



# AGENDA - City Council Meeting

Monday, June 24, 2024  
6:00 p.m.

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1. **CALL TO ORDER – Pledge of Allegiance**
2. **ROLL CALL – CB, JC, DO, RZ, MW – Silence Electronic Devices**
3. **APPROVE AGENDA**
4. **GUESTS**
5. **APPROVAL OF MINUTES**
  - May 28, 2024, Regular Meeting
6. **CONSENT AGENDA – Items listed below are considered routine in nature and there will be no separate discussion of these items unless requested by a Council or Staff member. Any items requiring discussion will be added at the end of the regular agenda.**
  - Claims Payable
  - Milroy Lions 1- 4 Day Temporary Liquor License
7. **REPORTS**
  - Fire Department
  - Public Works
  - Mayor/Council
  - City Clerk/Treasurer
    - Vacation July 11 & 15
    - Attending Election training, July 25, 9:30 – 1:30
    - Attending Region 3 meeting, July 18 to teach an overview of MCFOA certification & website
8. **UNFINISHED BUSINESS**
  - Housing Development
9. **NEW BUSINESS**
  - Candidate Filing opens July 30, 2024, and closes August 13, 2024
  - Set date & time for Performance reviews
10. **OPEN FORUM – Open forum provides residents with the opportunity to address the City Council. The City Council cannot take official action on items discussed during the open forum, except to refer items to staff for future reports or follow through. If you wish to address the City Council, please say your name, address and topic that you wish to discuss. Speakers will be limited to three (3) minutes.**
11. **MAYOR/COUNCIL ITEMS**
  - July 4 – Holiday Observed – City Office Closed
  - July 22 – City Council Meeting
12. **ADJOURNMENT**

## **CITY OF MILROY**

Regular City Council Meeting Minutes

May 28, 2024

### **CALL TO ORDER**

Mayor Weber called the meeting to order at 6:00 p.m. and the pledge of allegiance was recited.

Present: Mayor Weber, Council Members Brooks, Christensen, Olson and Zwach. Also present were Clerk/Treasurer Snyder and Dane Ekdome, ISG Engineering. Guests Present: Kent Miller, Steve and Debbie Todd, and Mary Dahmes.

Motion to approve the agenda as presented was made by Brooks, second by Zwach. Motion carried.

### **GUESTS:**

Dane Ekdome, ISG Engineering was present to introduce himself and what their company can do to help the city out when or if needed. Questions were welcomed.

### **MINUTES**

Motion to approve the April 22, 2024, Regular City Council minutes and the April 22, 2024, Council Work Session minutes was made by Zwach, second by Olson. Motion carried.

### **CONSENT AGENDA**

- Claims Payable
- Strong Beer/Wine liquor license for the Milroy Baseball Association
- On-Sale/Off-Sale/Sunday liquor license for the Oasis Bar & Grill

Motion to approve the consent agenda was made by Brooks, second by Olson. Christensen, Brooks, Olson and Zwach in favor, Weber abstains. Motion carried.

### **REPORTS & REQUESTS**

The fire report was included in the packet.

Councilmember Olson asked about the speed signs, which is a question for Public Works Director Duscher.

Clerk/Treasurer Snyder will be attending the MCFOA May board meeting on May 30, 2024.

### **UNFINISHED BUSINESS**

Motion to approve the revised draft of the rules for public comment was made by Olson, second by Christensen. Motion carried.

An update was given on the letters that were sent to residents with animals to license. There were fourteen(14) letters sent with eight(8) residents complying. After the May meeting and a resident stating the Redwood County Sheriff's office is no longer responding to dog issues or working with any shelters, it has been noted that the Sheriff has been in town and responding to these complaints.

The current utility meter reader was able to read the meters for the month of May, but unable to upload them and they will have to be entered manually.

The lead service line inventory is currently being done by Moore Engineering.

No update was given on the proposed housing development.

### **NEW BUSINESS**

There has been no interest in any new individuals wanting to serve on the EDA committee. This will be posted once again.

