneous Outpatient Surgery Must require anesthesia; not payable if any other surgery benefit is paid	\$200	\$400
Anesthesia Administered for a payable surgery benefit	\$200	\$400

Accidental Death and Dismemberment Rider

Form R G1712C

Accidental Death Benefit Not payable if Accidental Death-Common Carrier benefit is paid	\$40,000 - Employee \$20,000 - Spouse \$10,000 - Child	\$80,000 - Employee \$40,000 - Spouse \$20,000 - Child
Accidental Death Seatbelt Benefit Additional death benefit if seatbelt in use	\$10,000 - Employee \$5,000 - Spouse \$2,500 - Child	\$20,000 - Employee \$10,000 - Spouse \$5,000 - Child
Accidental Death - Common Carrier Benefit If fare-paying passenger on common carrier	\$100,000 - Employee \$50,000 - Spouse \$25,000 - Child	\$200,000 - Employee \$100,000 - Spouse \$50,000 - Child
Accidental Death - Children Education Benefit Additional benefit for dependent children enrolled in post-secondary educational institution	Pays \$1,000 per accidental death, per qualifying dependent	Pays \$2,000 per accidental death, per qualifying dependent
Accidental Dismemberment Benefit Pays a percentage where the percentage varies by body part	\$40,000 - Employee \$20,000 - Spouse \$10,000 - Child	\$80,000 - Employee \$40,000 - Spouse \$20,000 - Child

224594

GROUP ACCIDENT EXPENSE INSURANCE PROVIDES LIMITED BENEFIT COVERAGE AND MAY CONTAIN REDUCTIONS OF BENEFITS, LIMITATIONS AND EXCLUSIONS. The description of benefits is intended only to highlight the insured employee's benefits and should not be relied upon to fully determine coverage. If this description conflicts in any way with the terms of the policy/certificate, the terms of the policy/ certificate prevail. For complete benefits descriptions and conditions, see the policy/certificate.

Group Accident Expense Bi-Weekly Premiums - 24-Hour - Minnesota

Forms G H1708/G H1708C (HSA Compatible)

Plan 1

	Employee	Employee & Spouse	Employee & Children	Family
All Ages	\$4.48	\$7.76	\$7.86	\$11.90

Plan 2

	Employee	Employee & Spouse	Employee & Children	Family
All Ages	\$8.98	\$15.51	\$15.73	\$23.82

Group Accident Expense - Minnesota

Forms G H1708/G H1708C

Limitations, Conditions and Exclusions

The following represents some policy limitations, conditions and exclusions. For complete details of the coverage, please contact your agent, Assurity or ask to review the policy. Provisions may vary by state.

Limitations

GROUP ACCIDENT EXPENSE INSURANCE PROVIDES LIMITED BENEFIT COVERAGE.

This insurance does not provide major medical coverage and does not satisfy the requirement for minimum essential coverage under the Affordable Care Act (ACA).

Availability of this product, and its benefits and premiums as presented, is subject to the approval of Assurity. Some applicants with pre-existing conditions may not be eligible for coverage. Product availability, features and rates may vary by state. All benefits, premiums, conditions, exclusions and limitations are governed by the actual contract as provided by Assurity, not this proposal.

Coverage Conditions

Actively Employed – The employee must be actively employed to be eligible for coverage.

Right to Cancel – The contract contains a 30-day free look period.

Termination – Coverage will terminate the earliest of the following: the date policy terminates for any reason; the date employee is no longer an employee (portability available); when premiums are not paid by the end of the grace period; the date Assurity receives written notice to terminate; when the employee establishes residence in a foreign country; or upon the employee's death.

Exclusions

Assurity will not pay benefits for losses caused by or the result of any Insured Person(s):

- operating, learning to operate, or serving as a crew member of any aircraft;
- engaging in hang-gliding, hot air ballooning, bungee jumping, parachuting, scuba diving, sail gliding, parasailing, parakiting, mountain or rock climbing, B.A.S.E. jumping, sky diving or cave diving;
- riding in or driving any motor-driven vehicle in an organized race, stunt show or speed test;
- officiating, coaching, practicing for or participating in any semi-professional or professional competitive athletic contest for which any type of compensation or remuneration is received;
- having a sickness independent of the Covered Accident, including physical or mental infirmity (sickness means any illness, inflection, disease or any other abnormal physical condition which is not caused by an Injury);
- being exposed to war or any act of war, declared or undeclared;
- actively serving in any of the armed forces, or units auxiliary thereto, including the National Guard or Army Reserve, except during active duty training of less than 60 days;
- suffering from a Mental and Nervous Disorder (except for Post-Traumatic Stress Disorder as described in the policy/certificate);
- being under the influence of any narcotic, unless administered on the advice of a Physician;
- driving or operating a motor vehicle while intoxicated (as determined by the laws governing the operation of motor vehicles in the jurisdiction where loss occurs);
- having cosmetic surgery or other elective procedures that are not medically necessary;
- having a hernia, except as paid under the Hernia Surgery Benefit, if applicable;
- committing or attempting to commit a felony;
- participating in a riot, insurrection or rebellion;
- driving any taxi for wage, compensation or profit; or
- engaging in an illegal occupation.

No benefits, except the Initial Accident Treatment benefit, will be payable for services provided outside of the United States.

ACCIDENT

While playing in the state hockey playoffs, your child was injured and was taken to the ER by ambulance.
His/her leg is broken requiring surgery and hospital confinement for one night.
(illustration provided by Aflac)

	Aflac	Assurity Tier 4	Assurity Tier 2
Ambulance - Ground	\$250	\$400	\$200
Initial Treatment - Emergency Room	\$215	\$400	\$200
X-Ray		\$400	\$200
Fractured Femur	\$2,450	\$4,800	\$2,400
Hospital Admission	\$1,650	\$2,000	\$1,000
Hospital Confinement (1 day)	\$350	\$400	\$200
Major Diagnostic Imaging (CT Scan)	\$250	\$200	\$100
Appliance (Wheelchair)	\$350	\$500	\$250
Physical Therapy (9 treatments)	\$405	\$720	\$360
Follow-up Treatment (6 treatment)	\$270	\$400	\$200
Family Support	\$20		
Family Lodging (50+ miles from residence)	\$150	\$400	\$200
Organized Sporting Event	\$1,000	\$1,000	\$531
ESTIMATED TOTAL BENEFIT PAID	\$7,360	\$11,620	\$5,841
		58% more benefit	20% less benefit

^ Please note this is for illustrative purposes only. All policies have limitations and exclusions that may affect benefits paid.
Refer to the policy for complete benefit details, definitions, limitations and exclusions.

