



# **AGENDA – Special City Council Meeting**

**Monday, August 26, 2024**  
**7:00 p.m.**

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- 1. CALL TO ORDER**
- 2. EMPLOYEE REVIEWS**
- 3. ADJOURN**



# 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

**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					
<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: \_\_\_\_\_

**Custodian**

2019 – .35 = 10.60

2020 – .30 = 10.90

2021 – .35 = 11.25

2022 – .25 = 11.50

2023 – 2.00 = 13.50

2024 - .25 = 13.75

**Average hours worked each week: 2**

**Number of Employees they supervise: 0**

**Current Salary: 13.75**

**Years of Service: 9**

**CITY OF MILROY**  
**MILROY PUBLIC WORKS DIRECTOR DUTIES**

Water/Wastewater/Storm Sewer

Maintenance of wastewater system/facility Monthly MPCA reports for system  
School hours for recertification of operators' license Daily readings and inspection of system  
Discharge of ponds and sampling  
Emergency by-passing and reporting/sampling Pond maintenance and mowing  
Semi annual Lift station calibration Quarterly Inffluent samples from lift station Measuring weekly pond levels  
DNR Yearly usage report  
Water sampling and MDH reporting  
Schooling for recertification of operators' license Maintenance of water system/facilities  
Chemical addition & testing Well operations  
Well house temperatures Water levels  
Pump operations Chlorinator operations Testing  
Adjusting Ordering chlorine  
Daily recording of gallons pumped System inspection and security Semi annual system flushing  
Monthly reading of consumers meters Mowing and maintenance of well lots Repair of curb boxes  
Fixing of valve boxes  
Keep inlets draining properly Clean catch basins and sand traps  
Inspect drainage after heavy rains and melting

Street Department

Maintenance of curb and gutter Inspecting and repairing  
Crack sealing (oversee and do minor repairs)  
Cracking around manholes (oversee repairs and do minor repairs)  
Seal coating  
Pothole repair Snow removal  
Street sweeping  
Sign installation and repair  
Alley maintenance

Building Maintenance

Cleaning of city shop and maintenance office  
City building repair and upkeep

City Park

Clean & Mow park  
Clean/maintain park bathrooms  
Clean/maintain park Shelter  
Playground equipment  
Winterize bathrooms  
Trash can levels  
Maintain trees basketball court, tennis court, volleyball court

Groundskeeper for city property  
Mowing extra lots and trimming trees Changing flags when torn or tattered

Park Welcome sign City hall  
Sidewalks on HWY 68

\*Vehicle Maintenance

Snow plow maintenance DOT inspection Service work General maintenance

Tractor maintenance Snow blower maintenance

Lawnmower & attachments maintenance Pickup maintenance



# 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



**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: \_\_\_\_\_

**Public Works**

2019 – .64 = 20.00  
2020 – .75 = 20.75  
2021 – .50 = 21.25  
2022 – 1.00 = 22.25  
2023 – 2.75 = 25.00  
2024 – .25 = 25.25

**Average hours worked each week:** 35

**Number of Employees they supervise:** 0

**Current Salary:** 25.25

**2025 COLA:** 2.7%

**Years of Service:** 13

**Overtime or Comp:** Overtime & Comp

**Overtime Policy: Non-Exempt (Overtime-Eligible) Employees PG 12 & 13 in Handbook**

He receives 4 hours of overtime each pay period for the weekend hours of checking pumps. This amounts to \$4,000.00 per year. OT to date is 7 hours above those 4 each pay period with the exception of the 39 for the rains/flooding

**Licenses/Certifications:** Class D Wastewater and Class C Water.

**Health Insurance:** Currently through the SWWC Service Coop. He has a Single Policy. The city contributes 100% towards the single policy (830.66). The city will also contribute the deductible towards the policyholders VEBA plan.

**PERA:** Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city (7.5%) and the employee (6.5%) contribute to PERA each pay period as determined by state law.

**Annual Leave:** 10 hours per pay period **PG 15 in Handbook**

Years of Service Annual Accrual Rates

Year 1	1.5 hours per pay period
Years 2-5	4 hours per pay period
Years 6-8	6 hours per pay period
Years 9-12	8 hours per pay period
Years 13-17	10 hours per pay period
Year 18+	12 hours per pay period

**Clothing Allowance:** 250.00 per Use or Lose

**CITY OF MILROY**  
**MILROY CITY CLERK/TREASURER DUTIES**

This list is to provide a basic understanding of the duties and requirements that the position of City Clerk /Treasurer tends to do on a day-to-day basis. Many of the tasks are part of the daily operations, but there are some that are handled as weekly, monthly, quarterly and/or annual responsibilities. It does not provide a complete list, because there are many things that come up often that need to be taken care of.

*The list is done in a monthly format to give a better idea of where the heavier workloads may occur, some may be repetitive but that is part of the monthly responsibilities.*

January duties – Includes monthly, prior year-end and the new fiscal year responsibilities, which include preparation, submission & E-Filing of reports for Federal and State compliance. Many times, this means working with two fiscal years of data, the new revenue & disbursements as well as the prior year’s information until that compliance is met.