### **OPEN FORUM**

Debbie Todd then addressed the council regarding her challenging them to invite residents to attend council meetings, newly elected councilmember training should be mandatory, councilmember rumors about the Elevator plowing for the city next winter, which hasn't even been a topic at a council meeting, why would the city hire the elevator when they have their own equipment and the city paying for nothing more than seeing if the sewer is able to be ran to where the proposed housing development is being considered.

Mary Dahmes then addressed the council as she and her husband are fairly new to the city and wanted to thank the two city employees for all their help when they moved to Milroy, both Dean and Betsy were there for them when they had questions or concerns. The raises the employees received last year of .25 was not even close to the cost of living, the health insurance reimbursement received should have been given to the employees, as the city would not have received anything if it wasn't for the employees having low/no claims. To replace these employees would be difficult and she stated the council should give them an incentive/reason to want to come to work and not penalize them. She then thanked both Dean and Betsy for their service to the City of Milroy.

**MAYOR/COUNCIL ITEMS**

- June 7,8,9 – Spring Clean Up
- June 24 – City Council Meeting

**ADJOURN**

Motion to adjourn the meeting at 6:20 p.m. was made by Zwach, second by Christensen. Motion carried.

Approved this 24<sup>th</sup> day of June 2024.

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Betsy Snyder, City Clerk/Treasurer

## A/P Claims List

from 5/23/2024 to 6/20/2024

Invoice #	Vendor	Description	Account	Cost
628500072024	NCPERS Group Life Ins.		01-00-2035	\$16.00
6.24	MEDICA	Health Insurance Payable	01-00-2036	\$483.17
25340	Menards	Cleaning Supplies	01-01-4045	\$45.97
21-1006LDJ	Immense Impact, LLC	Professional & Legal Services	01-01-4055	\$665.00
5.24	Redwood County Attorney's Office	Redwood County Court Costs	01-01-4056	\$43.75
5.24	MN Valley Telephone Co.		01-01-4060	\$346.86
6.24	VISA	Confrences & Training	01-01-4070	\$1,127.67
6.24	MEDICA	Employer Paid Health Insurance	01-01-4076	\$2,751.33
0001966582-IN	WEX Health		01-01-4077	\$2.75
2024	WEX Health		01-01-4077	\$1,200.00
0001966582-IN	WEX Health		01-01-4078	\$2.75
2024	WEX Health		01-01-4078	\$2,400.00
5.24	Meadowland Farmers Coop	Utilities & LP	01-01-4095	\$20.00
5.24	Otter Tail Power Company	City Hall	01-01-4095	\$84.98
5.24	Otter Tail Power Company	City Shop	01-01-4095	\$54.26
6.24	VISA	Dues/Subscriptions	01-01-4165	\$50.00
24-25	Minnesota Association of Small Citi	Dues/Subscriptions	01-01-4165	\$248.00
25340	Menards	Equipment & Supplies	01-01-4200	\$11.58
6.7.24	Ron's Recycling	Spring Clean Up Day	01-04-4032	\$255.00
5.24	Otter Tail Power Company	Street Lites	01-04-4095	\$574.72
5.24	FCAM	Misc. Expense	01-04-4110	\$108.03
5.24	FCAM	Gas-City Pick Up	01-04-4175	\$84.13
5.24	FCAM	Diesel-Plow, Tractor, Mower, Sweeper	01-04-4176	\$202.52
4050597	Gopher State One-Call		01-04-4190	\$2.70
5.24	Otter Tail Power Company	Park	01-05-4095	\$35.62
		<b>Total General Fund</b>		<b>\$10,816.79</b>
5.24	City of Milroy	MN 9.72 Fee Payable	02-00-2060	\$0.81
2.24	Minnesota Department of Health	MN 9.72 Fee Payable	02-00-2060	\$323.00
5.24	Otter Tail Power Company	Tower	02-00-4095	\$96.90
107112	United Systems & Software	Meters and Supplies	02-00-4100	\$250.00
1.24	City of Good Thunder	Postage/Office Supplies	02-00-4116	\$11.55
24-25	Minnesota Rural Water Association	Dues/Memberships & Permits	02-00-4165	\$420.00
GO	Northland Trust Services, Inc.	Bond Interest	02-00-4265	\$929.25
		<b>Total Water Fund</b>		<b>\$2,031.51</b>
5.24	Otter Tail Power Company	Pump #1	03-00-4095	\$122.45
5.24	Otter Tail Power Company	Lift Station	03-00-4095	\$191.83
0820630-IN	MARC	Chemicals & Testing Fees	03-00-4220	\$1,147.42
1246763	Minnesota Valley Testing Labs		03-00-4220	\$130.25
1255520	Minnesota Valley Testing Labs		03-00-4220	\$25.00
1255877	Minnesota Valley Testing Labs		03-00-4220	\$97.75
1257119	Minnesota Valley Testing Labs		03-00-4220	\$97.75
		<b>Total Sewer Fund</b>		<b>\$1,812.45</b>
5.24	Southwest Sanitation	62 - 35 Gallon Carts@8.34 each	04-00-4250	\$1,247.84
		<b>Total Garbage Fund</b>		<b>\$1,247.84</b>
45470	Med Compass	Physicals	06-03-4066	\$2,140.00
5.24	Otter Tail Power Company	Siren	06-03-4095	\$10.20
86784	Country Enterprises	Supplies/Fire Clothes	06-03-4151	\$12.00
0931660-IN	Heiman Fire Equipment	Supplies/Fire Clothes	06-03-4151	\$512.05