MONTHLY PREMIUMS

	Aflac	Assurity Tier 4	Assurity Tier 2
Employee	\$26.78	\$16.24	\$8.12
Employee + Spouse	\$35.75	\$28.06	\$14.02
Employee + Child(ren)	\$41.21	\$30.14	\$15.03
Family	\$53.17	\$45.12	\$22.56
Aflac Accident Advantage Series A36000, Option 4, 24-Hour, Class B		39% Less Cost (Employee)	70% Less Cost (Employee)



Group Critical Illness Insurance

for City of New Richland

More people are surviving life threatening illnesses than ever before. Unfortunately the cost of critical illness care is high and medical bills can follow survivors long after they've proven victorious in their fight.

Critical illness insurance provides peace of mind and gives you additional cash to help pay your health insurance deductible and other out-of-pocket expenses.

Group Critical Illness insurance **pays a lump-sum benefit directly to you** if you are diagnosed with stroke, heart attack or a number of other covered conditions.

Key Features

- ☑ **Pays a lump sum directly to you**
- ☑ The **return of premium benefit** pays you back **100% of the premiums paid for the policy and riders** if you die from a cause other than a covered critical illness
- ☑ **Guaranteed issue** – no medical exams or tests
- ☑ **Portable** – coverage continues if you retire or change jobs, as long as you pay the premiums

**Know you
and your family
are protected.**

It's easy —
sign up today



Not available to residents of New York.

Tier 2 - 224594

Group Critical Illness Benefits - Minnesota

Forms G H1715/G H1715C, R G1716C (HSA Compatible)

Group Critical Illness Policy and Additional Critical Illness Rider

Assurity's Group Critical Illness insurance pays a lump sum benefit upon diagnosis of certain specified illnesses, conditions and procedures. The amount payable is equal to the policy benefit amount times the applicable percentage or the specified dollar amount as shown below for the specified covered condition..

Heart Attack	100%
Coronary Artery Bypass Surgery	25%
Sudden Cardiac Arrest	25%
Angioplasty	10%
Stroke	100%
Invasive Cancer	100%
Non-Invasive Cancer	25%
Skin Cancer	\$250/calendar year
Kidney (Renal) Failure	100%
Major Organ Transplant	100%
Advanced Alzheimer's Disease	100%
Loss of Independent Living	25%
Coma	100%
Paralysis	100%
Loss of Sight	100%
Loss of Speech	100%
Loss of Hearing	100%
Advanced Parkinson's Disease	100%
Benign Brain Tumor	100%
Occupational HIV	100%
Advanced ALS	100%
Severe Burns	100%
Bone Marrow Transplant	100%
Multiple Sclerosis	50%
Schizophrenia	10%
Transient Ischemic Attack (TIA)	10%

Other Features

Additional Diagnosis Benefit

Once benefits have been paid for a covered critical illness, benefits are payable for each additional critical illness when the date of diagnosis is at least 30 days apart, and if the subsequent critical illness is not caused or contributed to by a critical illness for which benefits were paid.

Reoccurrence Diagnosis Benefit

Once benefits have been paid for a covered critical illness, benefits are payable for that same critical illness up to one time per insured person per lifetime, if the insured person is symptom and treatment-free for a period of 12 consecutive months, and if the subsequent critical illness is not caused or contributed to by a critical illness for which benefits were paid.

Waiver of Premium Benefit

Waives the premium for coverage after 90 consecutive days of total disability of the covered employee, for as long as total disability continues, if the disability is due to a critical illness for which benefits were paid.

Group Critical Illness Benefits - Minnesota

Forms G H1715/G H1715C, R G1716C (HSA Compatible)

.....

Return of Premium for Non-CI Death

Returns 100% of all premiums paid for the policy and riders minus any benefits paid under the policy and riders, if the covered employee dies from a cause other than a covered critical illness.

.....

Cardiopulmonary Rider

(Form R G1717C)

Pays a lump sum benefit upon diagnosis of the additional covered cardiopulmonary illnesses, conditions or procedures listed below. The amount payable is equal to the policy benefit amount times the applicable percentage shown below.

Open Heart Category (50% all procedures below)

- | | |
|------------------------------------|---|
| Mitral Valve Replacement or Repair | Surgical Treatment of Abdominal Aortic Aneurysm |
| Aortic Valve Replacement or Repair | |

Pulmonary Category (25% all procedures below)

- | | |
|--------------------|-------------------------------|
| Pulmonary Embolism | Idiopathic Pulmonary Fibrosis |
|--------------------|-------------------------------|

Invasive Procedure Category (10% all procedures below)

- | | |
|-------------------------|--|
| AngioJet Clot Busting | Automatic Implantable Cardioverter Defibrillator |
| Atherectomy | Pacemaker Placement |
| Stent Implementation | Valvuloplasty |
| Cardiac Catheterization | |
-

Group Critical Illness Bi-Weekly Premiums - Minnesota

Forms G H1715/G H1715C, R G1716C (HSA Compatible)

Employee or Employee & Children (rates based on employee's age; benefit amounts over \$30,000 require underwriting of all covered persons)
Child benefit is equal to 25% of employee benefit.

Non-Tobacco		Employee Benefit Amount								
Issue Age		\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000			
18-24		\$0.77	\$1.52	\$2.27	\$3.05	\$3.81	\$4.57			
25-29		\$1.04	\$2.06	\$3.06	\$4.07	\$5.10	\$6.11			
30-34		\$1.39	\$2.74	\$4.09	\$5.43	\$6.79	\$8.14			
35-39		\$1.95	\$3.86	\$5.74	\$7.64	\$9.54	\$11.43			
40-44		\$2.59	\$5.12	\$7.62	\$10.13	\$12.64	\$15.17			
45-49		\$3.62	\$7.12	\$10.61	\$14.11	\$17.61	\$21.10			
50-54		\$5.20	\$10.24	\$15.27	\$20.31	\$25.34	\$30.39			
55-59		\$7.28	\$14.34	\$21.40	\$28.46	\$35.53	\$42.58			
60-64		\$9.64	\$19.03	\$28.43	\$37.82	\$47.22	\$56.64			
65-69		\$13.80	\$27.34	\$40.87	\$54.42	\$67.94	\$81.47			
70+		\$27.16	\$53.95	\$80.72	\$107.50	\$134.26	\$161.03			

Tobacco		Employee Benefit Amount								
Issue Age		\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000			
18-24		\$1.11	\$2.20	\$3.28	\$4.37	\$5.47	\$6.55			
25-29		\$1.52	\$3.03	\$4.52	\$6.02	\$7.52	\$9.02			
30-34		\$2.12	\$4.17	\$6.25	\$8.31	\$10.37	\$12.43			
35-39		\$3.08	\$6.08	\$9.08	\$12.08	\$15.10	\$18.08			
40-44		\$4.21	\$8.29	\$12.38	\$16.45	\$20.54	\$24.62			
45-49		\$6.00	\$11.79	\$17.62	\$23.43	\$29.24	\$35.06			
50-54		\$8.76	\$17.23	\$25.75	\$34.25	\$42.73	\$51.23			
55-59		\$12.39	\$24.44	\$36.49	\$48.55	\$60.61	\$72.66			
60-64		\$16.43	\$32.49	\$48.56	\$64.63	\$80.70	\$96.77			
65-69		\$23.40	\$46.44	\$69.45	\$92.48	\$115.49	\$138.52			
70+		\$43.52	\$86.45	\$129.37	\$172.30	\$215.20	\$258.12			

Employee & Spouse or Family (rates based on employee's age; employee benefit amount over \$30,000 requires underwriting for all covered)
Spouse benefit is equal to 50% of employee benefit.
Child benefit is equal to 25% of employee benefit.

