



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

CITY COUNCIL AGENDA - February 8, 2016 - 6:30 PM

1. **Call Meeting of City Council to Order**
 - 1.1 Pledge of Allegiance
2. **Approve Agenda**
3. **Introductions, Presentations, Proclamations, Awards, and Public Comment** (Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. **Consent Agenda** (Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
 - 4.1 Approve minutes of January 11, 2016 meeting
 - 4.2 Approve payment of claims
 - 4.3 Approve Resolution 2016-02, Accepting Fire Relief Donation
 - 4.4 Approve Public Utilities Operator I Job Description and correction to Chris Niesen wage scale
 - 4.5 Parks & Recreation Commission Appointment
 - 4.6 Approve change of Custodian Department and Supervisor
5. **Old Business**
6. **New Business**
 - 6.1 Minnesota Minn-e-Rod Club Event
 - 6.2 Custodian Hiring Recommendation
 - 6.3 Public Works Operator I Hiring Recommendation
 - 6.4 Employee Handbook Revision
 - 6.5 Central School District One-Hour Parking Request
 - 6.6 Independent Financial Advisory Request for Proposals
7. **Council Member's Reports**
8. **Mayor's Report**
9. **Adjournment**

*The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: January building permit report.

UPCOMING EVENTS

February 10	Economic Development Commission – 6:30 p.m.
February 11	Senior Advisory Committee – 9:00 a.m.
February 16	Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.
February 22	EDA and City Council – 6:30 p.m.



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CITY COUNCIL MINUTES
Monday, January 11, 2016 – 6:30 p.m.

Council Members Present: Tina Diedrick, Mike McPadden, Carol Lagergren, Dick Stolz, Craig Heher

Council Members Absent: None

City Staff Present: City Administrator Steve Helget, City Clerk Kelly Hayes

Also Present: Adam Gruenewald – NYA Times, Jeff Hebeisen – Citizen's Bank Insurance, Jake Saulsbury – Bolton & Menk, Bruce Stender, Bev Yaeck, Sharilyn Feltmann, Alyssa Heher, Lori Kramer, Karla Hormann, Paulette Kostecka, Robert Smith, Jeanie Smith, Patty Luedtke, Joanne Grove.

Mayor Tina Diedrick called the meeting to order at 6:31pm.

1. Call Meeting of City Council to Order
1.1 Pledge of Allegiance

2. Approve Agenda
Motion: CL/CH, all in favor to approve the agenda. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
Karla Hormann read a letter from a group of NYA residents regarding Stiftungsfest and the German band (from a sister city in Germany) that was hired in years past. Mayor Diedrick (prior to the council meeting) made phone calls to get information regarding past practices and verbal agreements. The group was encouraged to bring their thoughts and concerns to the next Stiftungsfest Committee meeting which is on Monday, January 18th. Other citizens that made comments were: Bruce Stender, Patty Luedtke and Sharilyn Feltmann.

4. Consent Agenda
Motion: CL/DS, all in favor to approve the items listed on the consent agenda. Motion carried.

4.1 Approve minutes of December 28, 2015 meeting

4.2 Approve payment of Claims

4.3 Lawful gambling permit – Young America Baseball Club

4.4 Planning & Parks & Recreation Commissions Resignation – Karen Hallquist

A special "Thank You" to Karen Hallquist for the time she dedicated to the Planning and Parks & Recreation Commissions.

5. Old Business

6. New Business

6.1 Resolution 2016-01 - Organization of the City of Norwood Young America

Motion: CL/CH, all in favor to approve Resolution 2016-01 – Organization of the City of Norwood Young America. Motion carried.

6.2 Bolton & Menk 2016 Engineering Services & Fee Schedule

Jake Saulsbury of Bolton & Menk reviewed the 2016 fee schedule. DS questioned the rate increases. The letter specified that the increases were around 2%, however, when compared to last year's schedule, some increases were well over 2%. Steve Helget also mentioned that in past years the fee was waived for attending meetings – such as City Council meetings. Jake stated that he would bring these comments back to Bolton & Menk and would contact Steve with answers.

6.3 Public Utility Operator I Hiring Recommendation

City received 14 applications for the Public Utilities Operator I position. 4 candidates were interviewed by the Personnel Committee and Ryan Winter. A decision was made to offer the position to current Public Works employee Chris Niesen.

Motion: DS/CL, all in favor to approve the appointment of Chris Niesen to Full-Time Public Utilities Operator I position at a Pay Grade 6, Step 2. Motion carried.

Motion: CL/CH, all in favor to approve the posting of the vacant Full-Time Public Works Operator I position. Motion carried.

6.4 Sick Leave

Kelly Hayes presented information regarding sick time. Mayor Diedrick stated that the understanding of the Council on 12/10/12 was that both 100% of vacation and 50% of sick time would be paid out on 12/31/15. However, the motion made on 12/10/12 didn't include anything about sick time.

Motion: CH/CL, all in favor to approve the payout of accrued sick time at 50% on the paycheck dated 1/14/16. Motion carried.

6.5 Liability Insurance Coverage Waiver

Jeff Hebeisen, Citizens Insurance Services presented information about the Liability Insurance Coverage Waiver from the League of MN Cities Insurance Trust (LMCIT). By approving the waiver, there wouldn't be maximum for the amount that the city could be sued for. Jeff suggested to not waive the monetary limits set by state statute.

Motion: DS/CL, all in favor to not waive the monetary limits on municipal tort liability established by MN Statutes 466.04. Motion carried.

Jeff also requested to have his agent fee increased. Since he started in 1997, the City has been paying the agent fee at 5%. He said that the norm is 10%. He requested to increase the fee to 7.5% for 2016 and to 10% for 2017. DS asked what the cost difference would be. Jeff said that until we receive the information from the LMCIT (probably in March) he could only estimate on the basis of last year's numbers. The Council consented to wait to make a decision on the agent fee increase until an actual cost could be given.

6.6 City Administrator Annual Evaluation

Each Council member completed an evaluation of Steve Helget's performance for 2015. CL read a summary of the evaluation which included his accomplishments during the year.

6.7 Schedule Special Meeting

DS asked if having a special meeting for this purpose was necessary. He suggested that the role of the City Administrator should oversee the staff and commission goals and objectives and that Steve would summarize this info to the Council. Mayor Diedrick believes that this is a good communication tool and that the Council would benefit from being involved in the goals and objectives process from the beginning of the year instead of waiting to hear the results at the end of the year.

Motion: CL/CH, all in favor to approve a special City Council meeting on January 27 at 6:00 p.m. to review the 2016 goals of staff and commissions. Motion carried.

7. Council Member's Reports

MM – Stiftungsfest Meeting will be on Monday, January 18th evening.

CL – on January 20th will be the fire department meeting with the Townships.

8. Mayor's Report

- Attended the SW Coalition Transportation Coalition Meeting regarding the funding of Hwy 212.
- There is an opening for the Parks & Recreation Commission and Planning Commission and apps will be taken until January 29.
- The Chamber of Commerce's annual Banquet Dinner will be held on January 21st.

9. Adjournment

Motion: DS/CL, all in favor to approve adjournment at 8:07 p.m. Motion carried.

*The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: December building permit report

UPCOMING EVENTS

January 13	Safety Committee – 1:30 p.m.
January 13	Economic Development Commission – 6:30 p.m.
January 14	Senior Advisory Committee – 9 a.m.
January 19	Parks and Rec. Commission – 5:30 p.m.
January 25	EDA and City Council – 6:30 p.m.

Respectfully Submitted,

Kelly Hayes
City Clerk - Treasurer

Mayor

CITY OF NORWOOD YOUNG AMERICA

**VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE**

To Be Approved: February 8, 2016

Pre-Paid Claims **\$117,015.35**
(Check Sequence #503515-503541; 25252-25302)

Claims Pending Payment **\$61,325.26**
(Check Sequence #25303-25351)

Grand Total **\$178,340.61**

PAYPERIOD 12/28/15 - 1/8/16

PAY DATE 1/14/16

CHECK #	EMPLOYEE	AMOUNT
503515	ARETZ, BRENT R	\$4,556.30
503516	Hayes, Kelly	\$1,316.72
503517	Hormann, Duane	\$339.97
503518	NEUBARTH, EDNA	\$90.58
503519	Neubarth, Julie	\$66.50
503520	NIESEN, CHRISTOPHER D.	\$1,121.69
503521	STORM, JENNIFER LYNN	\$874.25
503522	WINTER, RYAN P	\$1,626.69
503523	LENZ, DEBRA A	\$5,119.66
503524	MENZEL, ALICIA	\$1,308.82
503525	SCHRUPP, JOHN O	\$3,521.88
503526	STENDER, DANIEL H	\$7,186.88
503527	Helget, Steven P	\$2,217.99
503528	KLOEMPKEN, JASON A	\$973.76
503529	KLEINBANK	\$30,321.69

PAYPERIOD 1/9/16 - 1/22/16

PAY DATE 1/28/16

CHECK #	EMPLOYEE	AMOUNT
503530	ARETZ, BRENT R	\$2,691.09
503531	Hayes, Kelly	\$1,294.37
503532	NIESEN, CHRISTOPHER D.	\$1,146.95
503533	STORM, JENNIFER LYNN	\$621.45
503534	WINTER, RYAN P	\$1,738.76
503535	LENZ, DEBRA A	\$2,092.53
503536	MENZEL, ALICIA	\$1,159.98
503537	SCHRUPP, JOHN O	\$1,658.22
503538	STENDER, DANIEL H	\$2,424.19
503539	Helget, Steven P	\$2,272.29
503540	KLOEMPKEN, JASON A	\$1,014.32
503541	KLEINBANK	\$18,114.15