**A/P Claims List**

from 5/23/2024 to 6/20/2024

Invoice #	Vendor	Description	Account	Cost
23676	Heiman Fire Equipment	Supplies/Fire Clothes	06-03-4151	\$79.96
224050270	Alert- All Corp.	Operating Supplies	06-03-4155	\$246.00
23676	Menards	Operating Supplies	06-03-4155	\$79.96
		<b>Total Fire Fund</b>		<b>\$3,080.17</b>
5.24	City of Milroy	Water	08-08-4290	\$104.73
5.24	City of Milroy	Sewer	08-08-4291	\$44.48
		<b>Total Milroy EDA</b>		<b>\$149.21</b>
5.24	Meadowland Farmers Coop	Utilities & LP	09-09-4095	\$20.00
5.24	Otter Tail Power Company	Fitness Center	09-09-4095	\$123.23
		<b>Total Milroy Fitness Center</b>		<b>\$143.23</b>
		<b>Total All Funds</b>		<b>\$19,281.20</b>

## CITY OF MILROY

May-24

CHECKING	AMOUNT	BALANCE
Beginning Balance	5/1/2024	67,863.39
EFT – Pera	1,271.11	66,592.28
EFT – IRS	1,700.73	64,891.55
EFT – State of MN	262.82	64,628.73
EFT - Sales Tax		64,628.73
Transfer out to Saving & CD		64,628.73
Payroll	7,269.56	57,359.17
Misc. Receipts	1,510.00	58,869.17
WSG Receipts	13,711.32	72,580.49
		72,580.49
AP	38,346.32	34,234.17
First Independent - Checking Interest	12.72	34,246.89
First Independent - Analysis Charge	70.60	34,176.29
Ending Balance	5/31/2024	

GENERAL FUND SAVINGS ACCOUNT	AMOUNT	BALANCE
Beginning Balance	5/1/2024	201,026.88
Transfer Out/In		201,026.88
Interest	170.74	201,197.62
Ending Balance	5/31/2024	

TRUCK FUND SAVINGS ACCOUNT	AMOUNT	BALANCE
Beginning Balance	5/1/2024	26,534.85
Transfer Out/In		26,534.85
Interest	11.27	26,546.12
Ending Balance	5/31/2024	