- Prepare Oath of office for new council members (after election year only)
- Request Financial Campaign Reports from Council members and put on the city website
- Prepare resolution for official designations-depositories, newspaper, etc.-Annually
- Prepare Year-End Financials
- Prepare bank statements & reconciliations for city fiscal audit
- Provide Current Asset & Liability list to auditors for depreciations
- Prepare Year-end Payroll deduction reports for city Auditor (PERA, MN, IRS)
- Prepare & E-File the State Auditor Budget Form – Annually
- Prepare & E-File the State Building Surcharge Report – Annually
- Prepare & E-File the PERA Annual Exclusion Report – Annually
- Prepare & E-File Payroll deduction reports for State offices - Monthly
- Prepare Outstanding Indebtedness Report as required by County Auditor
- Prepare year-end CRP’s for EDA Renters
- Prepare Employee W-2’s for prior year wages
- Prepare 1099’s for recipients
- Prepare Quarterly reports for IRS – 941’s
- Prepare MN Quarterly and Year-End reports for Dept. of Revenue
- Complete Minutes for prior year meetings for auditor review
- Prepare Minutes, Packets, Financials, Public Copies – regular meeting
- Follow through with council direction of items approved at meeting
- Prepare inventory sheets as directed by city auditors
- Enter Daily Deposits into computer
- Process Payroll for employees – every other Monday
- Prepare & E-File Payroll deduction reports for State offices - Monthly
- Prepare & pay monthly claims for city – 2-3x/month
- Respond to any and all required reports by State and Federal agencies-due Jan. 31
- Work with citizens for fitness memberships, land use permits, park or hall rental
- Prepare and E-File/Pay the employee contributions to VEBA – Annually
- Prepare & send the monthly WSG billings
- Apply late fees and send second notice for the WSG bills
- Compile the needed items to publish in the Newsletter
- Compile the Garbage Cart Count and email to the Hauler
- Review all of the Adopted Policies

February duties -

- Prepare Minutes, Packets, Financials, Public Copies – regular meeting
- Follow through with council direction of items approved at meeting
- Prepare bank reconciliations
- Prepare and file IRS filings of W-2’s, 1096’s –due Feb. 28/29
- Respond to any and all required reports by State and Federal agencies
- Process Payroll for employees – 2x monthly
- Prepare & E-File Payroll deduction reports for State offices - Monthly

Prepare & pay monthly claims for city- 2-3x/month  
Enter Daily Deposits into computer  
Continue to work with City Auditor to complete fiscal audit  
Prepare Fire & Rescue Township Contracts/Letters  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

March duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare the Quarterly sales tax reports and filings  
Prepare bank reconciliations  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Prepare & pay monthly claims for city – 2-3x/month  
Enter Daily Deposits into computer  
Work with County Assessor for Board of Review hearing  
Prepare work comp audit wage reports & pull files as needed by W/C auditor  
Respond to any and all required reports by State and Federal agencies  
Prepare Quarterly reports for IRS – 941's  
Prepare MN Quarterly reports for Dept. of Revenue  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler  
Liquor Renewal forms come from the state, these need to be sent to the Oasis Bar & Grill  
Post any summer positions the city will be hiring for, work with councilmembers to conduct interviews

April duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/monthly  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

May duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Prepare & pay monthly claims for city-2-3x/month  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Insurance renewals – property & liability, worker's comp  
Prepare & send the monthly WSG billings

Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

June duties –

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Enter Daily Deposits into computer  
Work with City Auditor to publish financial reports as required by State of MN  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Respond to any and all required reports by State and Federal agencies  
Prepare Quarterly reports for IRS – 941's  
Prepare MN Quarterly reports for Dept. of Revenue  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the Garbage Cart Count and email to the Hauler

July duties –

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Attend Election trainings as required by Secretary of State Office - Annually  
Prepare Postings, Notices, Requests for Judges for Election process in an Election Year  
Set-up Public Accuracy Testing of Ballot Counting Equipment for State Primary  
Training and review of Guides for Election judges  
Prepare and distribute the budget  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the Garbage Cart Count and email to the Hauler

August duties –

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Prepare accounting reports and work with city departments to prepare budgets  
Compile and prepare proposed budget for council work session  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

### September duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare the Quarterly sales tax reports and filings  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Enter Daily Deposits into computer  
Prepare Proposed budget for budget work session  
Prepare Proposed levy reports for budget work session  
Certify Proposed Budget and Levy to County Auditor  
Respond to any and all required reports by State and Federal agencies  
Prepare Quarterly reports for IRS – 941's  
Prepare MN Quarterly reports for Dept. of Revenue  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

### October duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Enter Daily Deposits into computer  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Respond to any and all required reports by State and Federal agencies  
Work with city auditor for pre-audit (reconciliations, minutes, reports, etc.)  
Attend Election trainings as required by Secretary of State Office - Annually  
Prepare Postings, Notices, Requests for Judges for Election process  
Attend Public Accuracy Testing of Ballot Counting Equipment for State Primary  
Training and review of Guides for Election judges  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

### November duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Process Payroll for employees – 2x monthly  
Prepare & E-File Payroll deduction reports for State offices - Monthly  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Certify to County Auditor any unpaid utilities or charges as approved by council  
Prepare Polling Site for Election activities – includes posting signs, set-up & dismantling of equipment, returning of equipment to Co. Auditor (Even years)

Prepare Election results for Council canvassing – within 3 days of Election  
Prepare Certificates of Election as required by State Election laws  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler

3-4 days in December/January are specifically spent working directly with city auditors on documents, reports, bank and loan agency verifications, collateral, compiling insurance info, creating spreadsheets of data, payrolls, vested assets & liabilities of the city for the actual audit reports. This continues throughout the next 3-4 months until the city auditors have verified, compiled and have met Federal Auditing requirements as part of meeting MN State Auditor Financial reporting.