CITY OF NORWOOD YOUNG AMERICA

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*Check Summary Register©

JANUARY 2016 to FEBRUARY 2016

Name	Check Date	Check Amt	
10100 CHECKING			
Paid Chk# 025252	ANCOMCOMMUNICATIONS. INC,	1/25/2016	\$370.00 PAGER REPAIRS
Paid Chk# 025253	ASSOC OF MN EMERGENCY MA	1/25/2016	\$130.00 2016 MEMBERSHIP
Paid Chk# 025254	BOLTON & MENK, INC	1/25/2016	\$977.47 WATER
Paid Chk# 025255	CARDMEMBER SERVICE	1/25/2016	\$677.28
Paid Chk# 025256	CARVER COUNTY	1/25/2016	\$1,357.80 4TH QTR POLICE
Paid Chk# 025257	CARVER COUNTY	1/25/2016	\$8,903.00 SOLID WASTE GRANT
Paid Chk# 025258	CARVER COUNTY	1/25/2016	\$4,720.81 4TH QTR GIS
Paid Chk# 025259	CARVER COUNTY ATTORNEYS	1/25/2016	\$2,392.22 FINES
Paid Chk# 025260	CENTERPOINT ENERGY	1/25/2016	\$807.76 318 ELM ST W
Paid Chk# 025261	CULLIGAN WATER CONDITIONI	1/25/2016	\$9.00
Paid Chk# 025262	CURFMAN TRUCKING & REPAIR	1/25/2016	\$471.25 HAULING
Paid Chk# 025263	DOOR POWER INC	1/25/2016	\$99.00 WATER TREATMENT BLDG
Paid Chk# 025264	DPC INDUSTRIES INC	1/25/2016	\$144.00 CHLORINE
Paid Chk# 025265	SPARTAN STORES LLC	1/25/2016	\$17.68 COFFEE CREAMER
Paid Chk# 025266	ELDER JONES BUILDING PERMI	1/25/2016	\$55.00 LEWANDOWSKI REIMBURSEMENT
Paid Chk# 025267	EMTS	1/25/2016	\$2,050.00 1ST RESPONDER
Paid Chk# 025268	GRAINGER	1/25/2016	\$172.72 SIGN, WOOD HANDLE, FLOOR SCRUB
Paid Chk# 025269	HEALTH EQUITY	1/25/2016	\$366.69
Paid Chk# 025270	HEALTH PARTNERS	1/25/2016	\$10,334.44
Paid Chk# 025271	KWIK TRIP INC,	1/25/2016	\$87.93 FUEL
Paid Chk# 025272	LANO EQUIPMENT	1/25/2016	\$55.44 BOBCAT
Paid Chk# 025273	LEINER, CARRIE	1/25/2016	\$25.00 REIMBURSE GARDEN PLOTS
Paid Chk# 025274	LENZ, DEBRA	1/25/2016	\$46.70 MILEAGE REIMBURSEMENT
Paid Chk# 025275	LOFFLER - 131511	1/25/2016	\$142.83 COPIER RENT
Paid Chk# 025276	MEDIACOM	1/25/2016	\$5.30
Paid Chk# 025277	MID COUNTRY BANK	1/25/2016	\$866.66 4TH QTR HAS CONTRIBUTION
Paid Chk# 025278	MID-COUNTY CO-OP OIL ASSN	1/25/2016	\$287.98 WINTER DIESEL
Paid Chk# 025279	MINI BIFF	1/25/2016	\$117.30 ICE RINK
Paid Chk# 025280	MINNESOTA VALLEY TESTING L	1/25/2016	\$89.00 COLIDROM WATER
Paid Chk# 025281	MN DEPT OF EMPLOYMENT & E	1/25/2016	\$4,340.00 FRAUENDIENST
Paid Chk# 025282	MN FIRE SERV CERTIFICATON B	1/25/2016	\$253.00 FIREFIGHTER 1 & 11
Paid Chk# 025283	MN STATE FIRE CHIEFS' ASSOC	1/25/2016	\$513.00 2016 MEMBERSHIP DUES
Paid Chk# 025284	MENZEL, ALICIA	1/25/2016	\$16.56 2015
Paid Chk# 025285	NYA CHAMBER OF COMMERCE	1/25/2016	\$60.00 ANNUAL BANQUET
Paid Chk# 025286	NORWOOD YOUNG AMERICA TI	1/25/2016	\$195.12 CUSTODIAN
Paid Chk# 025287	PRO AUTO & TRANSMISSION RE	1/25/2016	\$259.71 W2
Paid Chk# 025288	QUILL CORPORATION	1/25/2016	\$116.07 BINDER CLIPS, LEGAL PADS, FILE
Paid Chk# 025289	RON KROELLS CONSTRUCTION	1/25/2016	\$2,745.23 NORTH STATION REPAIRS
Paid Chk# 025290	RUPP, ANDERSON, SQUIRES, P	1/25/2016	\$2,301.80 MISC ATTORNEY
Paid Chk# 025291	SCOTT MEYER DC	1/25/2016	\$75.00 DRUG TESTING
Paid Chk# 025292	STRACK CONSULTING LLC	1/25/2016	\$1,300.00 PLANNING CONSULTING
Paid Chk# 025293	SUN LIFE ASSURANCE COMPAN	1/25/2016	\$310.18
Paid Chk# 025294	TASC	1/25/2016	\$403.00 RENEWAL FEE, ADMIN FEE
Paid Chk# 025295	TECHSTAR IT SOLUTIONS	1/25/2016	\$1,115.00 JANUARY
Paid Chk# 025296	UNITED FIRE FIGHTER ASSOC.	1/25/2016	\$30.00 2016 MEMBERSHIP
Paid Chk# 025297	UNUM LIFE INSURANCE CO	1/25/2016	\$50.50

CITY OF NORWOOD YOUNG AMERICA

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*Check Summary Register©

JANUARY 2016 to FEBRUARY 2016

	Name	Check Date	Check Amt	
Paid Chk# 025298	UTILITY CONSULTANTS, INC.	1/25/2016	\$681.65	
Paid Chk# 025299	WACONIA MANUFACTURING IN	1/25/2016	\$300.00	DAMAGE DEPOSIT REFUND
Paid Chk# 025300	XCEL ENERGY	1/25/2016	\$7,850.67	
Paid Chk# 025301	XTREME ELECTRICAL	1/25/2016	\$500.96	DRYER & WELDER RECEPTACLE
Paid Chk# 025302	ZIEGLER INC	1/25/2016	\$9,380.00	NESHAP EQUIPMENT SALE
	Total Checks		\$68,579.51	

CITY OF NORWOOD YOUNG AMERICA

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FEBRUARY 2016

Name	Check Date	Check Amt	
10100 CHECKING			
Paid Chk# 025303	BANYON DATA SYSTEMS INC	2/8/2016	\$680.00 POS SUPPORT
Paid Chk# 025304	BIERMANN, BRIAN	2/8/2016	\$142.50 ESCROW REIMBURSEMENT
Paid Chk# 025305	CARGILL INCORPORATED	2/8/2016	\$7,960.44 EDICER SALT
Paid Chk# 025306	CARVER COUNTY	2/8/2016	\$150.00 END OF YR VERIFICATION OF TAX
Paid Chk# 025307	CARVERLINK - CARVER CO BRO	2/8/2016	\$1,387.40
Paid Chk# 025308	CENTERPOINT ENERGY	2/8/2016	\$3,607.22
Paid Chk# 025309	CENTURY LINK	2/8/2016	\$152.17
Paid Chk# 025310	CITY OF SHAKOPEE	2/8/2016	\$1,050.00 SW METRO DRUG TASKFORCE
Paid Chk# 025311	CITY OF WACONIA	2/8/2016	\$14,941.94 SWEEPER
Paid Chk# 025312	GLTC PREMIUM PAYMENTS	2/8/2016	\$98.76
Paid Chk# 025313	CONTINENTAL RESEARCH COR	2/8/2016	\$405.07 TEFLA PENT
Paid Chk# 025314	DELTA DENTAL	2/8/2016	\$1,034.30 DENTAL INSURANCE
Paid Chk# 025315	G & K SERVICES	2/8/2016	\$1,214.32 PUBLIC WORKS UNIFORMS
Paid Chk# 025316	GOPHER STATE ONE-CALL, INC.	2/8/2016	\$100.00 2016 FACILITY OPERATOR FEE
Paid Chk# 025317	GRAINGER	2/8/2016	\$1,715.03 SAFETY CABINET
Paid Chk# 025318	HD SUPPLY WATERWORKS LTD	2/8/2016	\$712.20 CLAMP, TAR SPRAY, STATIONARY R
Paid Chk# 025319	HILGERS PLUMBING & HEATING	2/8/2016	\$104.00 NORTH STATION URINAL
Paid Chk# 025320	HILLYARD /HUTCHINSON	2/8/2016	\$428.67 SCRUBBER REPAIRS
Paid Chk# 025321	HOLIDAY FLEET	2/8/2016	\$803.63 FUEL
Paid Chk# 025322	HOME SOLUTIONS	2/8/2016	\$213.55 FIRE DEPT ACT
Paid Chk# 025323	HYDRO ENGINEERING INC	2/8/2016	\$216.00 BOBCAT CUTTING EDGE
Paid Chk# 025324	INTERSTATE POWER SYSTEMS	2/8/2016	\$1,272.40 MTU ONSITE
Paid Chk# 025325	JERRY'S TRANSMISSION SERVI	2/8/2016	\$189.88 RESCUE 11 REPAIRS
Paid Chk# 025326	LAKEVIEW CLINIC	2/8/2016	\$270.00 ROUTINE EXAM
Paid Chk# 025327	LOFFLER COMPANIES, INC.	2/8/2016	\$296.31 COPIER
Paid Chk# 025328	MCFOA	2/8/2016	\$35.00 HAYES MEMBERSHIP
Paid Chk# 025329	MEDIACOM	2/8/2016	\$11.66
Paid Chk# 025330	MENARDS-HUTCHINSON	2/8/2016	\$39.95 WELD ROD
Paid Chk# 025331	MENDOZA, RUFINDO	2/8/2016	\$100.00 REIMBURSE PERMIT FEE 2015085 D
Paid Chk# 025332	METRO WEST INSPECTION SER	2/8/2016	\$3,867.99 PERMITS
Paid Chk# 025333	MINNESOTA VALLEY TESTING L	2/8/2016	\$411.27 TSS, MERCURY TESTING
Paid Chk# 025334	MN DEPARTMENT OF AGRICULT	2/8/2016	\$10.00 ARETZ PESTICIDE LICENSE
Paid Chk# 025335	MN DEPARTMENT OF PUBLIC S	2/8/2016	\$400.00 POOL
Paid Chk# 025336	MN VALLEY ELECTRIC COOPER	2/8/2016	\$335.59 640 TACOMA BLVD
Paid Chk# 025337	MUNICIPAL DEVELOPMENT GR	2/8/2016	\$955.90 EDC CONSULTANT
Paid Chk# 025338	NCPERS MINNESOTA	2/8/2016	\$36.00
Paid Chk# 025339	Void	2/8/2016	\$0.00
Paid Chk# 025340	NORWOOD YOUNG AMERICA TI	2/8/2016	\$234.15 CUSTODIAN
Paid Chk# 025341	PRO AUTO & TRANSMISSION RE	2/8/2016	\$105.40 W2 REPAIRS
Paid Chk# 025342	QUILL CORPORATION	2/8/2016	\$491.40
Paid Chk# 025343	SAFE-FAST, INC.	2/8/2016	\$236.28 GLOVES, LIME SHIRTS
Paid Chk# 025344	SVJ CREATIVE DESIGNS	2/8/2016	\$8,019.85 STATUES FOR VETERANS PARK
Paid Chk# 025345	TASC	2/8/2016	\$150.00
Paid Chk# 025346	TIME FOR YOUR LIFE LLC	2/8/2016	\$1,345.05
Paid Chk# 025347	US POSTAL SERVICE	2/8/2016	\$407.69 FEBRUARY H2O BILLS
Paid Chk# 025348	UTILITY CONSULTANTS, INC.	2/8/2016	\$1,258.40 CBOD, TSS TESTING

CITY OF NORWOOD YOUNG AMERICA

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FEBRUARY 2016

	Name	Check Date	Check Amt	
Paid Chk# 025349	VERIZON WIRELESS	2/8/2016	\$1,017.09	
Paid Chk# 025350	WASTE MANAGEMENT	2/8/2016	\$252.72	GARBAGE REMOVAL
Paid Chk# 025351	XCEL ENERGY	2/8/2016	\$2,658.08	CHRISTMAS LIGHTS
	Total Checks		\$61,325.26	



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TO: Mayor Diederick and the Members of the City Council
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: February 8, 2016
RE: Resolution 2016-02, a resolution accepting donations

Minnesota Statutes authorizes cities to accept contributions of real and personal property for the benefit of its citizens.