GENERAL FUND CD	AMOUNT	BALANCE
Beginning Balance	5/1/2024	300,000.00

TRUCK FUND CD	AMOUNT	BALANCE
Beginning Balance	5/1/2024	143,366.00

**CITY OF MILROY  
EMPLOYEE PERFORMANCE EVALUATION FORM**

Employee Name: Betsy Snyder

Evaluation Completed by: \_\_\_\_\_

Evaluation Period / Year: 2024

Evaluation Date: \_\_\_\_\_

<b>Rating Points</b>	
5	Excellent
4	Above Average
3	Average
2	Below Average
1	Poor

**Performance Evaluation Criteria**

<b>1. Quality of Work: Knowledge, Job Skills</b>	5	4	3	2	1
Proper Use of Equipment / Accountability for Rules & Policies					
<b>2. Education &amp; Training</b>	5	4	3	2	1
Attends Training Opportunities / Participates in Safety Training					
<b>3. Initiative / Industrious / Works well alone</b>	5	4	3	2	1
Follows through on tasks / Seeks new ways to perform tasks / Research Capability					
<b>4. Responsibility</b>	5	4	3	2	1
Takes Direction / Accurate / Coordinates with Co-workers					
<b>5. Organizational Skills</b>	5	4	3	2	1
Efficient & Productive / Multi-Tasks / Implementation					
<b>6. Public Contact</b>	5	4	3	2	1
Interaction w/ Public / Interaction w/ staff, committees, council / interaction w/ intergovernmental agencies					
<b>7. Skills Adaptability</b>	5	4	3	2	1
Maintains Knowledge of work functions / ability to adjust to changes					
<b>8. Time Management</b>	5	4	3	2	1
Plans Projects & Assignments and Follows Through to Completion					

Comments: \_\_\_\_\_

**This report has been discussed with me. I understand my signature does not necessarily indicate agreement.**

Council Member: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF MILROY  
EMPLOYEE PERFORMANCE EVALUATION FORM**

Employee Name: Dean Duscher

Evaluation Completed by: \_\_\_\_\_

Evaluation Period / Year: 2024

Evaluation Date: \_\_\_\_\_

<b>Rating Points</b>	
5	Excellent
4	Above Average
3	Average
2	Below Average
1	Poor

**Performance Evaluation Criteria**

<b>1. Quality of Work: Knowledge, Job Skills</b>	5	4	3	2	1
Proper Use of Equipment / Accountability for Rules & Policies					
<b>2. Education &amp; Training</b>	5	4	3	2	1
Attends Training Opportunities / Participates in Safety Training					
<b>3. Initiative / Industrious / Works well alone</b>	5	4	3	2	1
Follows through on tasks / Seeks new ways to perform tasks / Research Capability					
<b>4. Responsibility</b>	5	4	3	2	1
Takes Direction / Accurate / Coordinates with Co-workers					
<b>5. Organizational Skills</b>	5	4	3	2	1
Efficient & Productive / Multi-Tasks / Implementation					
<b>6. Public Contact</b>	5	4	3	2	1
Interaction w/ Public / Interaction w/ staff, committees, council / interaction w/ intergovernmental agencies					
<b>7. Skills Adaptability</b>	5	4	3	2	1
Maintains Knowledge of work functions / ability to adjust to changes					
<b>8. Time Management</b>	5	4	3	2	1
Plans Projects & Assignments and Follows Through to Completion					

Comments: \_\_\_\_\_

**This report has been discussed with me. I understand my signature does not necessarily indicate agreement.**

Council Member: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF MILROY  
EMPLOYEE PERFORMANCE EVALUATION FORM**

Employee Name: Sara Soupir

Evaluation Completed by: \_\_\_\_\_

Evaluation Period / Year: 2024

Evaluation Date: \_\_\_\_\_

<b>Rating Points</b>	
5	Excellent
4	Above Average
3	Average
2	Below Average
1	Poor