December duties -

Prepare Minutes, Packets, Financials, Public Copies – regular meeting  
Follow through with council direction of items approved at meeting  
Prepare the Quarterly sales tax reports and filings  
Prepare bank reconciliations  
Prepare & pay monthly claims for city-2-3x/month  
Process Payroll for employees – 2x monthly  
Prepare & E-File the MN Department of Revenue Annual License Report by 12/31 of each year  
Prepare & E-File Payroll deduction reports for State offices – Monthly  
Prepare payroll schedule for next year  
Print Earning records for employees to send with yearend payroll  
Enter Daily Deposits into computer  
Respond to any and all required reports by State and Federal agencies  
Prepare year-end documents for city fiscal audit  
Prepare Quarterly reports for IRS – 941's  
Prepare MN Quarterly reports for Dept. of Revenue  
Prepare Proposed Budget for adoption  
Prepare Proposed Levy for adoption  
Prepare certification of Budget & Levy to be submitted to County Auditor  
Prepare documents of adopted budget and levy to be submitted to State Auditor  
File State Aid verification reports  
Prepare & send the monthly WSG billings  
Apply late fees and send second notice for the WSG bills  
Work with citizens for fitness memberships, land use permits, park or hall rental  
Compile the needed items to publish in the Newsletter  
Compile the Garbage Cart Count and email to the Hauler  
Prepare & return the Local Board of Appeal and Equalization Member Certification Form to Redwood County

- Other duties and tasks – Answer phone and email messages, city website/facebook page update as time allows, response letters, record retention, general customer questions and concerns, ordinance revisions, publication, council question research.
- Attend LMC Regional, monthly Safety Meetings and Loss Control trainings to help the city reduce its risks and liability.
- Attend Legislative updates to stay informed of law changes that affect the city.
- Compile and report W/C and property claims as occur. Work with Insurance adjustors, claims & reporting auditors.
- Compile data & information for city attorney as needed.
- Pay Equity filing is required every three years.
- Administer the Health Insurance and VEBA plans and attend meetings in regard to premiums.
- Set up and enroll members into the fitness center

- Act as a landlord agent for the Milroy EDA apartments, which includes accepting rent payments/deposits, returning deposits, conduct move in/out inspections, assess any improvements or replacements that need to be done, order supplies.
- Clean City Office
- Oversee the Custodian duties, supplies
- State of MN requires 6 certified hours for the Clerk to administer the election process.





# 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

**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: \_\_\_\_\_

**Clerk/Treasurer**

2019 – No increase or cost of living

2020 – Added \$118.00 a month more towards the family health plan

2021 – Added \$75.00 a month more towards the family health plan

2022 – 1.00 = 25.50

2023 – 2.50 = 28.00

2024 – .25 = 28.25

**Average hours worked each week:** 32

**Number of Employees they supervise:** 1

**Current Salary:** 28.25

**2025 COLA:** 2.7%

**Years of Service:** 30

**Overtime or Comp:** Overtime/ rarely receive OT

**Licenses/Certifications:** MN Certified Municipal Clerk (MCMC – 2006) and MN Master Municipal Clerk (MMMMC – 2017) through the MN Clerks and Finance Officers Association (MCFOA). International Certified Municipal Clerk (CMC – 2017), International Master Municipal Clerk (MMC – 2022) and an Athenian Fellow (2021) through the International Institute of Municipal Clerks (IIMC). I have achieved the highest certifications that one can earn in Minnesota and Internationally. I am currently working through the IIMC on a new Education Plus Program (EPP): \*PROFESSIONAL \* LEADERSHIP \* UNITED \* IN \* SERVICE\*

**Health Insurance:** Currently through the SWWC Service Coop. The city contributes 100% towards the single policy (830.66) and a determined amount towards the family policy (1393.00) this amount includes the raise for the clerk. The city will also contribute the deductible towards the policyholders VEBA plan.

**PERA:** Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city (7.5%) and the employee (6.5%) contribute to PERA each pay period as determined by state law.

**Annual Leave:** 12 hours per pay period **PG 15 in Handbook**

Years of Service Annual Accrual Rates

Year 1	1.5 hours per pay period
Years 2-5	4 hours per pay period
Years 6-8	6 hours per pay period
Years 9-12	8 hours per pay period
Years 13-17	10 hours per pay period
Year 18+	12 hours per pay period

**Clothing Allowance:** 250.00 per Use or Lose