The Norwood Young America Fire Relief Association is donating to the City a cash gift of \$16,476.33. They are requesting this donation be used to purchase a custom-built Skid Unit and equipment for the NYA Fire Department.

Accepting this donation authorizes the Fire Department to purchase the ATV Skid unit.

Attachments:

Resolution 2016-02

Proposal from North Central Ambulance Sales and Service for a Custom Built Skid Unit.

RESOLUTION 2016-02
A RESOLUTION ACCEPTING DONATION

WHEREAS, the City of Norwood Young America is a statutory city organized and operating under the laws of the State of Minnesota; and

WHEREAS, the City of Norwood Young America is generally authorized to accept donations of real property and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following entity has offered to contribute the cash amount set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Norwood Young America Fire Relief Association	\$16,476.33

WHEREAS, the donation has been contributed to assist the City of Norwood Young America with the purchase a Fire Skid Unit and equipment as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA, AS FOLLOWS:

1. The donation described above is accepted and shall be used to purchase fire department equipment either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipt to the donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council this 8th day of February 2016.

Mayor

ATTEST:

Kelly Hayes
City Clerk/Treasurer



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310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk
DATE: February 8, 2016
SUBJECT: Full-Time Public Utilities Operator I Job Description

At the January 11, 2016, City Council Meeting, the Council approved the appointment of Chris Niesen to the position of Full-Time Public Utilities Operator I position. Prior to this, there was not a job description for this position. The Personnel Committee recommends approving the attached Full-Time Public Utilities Operator I job description.

Suggested Motions:

Motion to approve the Public Utilities Operator I Job Description.

And

Motion to approve Chris Niesen at a Pay Grade 7, Step 2 of the Full-Time Public Utilities Operator I position.

PUBLIC UTILITIES OPERATOR I

Position Title: Public Utilities Operator
Department: Public Utilities
Supervisor's Title: Public Utilities Director

Pay Grade: 7
FLSA Status: Non-exempt
Work Status: Full-time

PURPOSE

Performs *non-supervisory* specialized, skilled, and manual work to operate and maintain the municipal water and wastewater facilities and systems. Serves on weekend rotation to check water and wastewater facilities. Responds to urgent and emergency situations and other call-outs.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Public Utilities Director or in the event of a vacancy the Public Utilities Operator II, and/or the City Administrator.

SUPERVISES

None.

EMPLOYEE CONTACTS

Considerable contact with most employees.

OUTSIDE CONTACTS

Considerable contact with the public both on the telephone, email, and in person. Contact with private vendors and/or contractors, and City consultants. May also be in contact with county, state, federal and other municipal agencies.

ESSENTIAL FUNCTIONS

Operates and maintains wastewater treatment plant

- Conducts daily inspections/tests and makes plant chemical and other adjustments to maintain a proper operating state.
- Repairs/replaces items such as pumps, motors, electrical equipment.
- Greases various pieces of machinery and equipment for proper operation.
- Assists supervisor with annual sludge report.

Maintains wastewater collection system

- Inspects, repairs, and maintains sanitary and storm sewer lines by jetting, rodding, and vacuuming.
- Cleans and fixes manholes.
- Maintains lift stations by inspecting, cleaning, and repairing/replacing parts such as pumps and valves.
- Performs flushing of sanitary sewer system as directed by supervisor.

Operates and maintains water plant

- Conducts operational tests on a daily basis and maintains all records as required by Minnesota Department of Health and departmental policies.
- Reads electrical meters, gauges, and chemical levels.
- Adjusts chemical levels and doses on a daily basis.
- Performs various maintenance and repair tasks on a variety of equipment such as pumps, motors, electrical equipment, piping, as well as general building maintenance.

PUBLIC UTILITIES OPERATOR I

- Backwash filter, recycles water, and conducts maintenance at filter plant as needed.
- Reads water meters and provides readings to Utility Billing Clerk.
- Responds to questions about water quality, regulations, and general operations.

Maintains water distribution system

- Follows the schedule or supervisor's direction to flush hydrants.
- Inspects hydrants and maintains/repairs/replaces as needed, keeping relevant maintenance records.
- Inspects and maintains water towers.
- Repairs curb boxes, service lines, and main line valves.
- Responds to emergencies and repairs water main breaks.
- Maintains a variety of equipment and tools.

Performs tests on water and wastewater samples

- Properly takes samples and conducts tests.
- Maintains lab equipment, glassware and various apparatuses.
- Assists supervisor in record keeping and the preparation of reports.

Performs other maintenance tasks

- Maintains buildings and grounds.
- Operates a dump truck, snow plow, motor grader, and loader to plow and remove snow.
- Provides assistance to public works department during emergencies and when directed.
- Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned by the Supervisor or apparent.
- Performs locates of City owned utilities.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of the City's infra- and superstructure, geography, and operations.
- Knowledge of operation and maintenance of a Class C iron and manganese removal water system and a Class B activated sludge wastewater treatment facility.
- Knowledge of applicable federal and state laws/rules/regulations including those related to workplace safety.
- Knowledge of relevant City policies and ordinances.
- Knowledge of Microsoft applications and other programs to include SCADA.
- Knowledge of mechanical, hydraulic and electronic systems.
- Ability to maintain and repair a variety of water and wastewater equipment and tools.
- Ability to operate heavy and light equipment.
- Ability to effectively communicate with other City employees and citizens both verbally and written.
- Ability to establish and maintain effective working relationships with other City employees.
- Ability to understand/perform basic and advanced mathematical calculations.
- Ability to maintain accurate and thorough records.
- Ability to work outside in inclement weather or extremes of temperature.
- Ability to perform work requiring moderate to considerable physical effort.

PUBLIC UTILITIES OPERATOR I

- Ability to perform various movements such as lifting, bending, carrying while performing the position's essential functions.
- Ability to safely enter and work in confined spaces such as lift stations manholes, and tanks.
- Ability to safely work around loud noise, irritants, fumes, infectious diseases, and hazardous chemicals such as chlorine and acid/alkali.
- Ability to respond quickly and decisively to emergency situations; ability to respond to calls after regular working hours.
- Ability to follow lab procedures and understand formulas.
- Ability to work with formulas in the calculation of area, volume, percentages, detention time, and pumping. Includes ability to work with metric volumes.
- Ability to apply an understanding and carry out instructions furnished in writing, verbal, or diagram form.
- Ability to work in close proximity to hazardous substances.

EQUIPMENT

Machines, tools, and equipment used: Pick-up, dump truck, loader, lawn mower, sewer rodder/jetter/vac, water sampling/testing equipment, other lab equipment, locators, shovel/pick, welder, and various hand/power and other shop tools.

MINIMUM QUALIFICATIONS

- High school degree or equivalent.
- Ability to obtain valid Minnesota Class A or Class B commercial driver's license with airbrakes endorsement within 90-days of hire.
- Ability to obtain Class D wastewater and water licenses within one year of hire.
- Ability to obtain Tanker Endorsement within six months of hire.

PREFERRED QUALIFICATIONS

- Class D water and Class D wastewater licenses.
- Valid Minnesota Class A or Class B commercial driver's license with airbrakes endorsement.
- Tanker Endorsement.

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.
- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires employee to work inside, outside, on uneven ground, in confined areas, alone, with others, around others, and have contact with the public.
- Requires employee to work with or around pressurized equipment, burning material/equipment, explosive material/equipment and moving objects.
- Requires employee to drive an automobile.
- Requires employee to drive other motorized vehicles including tractor with attachments, pickup, truck, skid steer or other similar City equipment.
- Exposes the employee to dust, dirt, fumes, gases, chemicals, noise, excessive noise,

PUBLIC UTILITIES OPERATOR I

- vibration, infectious diseases, heat, cold, extreme cold, wetness, and humidity.
- Activities that occur frequently (from 4 to 7 hours) are: bend/stoop, handling, sense of touch, use of feet/foot for repetitive movements, talk, hear, near vision, color vision, field of vision/peripheral vision, smell, carry up to 50 pounds, and lift up to 50 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: squat, crawl, crouch, kneel, push, pull, twist, climb staircase, reach at, above, and below shoulder level using one or both shoulders at the same time, use fingers and hands for repetitive, non-repetitive, or consistent actions such as fine manipulating, use of foot/feet for repetitive movements using one or both feet at the same time, far vision, depth perception, accommodation, carry over 75 pounds, and lift over 75 pounds.
- Activities that occur infrequently (up to 60 minutes) are: climb height other than staircase up to 200 feet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

January 12, 2016



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk
DATE: February 8, 2016
SUBJECT: Change of Department/Supervisor to Custodian Job Description

Currently the Custodian reports to the City Administrator. This has caused some confusion for the Custodian as to who to contact when there are issues because the Public Works Director is the primary contact of the buildings and maintenance. At the Personnel Committee meeting on February 3, 2016, it was recommended to change the Department and Supervisor for the Custodian to the Public Works Director so they would have a clear understanding of who to contact with issues, concerns and ordering supplies.

Suggested Motion:

Motion to approve the change of department and supervisor for the Custodian position from Administration/City Administrator to Public Works/Public Works Director.

CUSTODIAN II

Position Title: Custodian Worker
Department: Public Works
Supervisor: Public Works Director

Pay Grade: 2
FLSA Status: Non-exempt
Work Status: Part-time

PURPOSE

Performs custodian cleaning services at City Buildings, including Oak Grove City Center, the Pavilion, Clay Building, Lion's Shelter, and Legion Park Shelter to maintain clean and safe buildings and grounds.

WORK SCHEDULE: This typical work hours for this position are 5 to 15 hours per week with duties being performed in the mornings, evenings and/or weekends. Additional hours may be required as assigned.