**Performance Evaluation Criteria**

<b>1. Quality of Work: Knowledge, Job Skills</b>	5	4	3	2	1
Proper Use of Equipment / Accountability for Rules & Policies					
<b>2. Education &amp; Training</b>	5	4	3	2	1
Attends Training Opportunities / Participates in Safety Training					
<b>3. Initiative / Industrious / Works well alone</b>	5	4	3	2	1
Follows through on tasks / Seeks new ways to perform tasks / Research Capability					
<b>4. Responsibility</b>	5	4	3	2	1
Takes Direction / Accurate / Coordinates with Co-workers					
<b>5. Organizational Skills</b>	5	4	3	2	1
Efficient & Productive / Multi-Tasks / Implementation					
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Interaction w/ Public / Interaction w/ staff, committees, council / interaction w/ intergovernmental agencies					
<b>7. Skills Adaptability</b>	5	4	3	2	1
Maintains Knowledge of work functions / ability to adjust to changes					
<b>8. Time Management</b>	5	4	3	2	1
Plans Projects & Assignments and Follows Through to Completion					

Comments: \_\_\_\_\_

**This report has been discussed with me. I understand my signature does not necessarily indicate agreement.**

Council Member: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_



# MILROY

*The City of Milroy is an equal opportunity provider & employer.*

**POSITION TITLE:** Clerk-Treasurer

**REPORTS TO:** Mayor and City Council

**EMPLOYMENT STATUS:** Non-Exempt: Full-time – Minimum 32 hours per week

## **GENERAL DESCRIPTION OF POSITION:**

Performs administrative and supervisory work to coordinate city operations, manages financial and accounting functions, personnel administration and payroll processing, utility billing. Communicates internally with the City Council, other city employees, city attorney, city bond and financial agent, city engineer, and other contracted consultants.

Communicates externally with numerous federal, state, and county public agencies, League of Minnesota Cities, Municipal Clerks and Finance Officers and insurance companies.

## **ESSENTIAL FUNCTIONS-CLERK/TREASURER**

- Coordinates city government operations in such areas as finance, records management, budget, fixed assets and information management to ensure efficient use of resources and adequate service to citizens
- Oversees all personnel policies and files
- Issues monthly payroll and maintains required records; prepares quarterly reports and follows other required reporting procedures
- Drafts, with city attorney & other staff members, ordinances, resolutions, and policies for Council approval; interprets ordinances and policies when appropriate
- Prepares and administers the annual budget; presents to the Council for review and approval.
- Receives and keeps all monies of the city and its various funds
- Invests appropriate funds in accordance with state and city guidelines; maintains related investment records and prepares monthly reports for Council; monitors collateral levels
- Audits, pays and records claims submitted by vendors
- Maintains records of all bookkeeping transactions and accompanying ledgers, journals and bank account reconciliation information
- Prepares and publishes annual Financial Statements as required by State Auditor's Office
- Assists auditors with annual audit of all funds and monitors compliance with audit report
- Maintains Records Management-keeping a functional filing system
- Oversees and prepares utility billing functions, maintaining accurate records and customer accounts
- Prepares and keeps meeting agendas with supporting documentation
- Attends all council meetings and meetings of other official bodies as needed/requested
- Prepares minutes of Council meetings and other official city meetings and posts to City website