Non-Tobacco		Employee Benefit Amount								
Issue Age		\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000			
18-24		\$1.15	\$2.26	\$3.40	\$4.51	\$5.64	\$6.76			
25-29		\$1.53	\$3.04	\$4.52	\$6.00	\$7.50	\$8.99			
30-34		\$2.06	\$4.06	\$6.05	\$8.03	\$10.02	\$12.02			
35-39		\$2.92	\$5.72	\$8.54	\$11.35	\$14.14	\$16.95			
40-44		\$3.90	\$7.63	\$11.37	\$15.12	\$18.85	\$22.58			
45-49		\$5.46	\$10.67	\$15.90	\$21.11	\$26.34	\$31.54			
50-54		\$7.86	\$15.40	\$22.92	\$30.46	\$37.99	\$45.53			
55-59		\$11.00	\$21.59	\$32.18	\$42.75	\$53.34	\$63.91			
60-64		\$14.56	\$28.64	\$42.74	\$56.84	\$70.92	\$85.02			
65-69		\$20.85	\$41.14	\$61.46	\$81.73	\$102.05	\$122.34			
70+		\$40.97	\$81.12	\$121.27	\$161.42	\$201.57	\$241.73			

Tobacco		Employee Benefit Amount								
Issue Age		\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000			
18-24		\$1.65	\$3.26	\$4.87	\$6.48	\$8.08	\$9.69			
25-29		\$2.27	\$4.49	\$6.70	\$8.93	\$11.12	\$13.33			
30-34		\$3.16	\$6.22	\$9.28	\$12.35	\$15.42	\$18.47			
35-39		\$4.63	\$9.10	\$13.57	\$18.03	\$22.50	\$26.98			
40-44		\$6.33	\$12.43	\$18.53	\$24.62	\$30.71	\$36.80			
45-49		\$9.04	\$17.74	\$26.42	\$35.11	\$43.80	\$52.50			
50-54		\$13.22	\$25.94	\$38.68	\$51.40	\$64.13	\$76.85			
55-59		\$18.71	\$36.78	\$54.86	\$72.96	\$91.02	\$109.10			
60-64		\$24.80	\$48.91	\$73.00	\$97.10	\$121.20	\$145.30			
65-69		\$35.33	\$69.85	\$104.39	\$138.92	\$173.44	\$207.98			
70+		\$65.58	\$129.96	\$194.35	\$258.73	\$323.10	\$387.48			

*Premium rates shown are for the combined group Critical Illness policy and rider benefits as summarized in the proposal. For complete benefit descriptions, limitations, conditions and exclusions, see the policy/certificate. Policy availability, features, provisions and rates may vary by state.

Group Critical Illness - Minnesota

Forms G H1715/G H1715C

Limitations, Conditions and Exclusions

The following represents some policy limitations, conditions and exclusions. For complete details of the coverage, please contact your agent, Assurity or ask to review the policy. Provisions may vary by state.

Limitations

GROUP CRITICAL ILLNESS INSURANCE PROVIDES LIMITED BENEFIT COVERAGE.

This insurance does not provide major medical coverage and does not satisfy the requirement for minimum essential coverage under the Affordable Care Act (ACA).

Availability of this product, and its benefits and premiums as presented, is subject to the approval of Assurity. Some applicants with pre-existing conditions may not be eligible for coverage. Product availability, features and rates may vary by state. All benefits, premiums, conditions, exclusions and limitations are governed by the actual contract as provided by Assurity, not this proposal.

Pre-existing conditions: Assurity will not pay benefits for a specified critical illness that is caused by a pre-existing condition unless the specified critical illness starts after coverage has been in force for 12 months from the issue date. Pre-existing condition means a sickness or physical condition for which, during the 12 months before the issue date, the insured person had symptoms which would cause an ordinary prudent person to seek diagnosis, care or treatment, or received medical consultation, advice or treatment from a physician or had taken prescribed medication.

Waiting period: The benefits payable for Loss of Independent Living, Invasive Cancer, Non-Invasive Cancer, and Skin Cancer have a waiting period. There is no coverage for Loss of Independent Living, Invasive Cancer, Non-Invasive Cancer, or Skin Cancer, if an insured person initially incurred or was diagnosed with any of these conditions before the end of the waiting period.

Elimination period: The benefit payable for Loss of Independent Living has an elimination period. Assurity will not pay benefits during the elimination period.

Coverage Conditions

Actively Employed – The employee must be actively employed to be eligible for coverage.

Right to Cancel – The contract contains a 30-day free look period.

Termination – Coverage will terminate the earliest of the following: the date policy terminates for any reason; the date employee is no longer an employee (portability available); when premiums are not paid by the end of the grace period; the date Assurity receives written notice to terminate; when the employee establishes residence in a foreign country; or upon the employee's death.

Exclusions

Assurity will not pay benefits for losses caused by or the result of any Insured Person(s):

- being exposed to war or any act of war, declared or undeclared;
- actively serving in any of the armed forces, or units auxiliary thereto, including the National Guard or Army Reserve, except during active duty training of less than 60 days;
- driving a motor vehicle while being intoxicated (as determined by the laws governing the operation of motor vehicles in the jurisdiction where loss occurs);
- committing or attempting to commit a felony; or
- engaging in an illegal occupation.

CRITICAL ILLNESS

Initial Diagnosis/Treatment	Aflac Cancer	Assurity Critical w/Cancer	Initial Diagnosis/Treatment	Aflac Cancer	Assurity Critical w/Cancer
Invasive Cancer	CA	XX	Multiple Sclerosis		XX
Heart Attack		XX	Benign Brain Tumor		XX
Stroke		XX	Occupational HIV		XX
Kidney (Renal) Failure		XX	Severe Burns		XX
Advanced ALS		XX	Open Heart Surgery		XX
Advanced Alzheimer's Disease		XX	Mitral Valve Replace or Repair		XX
Advanced Parkinson's Disease		XX	Aortic Valve Replace or Repair		XX
Loss of Independent Living		XX	Abdominal Aortic Aneurysm		XX
Major Organ Transplant		XX	AngioJet Clot Busting		XX
Bone Marrow Transplant	CA	XX	Atherectomy		XX
Transient Ischemic Attack		XX	Cardiac Catheterization		XX
Coma		XX	Pacemaker Placement		XX
Paralysis		XX	Stent Implementation		XX
Loss of Sight		XX	Pacemaker Placement		XX
Loss of Speech		XX	Valvuloplasty		XX
Loss of Hearing		XX	Pulmonary Embolism		XX
Coronary Bypass Surgery		XX	Idiopathic Pulmonary Fibrosis		XX
Sudden Cardiac Arrest		XX	Non-Invasive Cancer	CA	XX
Angioplasty		XX	Skin Cancer	CA	XX
Schizophrenia		XX	Automatic Implantable Cardioverter Defibrillator		XX

^ Please note this is for illustrative purposes only. All policies have limitations and exclusions that may affect benefits paid. Refer to the policy for complete benefit details, definitions, limitations and exclusions.