RELATIONSHIPS:

IMMEDIATE SUPERVISOR:
Public Works Director

SUPERVISES:

None

EMPLOYEE CONTACTS:

Some contact with City employees.

OUTSIDE CONTACTS:

Some contact with Public Library and County Sheriff Deputy staff, and public.

ESSENTIAL FUNCTIONS

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs all tasks associated with custodian cleaning services at the Pavilion.

- **Open Area:** return tables and chairs to storage racks as needed; sweep and mop floors; vacuum carpets and floor mats; clean walls, doors, and windows as needed.
- **Restrooms:** clean and sanitize toilets, fixtures, and mirrors; spot clean walls, partitions, and doors as needed; sweep and wet mop floor surface; clean and re-stock dispensers; and empty trash as needed and replace liners.
- **Kitchen:** clean floors, chairs, tables, and counters as needed.

Performs all tasks associated with custodian cleaning services at the City Building, Lion's Shelter, Legion Park Shelter.

- **Open Area:** return tables and chairs to storage racks as needed; sweep and mop floors; vacuum carpets and floor mats; clean walls, doors, and windows as needed.
- **Restrooms:** clean and sanitize toilets, fixtures, and mirrors; spot clean walls, partitions, and doors as needed; sweep and wet mop floor surface; clean and re-stock dispensers; and empty trash as needed and replace liners.
- **Kitchen:** clean floors, chairs, tables, and counters as needed.

Performs all tasks associated with custodian cleaning services at the City Hall.

CUSTODIAN II

- **Lobby, Hallway, and Vestibules:** sweep and mop floors; vacuum carpets and floor mats; empty trash and recycling containers; clean walls, doors, and windows as needed; and clean and disinfect front counter.
- **Restrooms:** clean and sanitize toilets, fixtures, and mirrors; spot clean walls, partitions, and doors as needed; sweep and wet mop floor surface; clean and re-stock dispensers; and empty trash and replace liners.
- **City Council Chambers and Small Meeting Rooms:** vacuum carpets; clean chairs, tables, and counters as needed; and empty trash and replace liners.
- **Offices:** vacuum carpets and office chairs; empty trash and recycling containers and replace liners; clean walls, doors, and light switch plates as needed.

Performs all tasks associated with custodian cleaning services at the Public Library.

- **Vestibules:** sweep and mop floors; vacuum floor mats; clean walls, doors, and windows as needed.
- **Restrooms:** clean and sanitize toilets, fixtures, and mirrors; spot clean walls, partitions, and doors as needed; sweep and wet mop floor surface; clean and re-stock dispensers; and empty trash and replace liners.
- **Small Conference/Study Rooms:** vacuum carpets; and spot clean chairs, tables, and counters as needed.
- **Common Areas:** vacuum carpet; clean computer station tables; vacuum, brush, or wipe furniture and dust chair bases as needed; empty trash and recycling containers and replace liners; clean walls, doors, and light switch plates as needed; clean inside surface of windows; and clean drinking fountains.
- **Offices:** vacuum carpets and office chairs; sweep and wet mop chair mats; empty trash and recycling containers and replace liners; clean walls, doors, and light switch plates as needed.

Performs all tasks associated with custodian cleaning services at the Sheriff Deputy's Office.

- **Office:** vacuum carpets and office chairs; empty trash and recycling containers and replace liners; clean walls, doors, and light switch plates as needed.
- **Restroom:** clean and sanitize toilets, fixtures, and mirrors; spot clean walls, partition, and door as needed; sweep and wet mop floor surface; clean and re-stock dispenser, and empty trash and replace liner.
- **Small Meeting Rooms:** vacuum carpets; and clean chairs, table, door, and walls as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Identify need and purchase cleaning products. Notify city office of any violations as soon as possible.

MINIMUM QUALIFICATIONS

- High school degree or equivalent.
- Knowledge of custodian and cleaning services and products.
- Valid Minnesota Driver's License.

PREFERRED QUALIFICATIONS

- Three to five years custodian/cleaning service experience.

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook.

CUSTODIAN II

- Must comply with appropriate local, state, and federal safety rules, regulations, and statutes.
- Must comply with organizational and departmental policies.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires employee to work inside, in confined areas, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 3 hours) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 3 to 5 hours) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (from 1 to 3 hours) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.
- Activities that occur infrequently (up to 60 minutes) are: lifting and/or carrying up to 20 pounds.
- Activities that may occasionally occur, but not on a daily basis, include lifting and/or carrying up to 40 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EQUIPMENT/MATERIALS

Vacuum, broom, mop, dusting, cleaning and sanitizing products.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: November 10, 2014
Revised: February 2018



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: February 8, 2016
SUBJECT: Parks & Recreation Commission Appointment

Karla Hormann as submitted an application to serve on the Parks & Recreation Commission (see enclosure). Currently there is one vacancy on the Commission. According to Chapter Two of the City Code, members serve for a term of three years expiring on January 1 of the appropriate year. Proposed is for Karla's term to end on January 1, 2019.

Suggested Motion:

Motion to appoint Karla Hormann to Parks & Recreation Commission.



Application for Parks & Recreation Commission Appointment

Name: Karla Hormann
Address: 210 1st Street NE
Phone Number: Day/Evening: _____
E-mail: _____

=====

Please provide a brief statement about why you would like serve on the Norwood Young America Parks & Recreation Commission:

I would like to serve on this commission because I believe the parks are a vital part of our community. I want our community to continue to offer places for all ages to enjoy leisure activities.

Please provide any background you have working within the public sector, including but not limited to employment history, volunteer work and community groups/organizations:

Elementary teacher, Local Food Shelf volunteer, St. John's Lutheran School schoolboard member, Waconia Education Association member, and Waconia Education Association negotiator

Have you ever held a position on an advisory board and/or City Council? If so, please list your experience(s) and basic duties involved:

Learn Council at Southview Elementary: I served on this for a total of 5 years, but not consecutively. We advice our principle on matters pertaining to the academic achievement of the students as well as professional development for teachers.

The Parks & Recreation Commission meets the third Tuesday of each month at 5:30 p.m. Do you foresee any issues in attending regularly these meetings? If yes, please explain.

No

Please list one thing you really like about the community and one thing you would like to address if you were appointed to the Commission:

I really like the size of our community. I would like to see some growth, but overall

I enjoy living in a smaller community. However, we do need to attract people and business.

I would like to address the long term plan for maintaining and improving our parks as well providing leisure places for all ages to enjoy the outdoors

Please list any additional information you would like staff and the City Council to know about you:

I have been a resident for basically my whole life and have raised my family here too.

Karla Herman

Signature

1/26/16

Date



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: February 8, 2016
SUBJECT: Minnesota Minn-e-Rod Club Event

Enclosed is a letter from Kermit Moe representing the Minnesota Minn-e-Rod Club. The Club is proposing to host a mini tractor pull on August 20th on Main Street. Kermit and Wayne Carrigan representing the Minn-e-Rod Club will be present to provide additional information and answer questions.

Possible Motion:

Motion to approve the Minnesota Minn-e-Rod Club's street closing request for August 20, 2016.



MINNESOTA MINN-E- RODS

February 4, 2016

Kermit Moe 320-212-9906

Wayne Carrigan

The Minnesota Minn-e-rod club is seeking permission to close and use Main St. in Young America for a mini tractor pull on Aug. 20th from 10 am to 5 pm. This will be one week before our Stiftungsfest . We will need the Main St. area from Central to 2nd Ave. We will stage the tractors on the block of the Pavilion and will pull west towards Uncle Thirstys and Last Call. This will be a sponsored event by many city businesses. The actual pull will run about three to four Hours from 1pm to 4pm approximately. Insurance is provided by our club. Safety is of up most important to the club.

Our club is family oriented with pullers ranging from 7 or 8 to well into the 60s.. Our tractors range in garden tractor type up to custom built rigs with v8 car engines. We pull a sled or skid like regular tractor pulls but a bit smaller. Our machines must meet many safety requirements in order to pull. We will be available at the meeting to answer all questions and to show videos of what we do.

Sincerely,

Kermit Moe

SAMPLE AGREEMENT

MGTPA/ MINNESOTA MINN-E-ROD TRACTOR PULLERS ASSOCIATION

20 16 PULLING SEASON

This contract is made by and between the MGTPA/Minnesota Minn-E-Rod Pullers Association hereafter referred to as the party of the first part and _____ hereafter referred to as the party of the second part.

The party of the First Part agrees to:

- Sanction and conduct a Mini-Rod and Garden tractor pull in the city of _____ at _____ am/pm on the date of _____, 20 16.
- Provide a weight transfer machine and measuring system for the event.
- Provide the track official, results keeper, and announcer for the event.
- Provide the awards for the pullers.
- Provide the liability insurance coverage for the event.

The party of the Second Part agrees to:

- The fee for the event is a flat fee of \$1200.00. A \$100.00 non-refundable deposit in advance is required with this contract signed to guarantee your chosen date the pull. This contract **MUST** be returned by March 1, 20 16. It must be signed in noted areas and have the \$100.00 deposit with, all contracts after March 1 will **not** be accepted. Please remember...NO date will be reserved until the contract and deposit are received by March 1. The remaining dollars are to be paid on the day of the event.
- In the event that the pull would be called due to weather and the weight transfer and operator are already in transit, a fee of \$150.00 is binding for transportation costs. The event may not be called without the consent of both parties.
- Your Event is a **TAR** or **DIRT** surface (please circle one)
- Provide the following:
 - Pulling surface of 275 -350ft with a 25ft shutdown/turnaround area
 - For dirt tracks only-----Track leveling equipment & track water equipment at the discretion of MGPTA officers.
- Allow free entrance and free parking for all the MGTPA members and involved parties.
- You are FULLY responsible for the grounds and the track surface.
- Please sign that this understood _____
- Provide 600 feet of a "barrier" to control the spectator's entrance to the track.

The general conduct of the event shall be as follows:

- All contestants must meet the requirements of the party of the first part.
- All competing tractors meet the rules of the party of the first part.
- All decisions and awards of the event shall be determined by the party of the first part.

- Schedule of classes for the event/pull
 - 950/1050lb Stock Class
 - 1100/1150lb Modified Production (800cc or less)
 - 1150/1250lb Modified Production (over 800cc)
 - 1250/1400lb Open Class 4-Cylinders
 - 1650/1800lb Economy V-8's
 - 1700/1800lb Pro-Mod V-8's
 - 1650/1800lb Open Class V-8's

The MGTPA Minnesota Minn-E-Rod Association will present an invoice to the party of the second part which will be paid in full on the day of the event.

We the undersigned enter into this contract on behalf of the party of the first part and the party of the second part as outlined above.