- Provides clerical support to Mayor and Council; carries out Council directives as required
- Assists in composition of requests for (non-engineered) project bids and quotes; receives, tabulates and assists in analysis of bids and quotes for products and services and makes recommendations to Council as directed
- Maintains and monitors insurance files, OSHA and Workers Comp records
- Assists the Fire Chief in preparing the Fire Budget, draft fire contracts and invoice for fire calls
- Coordinate and conduct elections, post and publish required notice of each regular and special election, receive filings for election, record the proceedings, act as Head Election Judge for the Primary, General or special elections in preparing a work schedule and serving on the day of elections
- Assists in monitoring city operations for compliance with applicable laws, regulations, rules, policy, and ordinances
- Ensures posting, notification and publication processes are followed as required by local, state and federal statutes
- Prepares federal, state, and county reports as required
- Attests the Mayor's signature on official documents where required; maintains responsibility for City Seal.
- Provides public information upon request and in accordance with the Data Practices Act and city policy; maintains confidential information with appropriate discretion
- Provides certified copies of proceedings and records of the City upon request
- Administers oaths of office to Mayor and Council members.
- Maintains deeds and abstracts and other property records in a secure manner
- Assists in compiling information for grant applications and works closely with city attorney and consultants on documents required for grant applications; drafts grant proposals and administers grants as directed
- Performs research and administrative support work on various special projects; maintains all related bookkeeping and financial records
- Coordinates applications for beer and liquor licenses, land use permits, variances and conditional use permits; issues said licenses and permits upon Council approval
- Purchases office equipment, furnishings and supplies for clerk's office; also printed materials; recommends and implements technology upgrades as required
- Attends job-related training to keep current on laws, regulations, and procedures including MCFOA Clerks Institute, LMC Clerks Orientation, and MCFOA yearly conference along with additional training opportunities as they become available.
- Answers phones and receives visitors; provides information and personally responds to complaints or refers to appropriate department

**OTHER DUTIES AND RESPONSIBILITIES:**

- Compose and update city web-site and the city facebook page
- Attend monthly City Council meetings
- 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 Job Descriptions
- Conduct themselves with decorum 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 Mayor
- Maintain good attendance
- City Property will not be used for personal use

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting, accounting, and government finance.
- Knowledge of city ordinances, policies and procedures
- Ability to prepare and administer budgets.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and general public including making formal presentations.
- Ability to solve problems and make decisions using appropriate processes and tools.
- Ability to research and prepare accurate and thorough reports and to maintain records.
- Ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Ability to prioritize city needs, coordinate departmental operations and services, and effectively and efficiently manage resources.
- Ability to use a typewriter, computer, calculator, fax machine, copier and other office equipment.
- Ability to handle confidential information with discretion.

## **JOB QUALIFICATIONS**

- High School Diploma or GED, preferred Minnesota Certified Municipal Clerk (MCMC) Certification; Willing to obtain MCMC certification within four-years of employment
- Experience in public business administration and/or accounting preferred
- Strong computer skills and working knowledge of Microsoft Word and Excel
- Knowledge of ASYST accounting system preferred
- Knowledge of the ASYST Utility billing system preferred
- Excellent verbal and communication skills
- Strong interpersonal skills
- Time management and organizational skills
- Attention to detail
- Self-motivated



# MILROY

*The City of Milroy is an equal opportunity provider & employer.*

**POSITION TITLE:** Public Works/Maintenance

**REPORTS TO:** Mayor and City Council

**EMPLOYMENT STATUS:** Non-Exempt: Full-time – 40 hours per week

## **GENERAL DESCRIPTION OF POSITION:**

Responsible for the operation and maintenance of the Public Works Department including street & storm sewer system; parks; and the water and wastewater facilities and system. Work involves the enforcement of all local, state, and federal safety and environmental rules and regulations.

## **DUTIES, RESPONSIBILITIES, AUTHORITY**

- Must be knowledgeable of and comply with all applicable city, state, and federal regulations.
- Maintains ongoing education with the Minnesota Pollution Control Agency and the Minnesota Department of Health to retain licensure.
- Responsible for ensuring city properties are clean and safe for public use.
- Responsible for the overall maintenance of the city's public works operations and general maintenance of city-owned properties, equipment and vehicles.
- Oversee the operation, maintenance, and repair of streets, parks and recreation, water and wastewater treatment facilities. Responsible for planning, prioritizing, and scheduling for maintenance of city properties and equipment. Duties include troubleshooting for immediate solutions. Responsible for coordinating projects and activities related to special events, emergencies, and other city activities.
- Responsible for submitting requests for purchasing, receiving, securing, and accurate recording of city maintenance inventory. Participate in the development of budgets for each of the public works departments in collaboration with Clerk-Treasurer for presentation to Council; assists with rate studies and recommends rate adjustments and appropriate ordinance changes.
- Attend scheduled safety trainings.
- Report monthly to Milroy City Council with public works activities of the previous month or as requested by the Council including testing completed and reports submitted.
- Responsible for obtaining quotes and bids following the policies, procedures and statutes required. Securing warranty information when applicable.
- Follow confidentiality guidelines for reporting and recording.
- Advises City Council of necessary repairs and upgrades for streets, parks, sidewalks, equipment, water and wastewater systems and make appropriate recommendations.
- Respond to all utility locate calls from Gopher State One Call.
- Act as primary liaison with private contractors as required.
- Conducts research, make recommendations and serves as a consultant on special projects.
- Perform skilled work in the operation of water and wastewater systems including, but not necessarily limited to:
  - Operation of 2-cell stabilization pond system.
  - Collect samples