MONTHLY PREMIUMS

Age	Aflac Cancer	Assurity Critical w/Cancer	Age	Aflac Cancer	Assurity Critical w/Cancer
18-24	\$39.45	\$3.32	45-49	\$39.45	\$15.41
25-29	\$39.45	\$4.45	50-54	\$39.45	\$22.18
30-34	\$39.45	\$5.94	55-59	\$39.45	\$31.05
35-39	\$39.45	\$8.33	60-64	\$39.45	\$41.22
40-44	\$39.45	\$11.06	65-69	\$39.45	\$59.23

Premiums listed are Employee / Employee+Children

CA = Aflac Cancer Protection Assurance, Option 2, Initial Diagnosis Benefit = \$5,000

XX = Assurity Critical Illness with Cancer, Lump Sum Benefit = \$10,000



Group Hospital Indemnity Insurance

for City of New Richland

A hospital stay can be expensive—even with a good health insurance plan. If you or someone in your family gets sick or injured and needs to go to the hospital, the last thing you want to think about is how you are going to pay for medical care.

Hospital indemnity insurance provides peace of mind and gives you additional cash to pay your health insurance deductible and other expenses resulting from a covered hospital stay.

Group Hospital Indemnity insurance pays a benefit directly to you, starting at admission, for each day of hospital confinement.

Key Features

- ✓ Pays a **lump-sum benefit** starting at admission
- ✓ Pays a **daily benefit** for each day confined in a hospital
- ✓ Includes a **wellness benefit** for a number of preventive care procedures
- ✓ **No deductibles, copays, coinsurance or networks** (see any doctor)
- ✓ **Guaranteed issue** – no medical exams or tests
- ✓ **Portable** – coverage continues if you retire or change jobs, as long as you pay the premiums

**Know you
and your family
are protected.**

It's easy —
sign up today



Not available to residents of New York.

Tier 2 - 224594

Group Hospital Indemnity Benefits - Minnesota
Forms G H1730/G H1730C (HSA Compatible)

Hospital Admission - lump-sum payment		Plan 1	Plan 2	Plan 3
Group Hospital Indemnity pays a lump-sum benefit for the first hospital confinement in a calendar year for a covered sickness or injury sustained in a covered accident. Confinement means the assignment to a bed as a resident inpatient as prescribed by a physician for a period of at least 20 consecutive hours.		\$1,000	\$2,000	\$3,000
Hospital Indemnity Care Rider (Form No. R G1736C) Note: Confinement means the assignment to a bed as a resident inpatient as prescribed by a physician for a period of at least 20 consecutive hours. Only one type of confinement benefit is payable for a given day. If confinement continues in an Intensive Care Unit, Sub-Acute Intensive Care Unit or Rehabilitation Unit beyond the maximum benefit period shown, the Hospital Confinement benefit will be payable until that benefit period is also exhausted.				
Hospital Confinement Pays a daily benefit for hospital confinement (at least 20 continuous hours as a resident inpatient) due to a covered sickness or injury		\$100 payable for 30 days	\$100 payable for 30 days	\$100 payable for 30 days
Intensive Care Unit Pays a daily benefit for confinement in an intensive care unit		\$200 up to 10 days	\$200 up to 10 days	\$200 up to 10 days
Preventive Care Rider: (Form R G1740C)	Pays a \$50 daily benefit up to the maximum of twice per insured person or four times per family in a calendar year for the following preventive care services: ● blood screening for triglycerides, cholesterol, HDL or LDL ● fasting blood glucose test ● annual physical exam ● routine eye exam ● immunizations			

GROUP HOSPITAL INDEMNITY INSURANCE PROVIDES LIMITED BENEFIT COVERAGE, IS NOT A SUBSTITUE FOR MAJOR MEDICAL INSURANCE, AND MAY NOT BE APPROPRIATE FOR MEDICAID RECIPIENTS. It is not major medical insurance and does not satisfy the requirement for minimum essential coverage under the affordable Care Act (ACA). It may contain reductions of benefits, limitations and exclusions. The description of benefits is intended only to highlight the insured employee's benefits and should not be relied upon to fully determine coverage. If this description conflicts in any way with the terms of the policy/certificate, the terms of the policy/certificate prevail. For complete benefit description and conditions, see the policy/certificate. Policy availability, features and rates may vary by state.

Group Hospital Indemnity Bi-Weekly Premiums - Minnesota*
Forms G H1730/G H1730C (HSA Compatible)

Coverage Tiers

Plan 1	Employee	Employee & Spouse	Employee & Children	Family
All Ages	\$7.09	\$14.31	\$13.71	\$19.93

Plan 2	Employee	Employee & Spouse	Employee & Children	Family
All Ages	\$10.21	\$20.71	\$19.55	\$29.06

Plan 3	Employee	Employee & Spouse	Employee & Children	Family
All Ages	\$13.33	\$27.12	\$25.40	\$38.18

*Premium rates shown are for the combined group Hospital Indemnity policy and rider benefits as summarized in the proposal. For complete benefit descriptions, limitations, conditions and exclusions, see the policy/certificate. Policy availability, features, provisions and rates may vary by state.

Group Hospital Indemnity - Minnesota

Forms G H1730/G H1730C

Limitations, Conditions and Exclusions

The following represents some policy limitations, conditions and exclusions. For complete details of the coverage, please contact your agent, Assurity or ask to review the policy. Provisions may vary by state.

Limitations

GROUP HOSPITAL INDEMNITY INSURANCE PROVIDES LIMITED BENEFIT COVERAGE.

This insurance does not provide major medical coverage and does not satisfy the requirement for minimum essential coverage under the Affordable Care Act (ACA).

Availability of this product, and its benefits and premiums as presented, is subject to the approval of Assurity. Some applicants with pre-existing conditions may not be eligible for coverage. Product availability, features and rates may vary by state. All benefits, premiums, conditions, exclusions and limitations are governed by the actual contract as provided by Assurity, not this proposal.