Party of the First Part

Date _____

Address 38738 541st Ave

New Ulm, Minn 56073

Phone 507-354-4378

Signed Yvonne Griebel

Party of the Second Part

Date _____

Address _____

Phone _____

Signed _____

Please return to: MN Minn-E-Rods
 Mike & Yvonne Griebel
 38738 541st Ave
 New Ulm, MN 56073



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and Members of the City Council

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: February 8, 2016

RE: Accepting resignation of Jennifer Storms and
Appointment of Custodians: Mark Simons and Dale Hoof

On December 21, 2015, Custodian Jennifer Storms gave notice (attached) of terminating her employment with the City of Norwood Young America. Her original notice stated that her last day would be January 25, 2016, however, Jennifer agreed to stay until February 8, 2016.

The Custodian position was posted and 11 applications were received. The Personnel Committee interviewed four candidates and recommends the appointment of Mark Simons and Dale Hoof.

RECOMMENDATION:

1. A motion to approve the resignation of Jennifer Storms with an employment end date of February 8, 2016.
2. A motion to approve the appointment of Mark Simons to the Custodian II position at a Pay Grade 2, Step 2 -\$13.12/hr, contingent on the results of the background check.
3. A motion to approve the appointment of Dale Hoof to the Custodian II position at a Pay Grade 2, Step 2 - \$13.12/hr, contingent on the results of the background check.



City of Norwood Young America
310 West Elm Street, PO Box 59
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www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk
DATE: February 8, 2016
SUBJECT: Public Works Operator I – appointment of Justin Wolff

With the internal transfer of Chris Niesen from Public Works to Public Utilities, the City of Norwood Young America was left with an open Public Works Operator I position. On January 11, 2016, the Council approved to post this position. Of the 10 applications that were received, the Personnel Committee, along with Public Works Director Brent Aertz, interviewed three candidates. The committee recommends the hiring of Justin Wolff as the Public Works Operator I starting at a Step 2, \$16.20 per hour.

Suggested Motion:

Motion to approve the appointment of Justin Wolff as the Public Works Operator I at the Pay Grade 5, Step 2, starting wage of \$16.29 per hour with a start date of Monday, February 29, 2016.



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk
DATE: February 8, 2016
RE: Personnel Policy Handbook

The Personnel Committee has been meeting over the past year to update the current Employee Handbook. It was decided to use the handbook template offered by the League of MN Cities and then to make changes based on the needs of the City.

The Personnel Committee is recommending to adopt the attached Personnel Policy Handbook with an immediate effective date.

Changes include:

- New Social Media policy.
- Uniform Allowance – discontinue uniform rental, purchasing five uniforms for new employees, every year thereafter offering a uniform allowance of \$150 per year to purchase additional uniforms and/or boots.
- Dress Code – for office staff
- Work week runs Saturday – Friday.
- Change from a semi-monthly payperiod to a biweekly payperiod.
- Flexing time – employees required to work on weekends will be required to flex their time during the week to prevent overtime.
- Overtime – defined in detail as to overtime beginning after 40 hours worked.
- Call Back Pay – employees called back to work due to emergency will receive a minimum of one hour at overtime rate (current policy is a minimum of two hours as regular rate of pay).
- Holiday Pay – employees required to work on a holiday will receive double time for hours worked and holiday pay for the remainder of the regular "8 hour shift".
- PTO - Elimination of last tier of PTO accrual – those that are currently receiving this rate will be "grandfathered in". Maximum accrual defined.
- Adjustment of Comp Time allowed to accrue from 240 hours to 120 hours.
- Defined list of leave of absences available.
- Updated Cell Phone policy.

RECOMMENDATION:

A motion to approve the adoption of the Personnel Policy Handbook.

NORWOOD

nyja

YOUNG AMERICA



PERSONNEL POLICY HANDBOOK

City of Norwood Young America
310 Elm Street West
PO Box 59
NYA, MN 55368
952/467-1800
www.cityofnya.com

First adopted 1997
Revised January 2016



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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Norwood Young America. These policies do not establish contract terms and should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City Council. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of Norwood Young America 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.

Scope

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

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

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.

EEO Policy Statement

The City of Norwood Young America is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Norwood Young America will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Data Practices Advisory

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in the following locations, among others: 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.

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.

With the exception of routine events and basic information that is 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 designee 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 the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

DEFINITIONS

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

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.

Benefits

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

Benefit Earning Employees

Employees who are eligible for city-provided benefits.

Core Hours

The core hours that all employees are expected to work.

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.

Direct Deposit

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

Employee

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

Exempt Employee

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

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.

Fiscal Year

The period from January 1 to December 31.

Full-Time Employee

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

Hours of Operation

The City Hall's regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family

An employee's spouse, child or step-child, parent or step-parent, in-law, sibling, grandchild and grandparent.

Management Employee

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

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 and 2.0 times their regular hourly wages for all worked holidays.

Part-Time Employee

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

Pay Period

A 14 day period beginning at 12:00 a.m. on Saturday through 11:59 p.m. on Friday, fourteen days later.

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.

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

Reclassify

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

Seasonal Employee

Employees who work only part of the fiscal 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.

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.

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.

Training Period (also called 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. The training period is the last part of the selection process. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted.

Transfer

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

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.

Workweek

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

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. 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:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- The City of Norwood Young America expects its employees to be truthful, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Do not engage in name-calling or personal attacks.
- If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the City of Norwood Young America. However, these are my own opinions and do not represent those of the City of Norwood Young America."
- 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., City of NYA Cop).

CITYWIDE WORK RULES & CODE OF CONDUCT

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 Norwood Young America. 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.

The following are job requirements for every position at the City of Norwood Young America. 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, and all other city policies.
- 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 your supervisor.

Attendance & Absence

The operations and standards of service in the City of Norwood Young America 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 that is 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 case 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 warrant such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) 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.

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.

All city tools and equipment must be kept in working order. City tools and equipment may not be used for personal use. Any abuse of or recklessness with city equipment will subject the offender to disciplinary action.

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.

Appearance / Uniform Allowance / Dress Code

Public Works and Public Utilities employees are required to wear the city designated uniforms at all times while working. The uniform policy and allowance is as follows:

- The city will issue five sets of uniforms to new employees.
- Upon issue, uniforms become the responsibility of the employee for maintenance and care.
- Each new fiscal year, full-time employees will be given a \$150 allowance to purchase additional uniforms and/or steel-toed boots. An employee expense form and a copy of the receipt must be completed for reimbursement.
- Hoop or dangling earrings or any other jewelry that may cause a safety issue are not permitted.
- The uniforms, excluding the boots, are considered city property and are to be returned in the event of termination of employment. If all issued uniforms are not returned, the city will deduct the cost of the uniforms from the final paycheck (except where such deductions are prohibited by state law).

Office employees are expected to present a professional image to customers and the public. Clothing should be in good and clean condition, free of tears and holes. Items such as t-shirts, sweatshirts, sweatpants, tank tops, crop tops, and shorts are not permitted. Jeans may be worn in the office on Fridays or as permitted by the city administrator.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action 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.

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.

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.

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.

Smoking

The City of Norwood Young America 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 (through the use of 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.

EMPLOYEE RECRUITMENT & SELECTION

Scope

The city administrator or a designee will manage the hiring process for positions within the city. The Personnel Committee will conduct the interview process and make a recommendation to the City Council. 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.

Features of the Recruitment System

The city administrator or designee will recommend to the City Council 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. 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.

Testing and Examinations

Applicant qualifications may 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 other appropriate job-related exam.

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, with recommendation from the Personnel Committee, 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.

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 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.

Selection Process

The selection process will be a cooperative effort between the city administrator or designee, the Personnel Committee, and the department 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 the city's needs.

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, in consultation with the Personnel Committee, will determine the level of background check to be conducted based on the position being filled.

Training Period (also called Probationary 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 up to an additional six months, subject to City Council approval. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted.

ORGANIZATION

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, minimum requirements, desirable training and experience, supervisory responsibilities (if any). 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, the Personnel Committee, and the department supervisor to ensure the job description is an accurate reflection of the position. Any revisions to the job description are subject to approval by the City Council. A current job description will be provided to each new employee.

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.

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 and Personnel Committee, subject to final approval by the City Council.

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. The city administrator, the Personnel Committee, and department supervisors will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The Personnel Committee shall submit a list of employees to be laid off to the City Council for final approval.

HOURS OF WORK

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.

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 their regularly scheduled department hours.

The department hours that employees (exempt and non-exempt) are expected to work are Monday through Friday:

- Administration: 8:00 AM to 4:30 PM
- Public Works: 7:00 AM to 3:30 PM
- Public Utilities: 6:30 AM to 3:00 PM

Exceptions to these hours may include approved Personal Time Off (PTO) or leave request and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek. Likewise, if an employee is scheduled to work on the weekend, they will be required to take off equivalent hours during the same workweek.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) 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. Exceptions must be approved by the supervisor or city administrator.

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 (15) 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.

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 PTO or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Public Works 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.

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(d)

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.

Direct Deposit

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

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 timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts (FLSA), hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a 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.

The City of Norwood Young America will comply with applicable state and federal laws governing accrual and use of overtime. The city administrator, with Council approval, will decide whether each position is designated as "exempt" or "non-exempt" from earning overtime according to the FLSA laws.

All employees, in all departments, may be 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.

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 forty (40) in one workweek. Only hours actually worked will be counted towards the

forty (40) hours. Hours such as PTO, holiday, funeral, compensatory time, or any other hours that are physically not worked will not be included as hours towards overtime. Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

The workweek begins at 12:00a.m. on Saturday and runs until the following Friday night at 11:59p.m. The city administrator and/or the department supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Exceptions are subject to city administrator approval.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. The maximum balance of compensatory time for any employee is 120 hours. Once an employee has reached a balance of 120 hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The city clerk/treasurer will maintain compensatory time records. Compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Non-exempt employees that are required to be "on-call" for emergency purposes, will be paid a "call back" wage at their overtime rate of pay. Call-back pay is earned when an employee is requested to return to work due to an emergency after he/she has left work. A minimum of 1 hour will be paid for all call backs. This time must be distinguished on the timecard. Employees that are called to plow snow do not qualify for the call back pay.

To be good stewards of the city's money, employees that are required to work during the weekend will be required, unless overtime accrual is preapproved by the city administrator, to flex this time during the pay week. In the same sense, employees that are required to come in earlier than their "core hours" may be asked to leave earlier than their "core hours".

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 accountancy, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (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 Norwood Young America will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee 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 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 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 Norwood Young America 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 Norwood Young America 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.

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.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that 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 (40) 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.

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.

BENEFITS

Health, Dental, Life Insurance, Short-Term/Long-Term Disability

The city will contribute a monthly amount toward group health, dental, life insurance, and short-term/long-term disability benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council. New employees are required to complete forms regarding benefits within the first 30 days of employment.