- Record keeping
- Monitor and maintain distribution system
- Flushing hydrants
- Maintain all city-owned properties including, but not necessarily limited to:
  - Removal of refuse and debris
  - General maintenance, cleaning, and repair of all city-owned facilities
  - Snow and ice removal
- Maintain all parks and recreational areas including, but not necessarily limited to:
  - Direction of grounds maintenance activities related to lawns, trees, shrubs, and weed control
  - Maintenance and repair of operational equipment
- Responsible for maintaining transportation routes within the city including, but not necessarily limited to:
  - Snow and ice removal
  - Repair road surfaces
  - Maintain and operate city-owned transportation equipment.
- Twenty-four-hour responsibility for effective operations for all areas of the public works department.

### **OTHER DUTIES AND RESPONSIBILITIES**

Attend monthly City council meetings

Other duties as assigned

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 Job Descriptions

Conduct themselves with decorum 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 Mayor

Maintain good attendance

City Vehicle and City Property will not be used for personal use

### **JOB QUALIFICATIONS**

- Background check and pre-employment physical
- Must possess high school diploma or equivalent
- Must possess a valid Minnesota driver's license
- Class "D" Water and Wastewater Operator's License or ability to obtain licensing within 1 year
- Knowledge of equipment and tools used on the job
- Basic mechanical ability
- Knowledge to keep accurate records for water and wastewater
- Basic computer skills including, but not limited to Microsoft Excel and Word
- Ability to establish and maintain effective working relationships with other employees, public officials and the public
- Good written and oral communication skills
- Must have a flexible schedule and be willing to work some evenings and weekends
- Self-motivated



# MILROY

*The City of Milroy is an equal opportunity provider & employer.*

**POSITION TITLE:** Custodian

**REPORTS TO:** City Clerk/Treasurer

**EMPLOYMENT STATUS:** Non-Exempt: Part Time – 2hours per week

## **GENERAL DESCRIPTION OF POSITION:**

Performs a wide variety of tasks associated with the care and maintenance of the Milroy Fitness Center and the Milroy City Hall.

## **GENERAL DUTIES**

- Basic cleaning, sweeping, mopping or vacuuming of floors and mats
- Keep bathrooms cleaned and well stocked
- Clean and empty all garbage containers
- Clean glass entry door and other glass as needed
- Keep an inventory of supplies and inform supervisor of the need to re-stock

## **KNOWLEDGE AND SKILLS**

- Ability to use good judgement in the safe usage of household cleaning supplies and equipment
- Ability to carry out written and oral instructions
- Ability to use good time management skills

## **QUALIFICATIONS**

- Previous custodial work experience
- Self-motivated

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 a.m. to 5 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city clerk.

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.

### **PERFORMANCE REVIEWS**

An objective performance review system will be established by the city council 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 Insurance**

The city will enroll eligible employees into the group health plan and make a competitive monthly contribution toward the group health benefit costs. The city will also contribute the deductible towards the policyholders VEBA plan.

#### **Retirement/PERA**

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding for many employees).

### **HOLIDAYS**

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

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Columbus Day ( <i>Floating Holiday to be used at the discretion of the employee</i> )
Independence Day	Christmas Day
Juneteenth	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.