Pre-existing conditions: Assurity will not pay benefits concerning a pre-existing condition until after coverage has been in force for 12 months from the issue date. Pre-existing condition means a covered sickness or physical condition for which, during the 12 months before the issue date, the insured person received medical consultation, diagnosis, advice or treatment from a Physician or had taken prescribed medication.

Coverage Conditions

Actively Employed – The employee must be actively employed to be eligible for coverage.

Right to Cancel – The contract contains a 30-day free look period.

Termination – Coverage will terminate the earliest of the following: the date policy terminates for any reason; the date employee is no longer an employee (portability available); when premiums are not paid by the end of the grace period; the date Assurity receives written notice to terminate; when the employee establishes residence in a foreign country; or upon the employee's death.

Exclusions

Assurity will not pay benefits for losses caused by or the result of any Insured Person(s):

- having elective procedures that are not medically necessary (including but not limited to organ donation and elective sterilization);
- receiving services provided outside the United States;
- voluntarily inhaling gas;
- having cosmetic care, except when the hospital confinement is due to medically necessary reconstructive surgery;
- being confined primarily for rest care or convalescent care;
- having a covered sickness or injury covered under worker's compensation, an employer's liability law or similar law;
- being born, unless the loss is the result of a covered sickness or injury;
- being pregnant, experiencing pregnancy related conditions (other than complications of pregnancy), giving birth or otherwise terminating pregnancy during the 10-month period immediately following the issue date;
- receiving routine newborn nursing or well baby care;
- operating, learning to operate, or serving as a crew member of any aircraft;
- engaging in hang-gliding, hot air ballooning, bungee jumping, parachuting, scuba diving, sail gliding, parasailing, parakiting, mountain or rock climbing, B.A.S.E. jumping, sky diving or cave diving;
- riding in or driving any motor-driven vehicle in an organized race, stunt show or speed test;
- officiating, coaching, practicing for or participating in any semi-professional or professional competitive athletic contest for which any type of compensation or remuneration is received;
- being exposed to war or any act of war, declared or undeclared;
- actively serving in any of the armed forces, or units auxiliary thereto, including the National Guard or Army Reserve, except during active duty training of less than 60 days;
- suffering from a mental and nervous disorder;
- being addicted to drugs or suffering from alcoholism;
- being under the influence of any narcotic, unless administered on the advice of a Physician;
- driving or operating a motor vehicle while intoxicated (as determined by the laws governing the operation of motor vehicles in the jurisdiction where loss occurs);
- having dental treatment except as the result of an injury;
- committing or attempting to commit a felony;
- engaging in an illegal occupation; or
- participating in a riot, insurrection or rebellion.

HOSPITAL

	Aflac	Assurity
Initial Hospitalization Lump Sum Benefit	\$1,000	\$1,000
Daily Hospital Confinement Benefit Amount		\$100 per day, up to 30 days/confinement
Daily Hospital ICU Confinement Benefit Amount		\$200 per day, up to 10 days/confinement
Rehabilitation Benefit	\$100 per day, up to 15 days/confinement	
Hospital Emergency Room	\$100 per visit, up to 2 visits/year	
Hospital Short-Stay	\$100 per stay, up to 2 stays/year	
Preventative Care Benefit		\$50 up to 2x per person, max 4 per family unit

MONTHLY PREMIUMS

	Aflac	Assurity
Employee (Ages 18-49)	\$30.55	\$15.36
Employee + Spouse	\$43.16	\$31.00
Employee + Child(ren)	\$38.74	\$29.71
Family	\$45.89	\$43.18
Employee (Ages 50-59)	\$31.07	\$15.36
Employee + Spouse	\$45.76	\$31.00
Employee + Child(ren)	\$39.26	\$29.71
Family	\$46.41	\$43.18
Employee (Ages 60-75)	\$31.98	\$15.36
Employee + Spouse	\$48.88	\$31.00
Employee + Child(ren)	\$39.91	\$29.71
Family	\$49.53	\$43.18

Aflac Hospital Choice, Series 40000, Option 1

**50% Less Cost
(Employee)**

We are never more than one call away.



Customer Service
800-276-7619, Ext. 4210
7:30am - 5:00pm CST



Email
claimsinfo@assurity.com



Claims
800-869-0355, Ext. 4484



Assurity
P.O. Box 82533
Lincoln, NE 68501-2533



Policy Services
800-869-0355, Ext. 4279
FAX: 888-255-2060



Connect Online
assurity.com
[linkedin.com/company/assurity-life](https://www.linkedin.com/company/assurity-life)

Helping people through difficult times

As a mutual organization, Assurity was founded on the simple concept of people coming together to support each other in moments of need. We continue our mission of helping people through difficult times by providing affordable insurance protection that is easy to understand and buy. Our financial stability has stood the test of time. It shows our commitment to be there when our customers need us. Owned by our policyholders, we conduct our business to serve only their best interests. Whether paying benefits, offering service with a human touch, giving back to our community, or practicing sustainable habits that provide for our planet, we embrace our capacity to improve lives. We all share in the future we create, and Assurity believes in using our business as a force for good.



.....

NOT AVAILABLE IN NEW YORK.

Assurity is a marketing name for the mutual holding company Assurity Group, Inc. and its subsidiaries. Those subsidiaries include but are not limited to: Assurity Life Insurance Company and Assurity Life Insurance Company of New York. Insurance products and services are offered by Assurity Life Insurance Company in all states except New York. In New York, insurance products and services are offered by Assurity Life Insurance Company of New York, Albany, New York. Product availability, features and rates may vary by state.

Employers can choose the HealthiestYou bundle that best fits their organization's needs.



We believe healthcare should be hassle-free, so we made it that way.

Now there is even more to love about HealthiestYou. We have expanded our virtual care services and created two unique bundle options—both maintaining a simple and intuitive member experience.

Number of employees	PEPM individual +family	Total monthly investment
HealthiestYou Complete Bundle		

HealthiestYou Complete Bundle
(\$0 visit fee)

- General Medical
- Behavioral Health Care
- Dermatology
- Back Care
- Expert Medical Services



Simplify your life.

Access doctors and therapists by phone, video, or app.