Insurance benefits will begin the first day of employment. Unless there is a qualifying status change (birth, adoption, marriage, divorce, termination of employment, or death) benefits cannot be changed except during open enrollment. For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Clerk/Treasurer.

Retirement

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. In addition, employees may independently participate in ICMA or other retirement plans approved by the City Council, with no contribution from the city. 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 information about PERA eligibility and contribution requirements, contact the City Clerk/Treasurer. Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement must be pre-approved and 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).
- Courses must occur outside of the regular workday.

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. 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 twenty-four (24) months of receiving tuition reimbursement from the city.

Personal Time Off (PTO)

Regular full-time employees will accrue Personal Time Off (PTO) pursuant to the following chart based on the employee's continuous years of employment or as approved by the City Council. PTO is accrued on the first paycheck following the month's end (example: January's PTO will be accrued on the first paycheck in February).

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
Less than one year	8 hours per month	
One through five years	11 hours per month	132 hours
Six through 10 years	14 hours per month	168 hours
11 through 19 years*	18 hours per month	216 hours

Upon separation of employment, if the departing employee is in "good standing", the City will pay the employee for the value of the employee's accrued PTO time at the employee's current rate of pay. If the employee is terminated for misconduct or fails to provide a two week written notice of resignation, the employee is not considered to be in "good standing" and will forfeit any right the employee otherwise may have had to the payout of the PTO time.

*Effective February 1, 2016, employees with 20 or more years of continuous service will no longer be entitled to PTO beyond the amount accrued by employees with 11 through 19 years of service. Notwithstanding the previous sentence, employees who have already reached 20 or more years of continuous service as of January 31, 2016 will continue to accrue PTO at the rate of 21 hours per month with a maximum accrual of 252 hours.

Holidays

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

- New Year's Day
- Martin Luther King, Jr Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- One (1) Floating Holiday

Official holidays commence at midnight of the day on which the holiday is observed and continue for twenty-four (24) 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.

Regular 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.

Employees that are required to work on the holiday will receive two times their regular hourly rate of pay for all hours worked. The balance of a "normal" eight hour shift will be paid as holiday pay. Example: Employee is scheduled to work 4 hours on the holiday. they will be paid 4 hours of double-time and 4 hours of holiday pay.

Employees wanting to observe holidays other than those officially observed by the city may request to use PTO leave.

LEAVES

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.

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 (an employee's spouse, child or step-child, parent or step-parent, in-law, sibling, grandchild and grandparent). This paid leave will not be deducted from the employee's 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.).

Returning to Work After a PTO for 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. PTO 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 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.

Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued PTO and compensatory time 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 (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator. Insurance benefits will remain in effect during unpaid leave. PTO leave will not accrue during an unpaid leave.

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 fifteen (15) days in any calendar year.

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 (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) 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 (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) 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 PTO accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

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 PTO 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.

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.

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, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Safety Leave

Employees are authorized to use PTO leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

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.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed for at least one year prior to the leave request 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 the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption of the child; except that 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., PTO, compensatory time, 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.

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.

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.

School Conference Leave

Any employee who has worked at least half time during the 12-month period immediately preceding the leave, may take unpaid leave for up to a total of sixteen (16) 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 PTO leave hours for this absence, but are not required to do so.

Bone Marrow Donation Leave

Employees working an average of twenty (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. The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay or take PTO for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a regularly scheduled election, at an election to fill a vacancy in the office of United States Senator or Representative, an election to fill a vacancy in nomination for a constitutional office, or an election to fill a vacancy in the office of State Senator or Representative, 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.

Regular Leave without Pay

The city administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally 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 (90) 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 or PTO. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue PTO based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee may retain up to forty (40) hours of PTO leave earned when the leave is for medical reasons, including a Parenting Leave. 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 (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) 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.

Family and Medical Leave

Refer to the City's model FMLA policy for language.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. 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.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will provide a pregnant female employee who requests reasonable accommodation because of health conditions related to her pregnancy with the following accommodations:

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

If a female employee requests additional reasonable accommodations because of health conditions related to her pregnancy or childbirth, the city will engage in an interactive process with respect to the employee's request for a reasonable accommodation.

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, light duty will not generally be approved beyond six months.

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.

SEXUAL HARASSMENT PREVENTION

General

The City of Norwood Young America is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

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.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual 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.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute §363A.03, 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 or communication is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct or communication is used as a factor in decisions affecting an individual's employment; or
- Such conduct or communication has the purpose or result of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The City of Norwood Young America recognizes the need to educate its employees 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 to assist in fostering an environment that is free from unwanted 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:

- Immediate supervisor;
- City administrator;
- Mayor or city councilmember.

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:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.

3. Submit the documented complaints to your supervisor, city administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that 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 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.

The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. 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 employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Retaliation

The City of Norwood Young America will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. 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.

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of disrespectful behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior: includes the use of physical force, harassment, or intimidation.

Discriminatory behavior: includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior: may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. 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, taking into account 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.

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

- Submitting to the conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct or communication is used as a factor in decisions affecting an individual's employment; or
- Such conduct or communication has the purpose or result of substantially interfering with an individual's employment 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, 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.
- 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.

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.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

- 1(a). Politely, 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.
- 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 or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.
- 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city administrator.
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 or the mayor.

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 within two business days to the city administrator, and an investigation will be conducted. 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:

1. 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 that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
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. The investigator will obtain a description of the incident, including date, time and place, and the following:
 - Corroborating evidence.
 - A list of witnesses.
 - Identification of the offender.
3. The supervisor must notify the city administrator about the allegations.
4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.
5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

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 assume the responsibility for investigation and discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the mayor and/or city councilmember, who will confer with the city attorney, 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 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.

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).

Retaliation

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. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Retirement

See the section titled "Retirement" in the Benefits section of this handbook.

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees and department heads must give thirty (30) 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 work days may be considered a 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.

Severance Pay

Employees who leave the employment of the city in good standing by retirement or resignation will receive pay for 100 percent of unused PTO. Any unused floating holiday at the time of separation from the city will not be paid as severance pay. Employees have the option of contributing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law.)

DISCIPLINE

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 Norwood Young America. 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.

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.

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:

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.

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.

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 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 retained elsewhere, and the employee will receive any compensation and benefits due had the suspension not taken place.

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.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies. The City Council must approve this action.

Dismissal

The city administrator, with the approval of the City Council, may dismiss an employee at any time for any or no reason.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

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:

1. The employee must present the grievance in writing, stating the nature of the grievance, 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 (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.
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 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 (7) days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven (7) 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.

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 grievance will be treated as denied at that step and the employee may elect to 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.

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.

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:

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 be eligible for payment under this policy when the subject matter relates directly to the employee's duties or directly relates to a reasonable promotional opportunity within the same field. 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 prior to the event.

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

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/or City Council.

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.

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.

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. However, 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.

Employees who find it necessary to use their private automobiles for city travel 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 \$15 per meal will be allowed. Receipts will be required for reimbursement.

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.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Norwood Young America 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 PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- 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.

City employees may be on the city fire department. If an employee is working and responds to a fire call/alarm during the employee's normal core work hours, the employee will continue to receive the employee's current city wage. If the fire call extends past the employee's core hours, the employee's city wage will cease and from there the employee will log hours as a firefighter and be paid accordingly through the fire department. Non-core work hours as a firefighter should not be logged on the employee's city timesheet.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Norwood Young America has adopted the following policy on drugs in the workplace:

- 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.
- 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.
- 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.
- 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 (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

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 work day 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.

CELL PHONE POLICY

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

General Policy

The city administrator will determine which positions require a cell phone. 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. The employee will be provided: a phone, charger, and protective cover - paid for by the city. If the employee wishes to upgrade the phone, the employee will be responsible for any and all additional costs. Seasonal and temporary employees are not eligible for City cell phones or reimbursement.

All additional costs and overage charges incurred by the employee may be deducted from the employee's paycheck.

City provided cell phones that are damaged or lost due to employee carelessness will be replaced at the employee's expense.

Employees receiving a City owned cell phone are prohibited from the following:

- using equipment for personal profit or gain;
- transmitting, receiving or distributing pornographic, obscene, abusive or sexually explicit materials;
- violating any city policy, local, state or federal law or engaging in any type of illegal activity;
- engaging in any type of harassment or discrimination.

Employees who abuse or misuse the City owned cell phones may be subject to disciplinary action. The City owned cell phone is the property of the city and information on the device can be accessed by the city at any time, at the discretion of the City Administrator. Occasional personal use of cell phones is permitted so long as the use in no way limits or interferes with the conduct of work of the employee or other employees. Personal use numbers, calls and text messages included on the cell phone billing records are not considered government data, therefore, they are not public.

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.

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.

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 as provided by the City.

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.

ACKNOWLEDGEMENT AND RECEIPT

I have received my copy of the Personnel Policy Handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the City's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have questions regarding the handbook, I will contact the city administrator or city clerk.

I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: February 8, 2016
SUBJECT: Central School District One-Hour Parking Request

Enclosed is a letter from Brian Corlett, Central School Superintendent, requesting the No Parking 7:00 a.m. to 9:00 a.m. signs on Morse Street in front of the High School be changed to 1-hour parking between the hours of 7:00 a.m. to 4:00 p.m. Mr. Corlett states this will help improve the safety on Morse Street and allow for parent parking when dropping off and picking up students.

Also enclosed is the pertinent section of the City Code relating school street parking and a map identifying the existing parking signs abutting the school properties. The map includes the proposed 1-hour signs that would replace the existing no parking signs on Morse Street.

A public hearing is required if the Council wishes to consider amending the City Code to allow for the 1-hour parking on Morse Street in front of the High School.

Possible Motion:

Motion to schedule a public hearing for 6:30 p.m., March 7, 2016 to consider a request to amend Chapter 2, Section 720.05(F) of the City Code.



The Central Public Schools

Central Raiders
Independent School District #108
531 Morse St. - P.O. Box 247
Norwood Young America, MN 55368

Brian Corlett
Superintendent
Phone: (952) 467-7000
Fax: (952) 467-7003

Tom Erickson
Secondary Principal
Phone: (952) 467-7100
Fax: (952) 467-7103

Ron Erpenbach
Middle School Principal
Activities Director
Phone: (952) 467-7200
Fax: (952) 467-7203

Andrew Wilkins
Elementary Principal
Phone: (952) 467-7300
Fax: (952) 467-7303

Julie Kuenzel
Community Ed. Director
Phone: (952) 467-7390
Fax: (952) 467-7003

Irene Yaeck
Counselor
Phone: (952) 467-7108
Fax: (952) 467-7103

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Director

February 1, 2016

Steve Helget
City Administrator

Dear City Council,

Please consider this a formal request to replace the No Parking 7AM to 9AM signs in front of the Middle School/High School building on Morse Street with One Hour Parking 7AM to 4PM.