General Medical 24/7 - \$0 visit fee - Unlimited visits

Speak to a licensed doctor by phone or video 24/7 from anywhere



Expert Medical Services - \$0 visit fee - Unlimited visits

Receive a second opinion on an existing diagnosis and treatment for any condition



Mental Health - \$0 visit fee - Unlimited visits

Talk to a therapist seven days a week from wherever you are



Neck and Back Care - \$0 visit fee - Unlimited Visits

Relieve your back pain through guided videos with a certified health coach



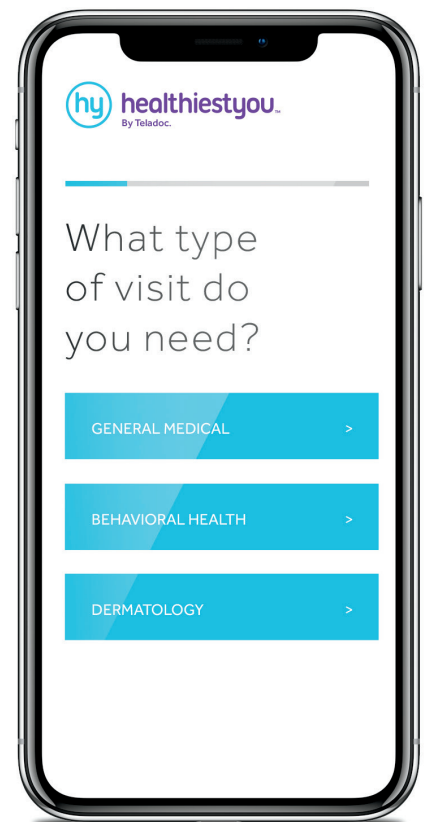
Dermatology - \$0 visit fee - Unlimited Visits

Upload photos of your condition to the app and get a treatment plan from a dermatologist within two business days



Nutrition - \$0 visit fee - Unlimited Visits

Members work directly with registered dietitians who assess clinical nutrition needs and develop personalized programs including custom meal plans and shopping guides



To begin the enrollment process click here: [New Group Setup Form](#)

Your Identity Matters.

Get the Benefit that Protects Your **PRIVACY** and **SECURITY**.

Exposure at Every Angle

- Phishing emails have increased by **350%** since COVID-19
- **50%** increase in mobile vulnerabilities in 2020
- **16 Billion** consumer credentials are circulating on the Dark Web

COVID-19 SCAM PROTECTION RESOURCES

Tip Sheet |
6 Scams
Happening Now

Infographic |
Top COVID-19
Digital Scams

Now is the time to take protecting all you've built seriously. Your company recognizes the exponential increase in fraud and scams as your digital footprint expands, and the vulnerabilities that result from having sensitive personal information exposed. It's why **IdentityForce** is part of the employee benefit wheelhouse. We're here to provide you with world-class identity theft protection plans built to proactively monitor, alert, and help you fix any identity theft compromises.

WHY NOW?

Our identities have become more than just a name, birthdate, and social security number. Today it includes voice signatures and fingerprints, personal property records, health records, and even social media data. All of these details can be capitalized on by criminals to commit identity fraud, whether used directly in forms of synthetic identity theft, or used in social engineering attempts to extract money or personal details that provide additional opportunities for identity crimes.

ID THEFT IMPACT

You don't want to deal with a lifetime of damage that could result from identity theft. You most likely even know someone who has already been a victim of identity theft themselves, or you at least know someone who has had their good name compromised. Security incidents, scams, and fraud continue to grow. As our world becomes increasingly digitalized, and virtual, it's even more important to have **IdentityForce** in your corner.

We not only proactively monitor the Dark Web, credit reports, and real-time fraud issues, but we will help you fix any compromises to your personal information. All without the hassle of making phone calls, completing paperwork, and all the heavy lifting needed to make sure your identity is restored.



LOST TIME

6 MONTHS and
100 to 200
Hours Worth of Work

SOURCE | Various Industry Stats



SEVERE EMOTIONAL DISTRESS

77% Reported
INCREASED
Stress Levels

SOURCE | RC Identity Theft: The Aftermath 2018



YOUR COST

Average **LOSS**
of **\$1,343**
per ID Theft Incident

SOURCE | Bureau of Justice



IdentityForce®
A Sontiq™ Brand

Employee Benefit Plans

Easy to Enroll

1. Enroll along with other voluntary benefits through your employer.
2. Receive confirmation email.
If you do not receive the email, please check your spam folder.
3. Click on link in confirmation email to complete registration and access your Identity Protection Dashboard.

Questions?

Call Member Services at 1-855-441-0270

IMPORTANT: To access your IdentityForce plan, please visit:
<https://mybenefits.identityforce.com/>



Protect What Matters Most™

#1 Rated Consumer ID Theft Plans

As seen on CNBC and Investopedia



ABOUT SONTIQ

Sontiq is an Intelligent Identity Security company arming businesses and consumers with award-winning products built to protect what matters most. Sontiq's brands, **IdentityForce**, Cyberscout, and EZShield, provide a full range of identity monitoring, restoration, and response products and services that empower customers to be less vulnerable to the financial and emotional consequences of identity theft and cybercrimes. Learn more at www.sontiq.com or engage with us on **Twitter**, **Facebook**, **LinkedIn**, or **YouTube**.

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Employee Benefit Plans

Plan Coverage

IdentityForce service payroll deduction pricing — BI-WEEKLY

	UltraSecure ID	UltraSecure Premium
Employee (includes ChildWatch)	\$3.46	\$4.38
Family (includes ChildWatch)	\$6.23	\$8.07

Plan Features

	UltraSecure ID	UltraSecure Premium
IDENTITY THEFT PROTECTION		
Instant Credit Inquiry Alerts	●	●
Financial Account Takeover Monitoring		●
Bank and Credit Card Activity Alerts	●	●
401(K), HSA & Investment Account Activity Alerts	●	●
BreachIQ™		●
Dark Web Monitoring	●	●
Compromised Credentials Alerts	●	●
Change of Address Monitoring	●	●
Court Records Monitoring	●	●
Sex Offender Notification	●	●
Smart SSN Tracker (SSN Monitoring)	●	●
Payday Loan Monitoring	●	●
Social Media Activity Alerts (Adult and Child)	●	●
Child Monitoring (SSN, Dark Web, and Social Media)	●	●
Fraud Alert Reminders	●	●
Data Breach Notification	●	●
Identity Threat Alerts	●	●
Medical ID Fraud Protection	●	●
Mobile App (iOS and Android)	●	●
Mobile Attack Control		●
Secure My Network (VPN)		●
Online PC Protection Tools		●
Password Manager		●
Identity Vault and Secure Storage	●	●
Two Factor Authentication	●	●

CREDIT MONITORING

Credit Report Monitoring (Daily)	1 Credit Bureau	3 Credit Bureaus
Credit Report and Score (Quarterly)	1 Credit Bureau	3 Credit Bureaus
Credit Score Simulator	●	●
Credit Score Tracker (Monthly)	●	●
Credit Freeze and Lock Assistance (Adult and Child)	●	●
Credit Report Assistance	●	●

RESTORATION SERVICES

Identity Theft Insurance	\$1,000,000	\$2,000,000
Stolen Funds Replacement	●	●
Any Financial Account Covered	●	●
Ransomware Expense Reimbursement		\$25,000
Social Engineering Expense Reimbursement		\$25,000
Cyberbullying Expense Reimbursement		\$25,000
Senior Fraud Resolution (Insurance Included with Family Plan)		●
White Glove Restoration (Family)	●	●
Pre-existing Identity Theft Restoration	●	●
Deceased Family Member Fraud Remediation*	●	●
Junk Mail Opt Out	●	●
Lost Wallet Assistance	●	●

* **Deceased Family Member Fraud Remediation** | Available for adults or eligible dependents enrolled in an active IdentityForce Family Plan at the time of their death.



Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/10/22

Re: Water Fund Budget

Attached is the water fund budget. Included is a \$1 capital fee increase. This should balance this fund out and be healthy for 2023.

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 YTD</u>	<u>2023 Budget</u>
Water Fund Expenses							
E 601-49400-100 WAGES/SALARIES-FULL TIME	\$32,431.00	\$32,411.42	\$32,431.00	\$30,906.55	\$29,500.00	\$16,081.53	\$31,000.00
E 601-49400-120 PERA	\$2,270.00	\$2,487.33	\$2,270.00	\$2,112.46	\$2,000.00	\$1,074.23	\$2,500.00
E 601-49400-121 SOCIAL SECURITY	\$2,011.00	\$1,943.27	\$2,011.00	\$1,844.30	\$1,900.00	\$997.19	\$2,000.00
E 601-49400-122 MEDICARE	\$470.00	\$453.99	\$470.00	\$431.20	\$430.00	\$233.22	\$750.00
E 601-49400-129 PERA CHANGE	\$0.00	-\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-130 HEALTH INSURANCE	\$8,054.00	\$7,254.00	\$8,054.00	\$6,132.25	\$2,100.00	\$0.00	\$5,000.00
E 601-49400-131 LIFE INSURANCE	\$25.00	\$21.80	\$25.00	\$13.08	\$20.00	\$0.00	\$20.00
E 601-49400-140 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-150 WORKERS COMP INSURANCE	\$454.00	\$979.79	\$464.00	\$1,270.30	\$750.00	\$0.00	\$1,100.00
E 601-49400-200 OFFICE SUPPLIES	\$40.00	\$10.79	\$40.00	\$95.60	\$9,000.00	\$0.00	\$1,000.00
E 601-49400-210 OPERATING EXPENSES	\$3,900.00	\$1,436.39	\$3,900.00	\$9,414.49	\$0.00	\$3,005.28	\$10,000.00
E 601-49400-218 CHEMICALS/SPRAY	\$2,200.00	\$2,733.73	\$2,200.00	\$3,057.18	\$0.00	\$3,670.53	\$5,000.00
E 601-49400-220 REPAIRS & MAINTENANCE SUPPLIES	\$12,000.00	\$4,062.44	\$12,000.00	\$23,674.80	\$0.00	\$6,054.96	\$40,000.00
E 601-49400-222 WATER METERS	\$2,500.00	\$0.00	\$2,500.00	\$2,709.05	\$3,000.00	\$62.63	\$3,000.00
E 601-49400-230 VEHICLE OPERATION	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$1,000.00
E 601-49400-231 VEHICLE MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E 601-49400-233 TRACTOR MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E 601-49400-235 PICKUP MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E 601-49400-238 GENERATOR EXPENSE	\$650.00	\$157.13	\$650.00	\$595.00	\$750.00	\$519.60	\$1,000.00
E 601-49400-240 SMALL TOOLS AND MINOR EQUIP	\$300.00	\$745.00	\$300.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E 601-49400-300 PROFESSIONAL SERVICES	\$1,326.00	\$0.00	\$1,326.00	\$4,095.00	\$0.00	\$3,743.75	\$6,000.00
E 601-49400-301 AUDITING SERVICES	\$230.00	\$2,203.01	\$230.00	\$1,300.00	\$0.00	\$0.00	
E 601-49400-303 ENGINEERING FEES	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$2,500.00
E 601-49400-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-49400-307 CONTRACT FEES	\$16,544.00	\$19,761.97	\$16,544.00	\$18,364.08	\$0.00	\$10,712.38	\$20,280.00
E 601-49400-308 SCHOOLING	\$600.00	\$0.00	\$600.00	\$169.00	\$250.00	\$150.00	\$2,000.00
E 601-49400-309 COMPUTER EXPENSE	\$1,500.00	\$1,491.96	\$1,500.00	\$511.19	\$0.00	\$420.00	\$2,000.00
E 601-49400-311 PERMITS/MEMBERSHIP FEES	\$1,000.00	\$715.33	\$1,000.00	\$593.03	\$0.00	\$677.89	\$1,000.00
E 601-49400-316 CREDIT/DEBIT SETTLEMENT CHG	\$1,122.00	\$1,289.35	\$1,122.00	\$1,501.07	\$1,200.00	\$888.03	\$1,200.00
E 601-49400-320 TELEPHONE	\$900.00	\$1,099.14	\$900.00	\$1,238.80	\$1,000.00	\$610.96	\$1,000.00
E 601-49400-330 MILEAGE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-331 MOTEL EXPENSE	\$360.00	\$0.00	\$360.00	\$0.00	\$500.00	\$0.00	\$0.00
E 601-49400-340 ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$250.00	\$0.00	\$250.00
E 601-49400-360 INSURANCE	\$1,723.00	\$2,800.46	\$1,723.00	\$5,618.51	\$3,000.00	\$0.00	
E 601-49400-380 UTILITIES/ELECTRIC	\$21,000.00	\$20,701.47	\$21,000.00	\$30,467.25	\$30,000.00	\$12,871.64	
E 601-49400-383 UTILITIES/HEAT	\$3,900.00	\$3,012.62	\$3,900.00	\$2,584.53	\$3,500.00	\$1,860.19	
E 601-49400-417 UNIFORM ALLOWANCE	\$600.00	\$525.80	\$600.00	\$0.00	\$250.00	\$0.00	\$1,000.00

E 601-49400-420 DEPRECIATION EXPENSE	\$77,000.00	\$76,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-430 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$260.21	\$250.00	\$176.32	\$500.00
E 601-49400-440 HWY 30/WATER TOWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-441 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$36.90	\$0.00	\$0.00	\$0.00
E 601-49400-500 CAPITAL OUTLAY - GASB34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
E 601-49400-501 CAPITAL - UNDER THRESHOLD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 601-49400-600 PRINCIPAL	\$142,500.00	\$0.00	\$142,500.00	\$0.00	\$0.00	\$0.00	\$108,000.00
E 601-49400-610 INTEREST	\$7,454.00	\$10,373.69	\$7,454.00	\$371.00	\$0.00	\$0.00	\$0.00
E 601-49400-620 FISCAL FEES	\$0.00	\$0.00	\$0.00	\$4,136.73	\$0.00	\$0.00	\$0.00
E 601-49400-999 CONTRIBUTED CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Fund Expenses	\$346,864.00	\$194,521.88	\$269,874.00	\$153,503.56	\$89,950.00	\$63,810.33	\$275,100.00