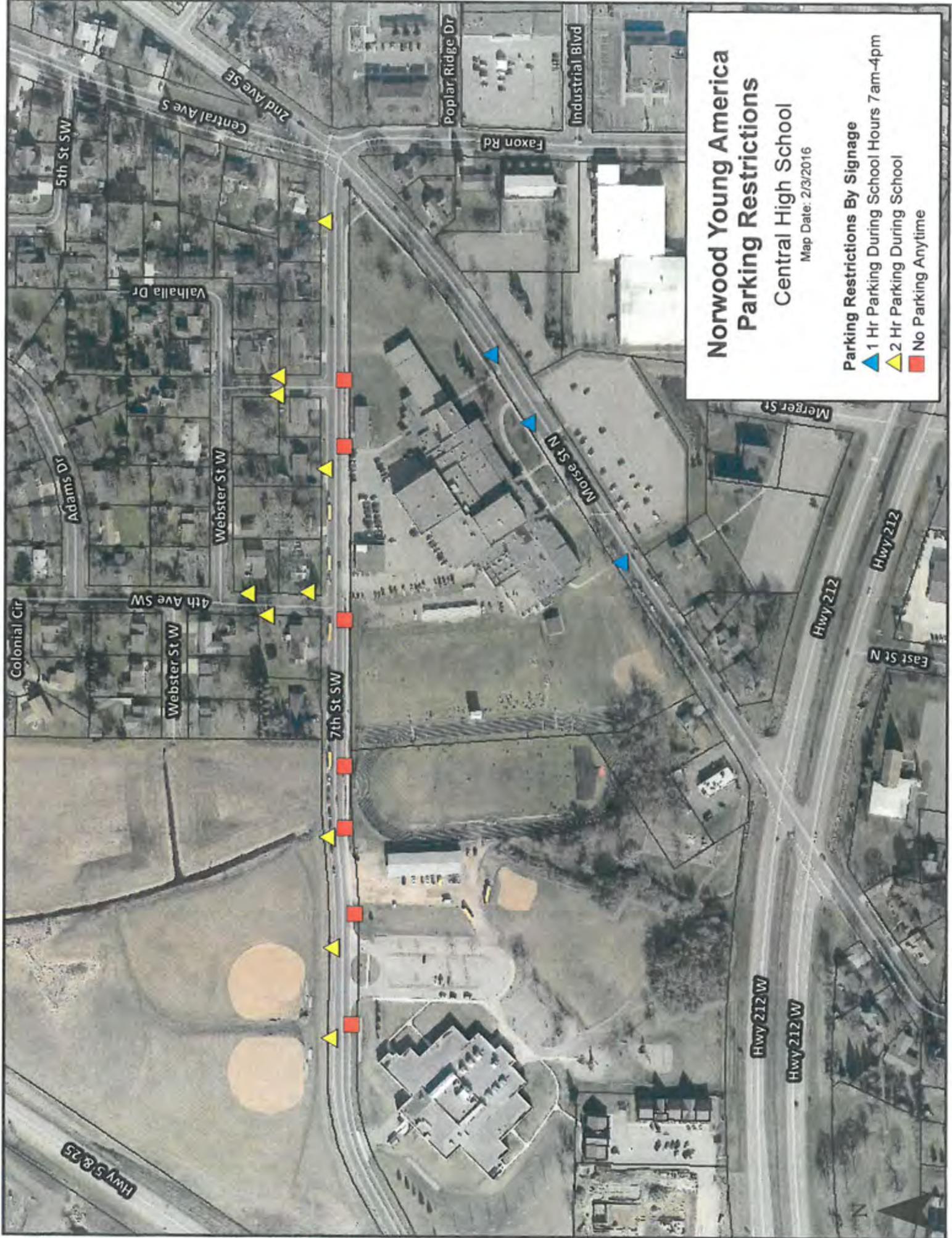
This will be an improvement in safety on this road and also leave parking for parents when picking up or dropping off students in the front of the buildings.

Thank you for your attention to this matter.

Respectfully submitted,

Brian Corlett, Superintendent
For the Board of Education

1. Elm Street between Reform Street and Oak Street
 2. Union Street between Elm Street and the Twin Cities and Western Railroad right-of-way
 3. Morse Street between Elm Street and the Milwaukee Railroad right-of-way
 4. Brush Street, on the east side, from the public alley to its intersection with Elm Street
 5. Central Avenue North
 6. Central Avenue South *(Amended by Ord. 174, 1/9/06)*
- D. There shall be no parking at any time in the following designated areas:
1. On the southern side of 7th Street SW between the five-way stop until 650 feet west of its intersection with Fourth Avenue SW, unless for the purpose of loading and unloading of school buses during school hours
 2. Poplar Ridge Drive from Industrial Boulevard to Faxon Road
 3. Industrial Boulevard from Highway 212 to Faxon Road
 4. On the eastern side of Reform Street from its intersection with Elm Street until its termination on the south with Lake Street
 5. On the western side of 5th Avenue NE, beginning at its intersection with 4th Avenue NE until its intersection with 118th Street
 6. CSAH 34/County Road 134 between Highway 212 to 300 feet south of Second Street S.E. *(Amended by Ord. 175, 2/27/06)*
- E. There shall be two hour parking during school hours on:
1. Fourth Avenue SW from 7th Street SW until its intersection with Webster Street
 2. The northern side of 7th Street SW from the five-way stop until its intersection with Fourth Avenue SW *(Amended by Ord. 150, 11/25/02)*
- F. There shall be no parking between signs from 7:00 a.m. and 9:00 a.m. on Morse Street in front of Central High School
- G. There shall be no parking between signs on the eastern side of Brush Street unless for the purpose of loading or unloading of vehicles
- H. There shall be no parking on Main Street from 2:00 am until 7:00 am beginning at its intersection with Central Avenue until its intersection with Third Avenue NE
- I. There shall be no parking 8:00 am to 4:00 pm, Monday through Friday on the north side of Main Street from its intersection with Third Avenue NE, until the posted sign
- J. No person shall park a vehicle or permit it to stand attended or unattended at any parking lot at Friendship Park, including the Park and Ride Lot off of Fourth Avenue SW at State Highway 5, while displaying a "For Sale" sign or similar sign, unless the driver is using the park facilities or Park and Ride service during the time in which the vehicle is so parked
- K. During the annual Stiftungsfest event, normally scheduled on or about the last full weekend in August, no parking shall be permitted from 2:00 am Friday until Noon Monday on the following streets:
1. Main Street from Second Avenue SE to the far western end
 2. First Avenue SE and NE from First Street SE to First Street NE



Norwood Young America Parking Restrictions

Central High School

Map Date: 2/3/2016

Parking Restrictions By Signage

- ▶ 1 Hr Parking During School Hours 7am-4pm
- ▶ 2 Hr Parking During School
- No Parking Anytime





TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: February 8, 2016
SUBJECT: Independent Financial Advisory Request for Proposals

At a special City Council meeting held in September 2015, the Council received presentations from two financial advisory firms in respect to the City refunding/refinancing its Series 2008A and 2008B Bonds. At that time the Council consented to seek proposals from both firms.

After researching additional prominent firms, it is proposed to conduct request for proposals from the following firms: Ehlers & Associates, Northland Securities, David Drown Associates, and Springsted.

Enclosed is a draft request for proposals for Financial Advisory Services. Proposed is to discuss establishing a Review/Selection Committee who would be responsible for reviewing the proposals, conducting possible interviews, and making a recommendation to the City Council.

Possible Motions:

Motion to approve conducting Request for Proposals from the following financial advisory firms: _____.

Motion to appoint _____ to the Review/Selection Committee.

City of Norwood Young America, Minnesota
Request for Proposals
Financial Advisory Services

I. Statement of Purpose

The City of Norwood Young America ("City"), Minnesota is inviting proposals for the purpose of selecting a firm to serve as Independent Financial Advisor ("IFA") to the City. The IFA will be expected to perform services as required by the City in a professional and timely manner.

II. General Information Regarding the City

The cities of Norwood and Young America were combined in 1997 and makeup the current city of Norwood Young America. The city has an estimated population of 3,610 and is located in the southwest region of Carver County. Located on Highways 212 and 5, the city lies approximately 35 miles southwest of Minneapolis.

Norwood Young America is located within the seven-county Twin Cities Metropolitan Area and thus falls under the jurisdiction of the Metropolitan Council. Norwood Young America is not part of Metropolitan Council's regional wastewater system, but rather operates its own facilities.

The City was given an AA- rating by Standard & Poor's.

The City is currently considering issuance of a 2016 refunding bond for the refinancing of:

\$1,325,000 General Obligation Bonds, Series 2008A (call date 02/01/2017)

\$2,715,000 General Obligation Water Revenue Bonds, Series 2008B (call date 02//01/2018)

III. Scope of Services

The IFA will assist the City in the analysis, structure, and issuance of debt on a regular ongoing basis. The IFA may also be called upon to provide other financial advisory services on an as needed basis, such as analyzing debt management, capital improvement and financing plans, tax increment financing plans or projects, housing financing or assistance with negotiated transactions. Services will include, but not be limited to the following tasks: 1) Debt Issue Development and Oversight; 2) Continuing Disclosure/Arbitrage Rebate Management; 3) Financial Planning and Debt Management.

Any outlined task(s) requiring periodic updates and monitoring by the City and/or the IFA for which working documents and/or computer models are necessary will be formatted so as to be compatible with the City's most current software. Such working documents will become property of the City.

The IFA will be responsible for assisting and developing the issuance of all competitive and negotiated bond transactions. This will include 1) Planning and Development; 2) Marketing; 3) Bond Sales; 4) Bond Closing; and 5) Work Products.

Task I: Debt Issue Development and Oversight

1. Planning & Development

- a) Research and advise the City on aspects of tax exemption and arbitrage in cooperation with Bond Counsel and the City Attorney.
- b) Review feasibility studies in cooperation with the City, its officials, administrative staff and bond counsel, as requested by the City.
- c) Analyze alternatives for structuring the proposed financing and establishing the terms of sale to strengthen marketability.
- d) Recommend the best method of sale, competitive or negotiated, considering current economic and market conditions and the character of the financing.
- e) Determine a long-range strategy for dealing with the rating agencies. Consult in obtaining the most favorable rating possible by directing the preparation of the appropriate information and accompanying City representatives in meetings with the rating agencies as requested. This includes analysis of the City's credit rating with reference to standards, national trends, etc. Providing recommendations to improve ratings.
- f) Act as a liaison with Bond Counsel and coordinate the work of other professionals providing similar services.
- g) Prepare presentations for the City Council in relation to bond issuance, refinancing and long-term debt planning.