Water Fund Revenue							
R 601-00000-33439 PERA PENSION AID	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-31000 GENERAL PROPERTY TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-36110 SPECIAL ASSESSMENTS PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-36200 MISCELLANEOUS REVENUES	\$0.00	\$0.00	\$0.00	\$28.12	\$0.00	\$0.00	\$0.00
R 601-49400-36210 INTEREST ON INVESTMENTS	\$1,500.00	\$3,028.39	\$0.00	\$3,335.57	\$0.00	\$0.00	\$0.00
R 601-49400-36250 REFUNDS AND REIMBURSEMENTS	\$0.00	\$8,399.72	\$0.00	\$22,956.86	\$0.00	\$0.00	\$0.00
R 601-49400-37100 WATER SALES	\$276,172.00	\$205,906.36	\$0.00	\$201,944.76	\$0.00	\$146,184.69	\$275,100.00
R 601-49400-39110 SALE OF ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-49400-39200 OPERATING TRANSFERS IN	\$0.00	\$5,636.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
R 601-49400-39999 CONTRIBUTION OF CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Fund Revenue	\$277,672.00	\$223,040.47	\$0.00	\$278,265.31	\$0.00	\$146,184.69	\$275,100.00

2023 Budget Comparison					
2023 Water Fund Expenses			\$275,100.00		
2023 Water Fund Revenues			\$275,100.00		
Difference			\$0.00		
	<u>2022</u>	<u>2023</u>			
Capital Charge/Bill	\$1	\$2.00			
	\$6,000	\$12,000			

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/13/22

Re: WWTP Boiler

The boiler in the Waste Water Treatment Plant is in need of replacement.

Bid #1: Jim & Dudes: \$11,750.00 + wiring



724 W. Clark St
Albert Lea, MN 56007
(507) 373-6161
info@jimanddudes.com

Estimate

ESTIMATE#

1714

DATE

11/03/2022

PO#

CUSTOMER

CITY OF NEW RICHLAND
203 NO BROADWAY
NEW RICHLAND MN 56072
BRAD5079937117

SERVICE LOCATION

Waste Treatment Plant
203 NO BROADWAY
NEW RICHLAND MN 56072

DESCRIPTION

Estimate to install boiler to supplement existing system and to heat building.

Estimate

Description	Qty	Rate	Total
BOILER INSTALLATION...			
Includes an IBC (VX199) High efficiency boiler, intake & exhaust venting, gas & condensate drain connections, piping to tie into system, boiler pump and ball valve flange kit, isolation valves, magnetic dirt separator, purge points, misc. materials and labor for complete installation and start up.	1.00	11,750.00	11,750.00
ELECTRICIAN WILL BE NEEDED. PRICE IS SEPARATE AND EXTRA			
EXEMPT		0.000%	0.00

CUSTOMER MESSAGE

Included copy of a form we will need filled out to complete the tax exempt status. Please fill out an return.

Please contact Kelly at 507-402-9201 or email kelly@jimanddudes.com with any questions or to go ahead with project.

Thank you...

Estimate Total:

\$11,750.00

PRE-WORK SIGNATURE

Signed By:

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/13/22

Re: Maintenance Boiler

The boiler in the Maintenance Shop is in need of replacement. This boiler controls the in-floor heating system in the shop. 2 bids were obtained.

Bid #1: Johnson Heating and Air Conditioning: \$5,460.00 + wiring

Bid #2: Bohlen Heating and Air Conditioning: \$6,300.00 + wiring

Date: November 4, 2022

Purchaser: City of New Richland

Project: Boiler Replacement

**Address: 220 Aspen Ave NW (PO Box 57)
New Richland, MN 56072**

Phone: (507) 465-8304

Project Description: The replacement of the existing Munchkin boiler serving the floor heat system. The existing air separator, expansion tank, circulation pump and thermostat would be re-used. The floor heat system would be flushed with water from site; no additional freeze protection is included in the bid.

(1) IBC HC Series 20,000-125,000 High Efficiency Modulating Boiler (95% AFUE)

(1) IBC EZ-Pipe Manifold for Primary/Secondary Piping Arrangement

Misc PVC Venting, Gas Piping, Condensate Piping and Copper Piping

Total Installed Price: \$5,460.00

Add for replacing air separator and expansion tank: \$450.00

**WIRING IS NOT INCLUDED IN OUR PRICE
50% UPON ACCEPTANCE AND BALANCE UPON COMPLETION**

Purchaser

Johnson Heating & Air Conditioning, Inc.

BID

BOHLEN PLUMBING, HEATING, A/C INC.

**324 N. BROADWAY
NEW RICHLAND MN. 56072
(507) 465-8376
FAX NO. (507) 463-1938**

**CITY OF NEW RICHLAND
CITY GARAGE**

10-31-22

(Installation of new boiler)

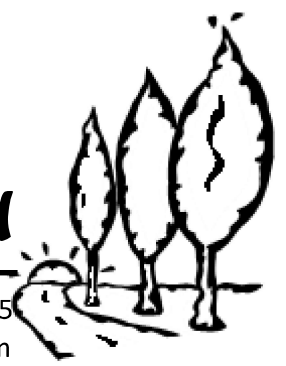
- 1- IBC 15-95 HIGH EFFICIENCY 95% AFUE BOILER**
- 1- EASY PIPE MANIFOLD**
- 1- AUTO FILL**
- 2- EXPANSION TANK**
- 1- WILO PUMP**
- 2- 1- ISOLATION FLANGE SET**

**GAS PIPING, PVC VENTING, CONDENSATE, COPPER PIPE AND
ELBOWS, TAX, FREIGHT AND LABOR**

REMOVAL AND DISPOSAL OF OLD BOILER

TOTAL PRICE: 6300.00

WIRING IS NOT INCLUDED IN OUR PRICE



City Administrator's Report

November 14th, 2022, Council Meeting

Continuing work on water and sewer fund budgets for 2023

Continuing work on the 5-year capital plan for the city of New Richland

Finished up Leave to PTO Transition Documents

Finished up final Employee Policy Manual Documents

Met with LMC Loss Control

Tested Voting Equipment and Ran the 2022 General Election

Labor Negotiations Strategy Documentation

Looking Ahead

Nov. 15th. Meeting with Workers Comp Auditor

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/10/22

Re: Election Canvassing Board

The New Richland City Council serves as the Canvassing Board for the City of New Richland elections. In that capacity, the council will need to certify the election results as presented by the official count of the City of New Richland and Waseca County.

I will have the certification document available as soon as it is received from the County.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 11/10/22

Re: Closed Meeting – Union Negotiation Strategy

The New Richland City Council will be closing the meeting to the public at the end of the meeting on Monday night. This will be to discuss the strategy going into union negotiations with the LELS Local #407 on behalf of the New Richland Police Officers.