2. Marketing

The IFA will assist the City in marketing bond issues. Such services will include:

- a) Advise on the appropriate terms and conditions of the sale, such as maturity schedule and other requirements including discount, par, premium, net interest cost, and true interest rate.
- b) The Financial Advisor will consult with the City and Bond Counsel concerning features such as parity provisions, reserve requirements, sinking fund payments and redemption provisions and assist the City in preparation of call provisions and notices.
- c) Advise on the timing of the sale, taking into consideration such factors as changing economic conditions, current and projected market trends and convenience to the County.
- d) Prepare the City's Official Statement in coordination with the City and Bond Counsel. Advise the City on full disclosure requirements and conformance to suggested guidelines. Coordinate review and revise the Official Statement with the City, Bond Counsel, and the Underwriter. The Official Statement shall be subject to final review by the City and Bond Counsel.
- e) Assist in publicizing the bond sale with an official statement, notice of sale, bid forms and other such means necessary and advisable to develop regional public and institutional interest.
- f) Advertising the bond sale in prominent financial publications as may be appropriate to the sale. In addition, to coordinate local publication requirements with Bond Counsel.
- g) Advise on the most appropriate formats for bidding electronic, fax, telephone, etc.

3. Bond Sales

The IFA will assist the City with the actual sale of the bonds.

- a) For competitive sales, the Financial Advisor will:
 - i) Assist the City in conducting the sale, take bids and tabulate results; and
 - ii) Analyze sale results and make a recommendation on the award of the sale.
- b) For negotiated sales, the Financial Advisor will:
 - i) Assist with the development of a Request for Proposal for underwriting services where appropriate;
 - ii) Assist in the evaluation of proposals for selection of an underwriter;
 - iii) Participate in negotiating the structure and terms of sale of the issue;
 - iv) Participate as necessary in any pre-marketing activities;
 - v) Prepare market analysis and assist the City in negotiating the pricing of the issue;
 - vi) Evaluate flow of orders and determine final pricing and terms of the sale;
 - vii) Make recommendations on the result of the pricing and final issue structure and execution of the bond purchase agreement; and
 - viii) Evaluate underwriter performance.

4. Bond Closing

The IFA will assist the City in directing, coordinating and supervising bond closing transactions. Such services will include:

- a) Coordinating the compilation of transcript material;
- b) Verifying all bond pricing and overseeing registration procedures; and
- c) Soliciting bids for investment of funds if necessary.
- d) Perform all legal filings as deemed necessary such as: the Depository Trust Company of New York, Bond Registrar, etc.

5. Work Products

The IFA will be expected to provide the following work products for each debt offering unless specific arrangements are made for one or more of these products to be supplied by others:

- a) Presale analysis and recommendations
- b) Official Statement
- c) Day-of-sale products
- d) Post sale analysis
- e) Closing documents
- f) Such other studies, including analysis of funding alternatives, cash flow projections, and materials necessary for financial planning and establishing the purpose of the bond sale.

Task 2: Continuing Disclosure / Arbitrage Rebate Management

The IFA will assist the City in the administration of continuing disclosure and arbitrage/ rebate management. These services will include, but are not limited to:

- A. Compile and assist with the distribution of an annual report for submission to all nationally recognized municipal securities information repositories and the state information depository, if one is designated, and the Municipal Securities Rulemaking Board, as required by the provisions of the specific issue;

- B. Monitor material events through periodic requests for information and assist with the disclosure of material events;
- C. Advise on arbitrage and/or rebate provisions;
- D. Monitor funds subject to arbitrage restrictions and calculate rebates.

Task 3: Financial Planning and Debt Management

Upon request the IFA will assist the City in financial planning and debt management activities. These services may include, but are not limited to:

- A. Assist and advise with the implementation of a long-range financial plan for the City. Development of the plan will include:
 - 1.) establishing policies and procedures;
 - 2.) identifying and evaluating objectives;
 - 3.) review and analyze cost effective alternatives for financing the City's operating and capital requirements; and
 - 4.) review revenue requirements of the various enterprise funds.
- B. Assist and advise the City in managing its short- and long-term debt programs. Such services will include:
 - 1.) assist and advise on development of debt management policies including total debt, levy and per capita levels, pay back provisions, etc.;
 - 2.) monitor markets for opportunities to refinance existing City debt;
 - 3.) advise and assist the City in determining the scope of new debt financing;
 - 4.) assist in communications with the financial community to promote the City's debt securities and improve bond ratings; and
 - 5.) assist the City in meeting its secondary market disclosure requirements.

IV. Proposal Form and Content

A. Content Expected

Proposals should include responses to each of the following items. Include sample work products as appropriate to address the services expected, as outlined in the Scope of Services section. Please construct the proposal with responses in the same order as listed below to facilitate review and comparison by the Review Committee.

1. Cover page to include:
 - a. IFA name & address
 - b. Municipal Advisor registration number
 - c. Phone and e-mail of the primary contact person
 - d. Date of proposal
2. Describe how the IFA plans to comply with all applicable regulations.
3. Describe your experience with bond issues in the State of Minnesota.

4. Identify the primary contact that will be assigned to work with the City, including qualifications and experience of the individual. Include resumes for all IFA staff listed as contacts for the City.
5. Describe your experience dealing with bond rating agencies such as Standard & Poor's and Moody's Investor Services. Summarize the IFA's approach to preparing and presenting bond rating information.
6. Outline the IFA's experience in providing debt issue development and oversight services as outlined in the Scope of Services section.
7. Outline the IFA's experience in providing continuing disclosure/arbitrage rebate management services as outlined in the Scope of Services.
8. Outline the IFA's experience in providing financial planning and debt management services as outlined in the Scope of Services section.
9. Summarize the IFA's support services capability (i.e. computer printing, graphics, etc.) and whether these services are done in-house or are contracted out.
10. Outline the IFA's experience in advance refunding for local governments.
11. Describe the process by which the IFA will acquire a working knowledge of the City's outstanding debt so as to be able to advise the City on any financial, legal, market or regulatory issues in the future.
12. Describe any conflicts of interest in the IFA's ability to provide services as described in this proposal, and if any, how the firm will address such.
13. List of references relating to projects completed for local governments over the past five years with comparable characteristics to the City, preferably in the State of Minnesota. Provide name, address and telephone number of a contact with that organization.
14. Describe the expected strategies the IFA uses to provide the City the best value services.
15. List services previously provided to the City.
16. Add any additional information which may be beneficial to the City in evaluating the IFA.

B. Compensation

Provide the fee schedule the IFA will use to charge the City for providing the services described in the Scope of Services section. Differentiate between fees which may be based upon a sliding scale tied to the size of a bond issue, fees for different types of bond issues, fees which may be flat fees for service or a flat annual fee and hourly rates for all personnel who may be billed on that basis.

Indicate with specificity what services and expenses will be included in any quoted pricing. If the IFA is proposing that the City pay the cost of incidental expenses, state clearly what types of expenses will be included in these charges. Include the expected timing of billings to the City as related to specific tasks requested by the City.

C. Bidding Process

1. The City reserves the right to reject any or all of the proposals or to negotiate a contract in the best interests of the City at the discretion of the Norwood Young America City Council.
2. The firm will submit three signed copies of its proposal and an electronic copy to the City of Young America no later than 4:00 p.m., Friday, March 4, 2016. Submittals should be addressed to:

City of Norwood Young America
Financial Advisor RFP
310 Elm St. W., P.O. Box 59
Norwood Young America, Minnesota 55368

All proposals must be signed by an individual duly authorized by the firm. All proposals will become property of the City. No public bid opening will be held. A list of names of the firms submitting proposals will be made available no later than February 12, 2016.

3. The City Administrator, Steve Helget, will be the City's primary contact for this process. He will coordinate appointments with staff and/or the Review Committee for the interview and selection process. Questions and requests for information shall be directed to him. Any other contact with City staff, the Mayor, Council Members or City Clerk-Treasurer may be grounds for immediate rejection of the firm's proposal, at the discretion of the City.
4. The City reserves the right to request clarification of any information submitted and to request additional information for any or all proposers during the review process.
5. Any agreement or contract resulting from this process and the acceptance of a firm's proposal will be on forms supplied by or approved by the City and will contain, at a minimum, the applicable provisions of this Request for Proposals.
6. The financial advisor will be expected to meet with City Officials at the Norwood Young America City Hall as needed during the course of the service engagement.
7. The City expects the financial advisor to respond to occasional telephone inquiries that do not require considerable research on a complimentary basis.
8. This document is a Request for Proposals, not for Bids. The City, therefore, reserves the right to negotiate with any qualifying firm or party on any matter in the proposal.

D. Miscellaneous Terms and Conditions

1. The firm will not subcontract or assign any interest in any contract or agreement without the prior written consent of the City executed by an authorized individual.
2. No reports, information or data given to or prepared by the financial advisor under a contract or agreement will be made available to any individual or organization by the financial advisor without the prior written approval of the City.
3. All data, documents and other information provided to the City by the financial advisor as a result of this Request for Proposals will become property of the City and subject to its disposal.
4. All costs associated with the preparation of the firm's proposal and costs associated with attending meetings will be the responsibility of the firm submitting the proposal.
5. The financial advisor selected will provide evidence that they carry professional liability insurance with minimum per incident coverage of \$1,500,000 and a maximum deductible of \$ 50,000.

V. Selection Process

A. Interviews

The City may select two or more firms to make presentations to the Review Committee prior to making a final recommendation to the City Council. Each selected firm will make a presentation of no more than 30 minutes to the Committee and then respond to questions from the Committee.

B. Schedule

The City has developed the following schedule of events for this process:

Proposals Due	March 4, 2016
Selection of Finalists	March 18, 2016
Interview Finalists (if desired by the City)	March 31, 2016
Recommendation to City Council	April 11, 2016

C. Evaluation of Proposals

A Review/Selection Committee will consider the proposals and make a recommendation to the City Council. The recommendation will be based on the following criteria:

1. Quality of the proposal and its responsiveness to the criteria of the Request for Proposals.
2. Experience and creativity in providing financial advisory services to cities of comparable size.
3. Experience and availability of staff assigned to serve the City.
4. Proven ability to provide all of the services described in the Scope of Services.
5. References.
6. Compensation requested relative to services offered.

D. Committee Recommendation

The selection committee will bring their recommendation to the Council for their consideration and approval to retain the firm.

Questions or requests for additional information may be directed to **Steve Helget, City Administrator** at cityadmin@cityofnyc.com or at **P:(952) 467-1805**.

Thank you for your consideration of this Request for Proposals.