



**City of Newport
City Council Minutes
November 20, 2014**

1. CALL TO ORDER

Mayor Pro Tem Ingemann called the meeting to order at 5:30 P.M.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL -

Council Present –Tom Ingemann; Bill Sumner; Tracy Rahm; Steven Gallagher

Council Absent – Tim Geraghty;

Staff Present – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Curt Montgomery, Police Chief; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney;

Staff Absent –Mark Mailand, Fire Chief; Jon Herdegen, City Engineer;

4. ADOPT AGENDA

Mayor Pro Tem Ingemann - We'll be removing item 9.D from the agenda.

Motion by Rahm seconded by Sumner, to adopt the Agenda as amended. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

5. ADOPT CONSENT AGENDA

Motion by Sumner, seconded by Gallagher, to approve the Consent Agenda as presented which includes the following items:

- A. Minutes of the November 6, 2014 Regular City Council Meeting
- B. Minutes of the November 12, 2014 Canvass Board Meeting
- C. List of Bills in the Amount of \$153,122.41
- D. Agreement between the City of Newport and Washington County for Subsurface Sewage Treatment System Inspection Services
- E. **Resolution No. 2014-52** - Accepting Donations for the Period of October 10 - November 17, 2014

With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE

7. MAYOR'S REPORT – Nothing to report

8. COUNCIL REPORTS –

Councilman Gallagher - Nothing to report.

Councilman Sumner - I attended the Heritage Preservation Commission meeting on November 12. The Brown House survey revealed that there was no log cabin underneath the house. Then we went on to discuss the

advanced situation we have with our Heritage Preservation. We put together five basic concepts of historic preservation that I would like to read and put into the record. They are:

1. Historic buildings and sites are scarce, non-renewable cultural resources and should be treated as critical assets for community development.
2. Historic preservation is an important public service and a legitimate responsibility of city government.
3. Not everything that is old is worth preserving; protective measures should focus on significant historic resources.
4. Saving significant historic resources for the benefit of future generations is always in the public interest.
5. Effective historic preservation policies are those which create a partnership between the owners of historic properties and city government.

Councilman Ingemann - I attended the Planning Commission last week and we'll have some items from that meeting on the agenda tonight.

Councilman Rahm - I think we need to schedule a Heritage Preservation update.

9. ADMINISTRATOR'S REPORT –

A. Resolution No. 2014-53 - Approving a Minor Subdivision Requested by Patrick Schille for Property Located at 1631 3rd Avenue

Sherri Buss, TKDA Planner, presented on this item as outlined in the November 20, 2014 City Council packet.

Councilman Gallagher - They paid an escrow of \$2,000, how much did we charge them?

Executive Analyst Eisenbeisz - This one hasn't been closed out yet but the last subdivision that we had was about \$500 and they used the remainder of that towards their park dedication fee.

Ms. Buss - This one should be similar.

Councilman Gallagher - It just seemed pretty easy.

Executive Analyst Eisenbeisz - They'll have the same option to use the remainder towards their park dedication fee.

Councilman Rahm - I understand that it was done back in 2006 but when it becomes a park it falls off the tax rolls correct?

Councilman Gallagher - It won't become a park.

Councilman Ingemann - The \$2,000 goes towards a new park.

Councilman Sumner - Do they know how quickly they want to get another house up?

Executive Analyst Eisenbeisz - No.

Motion by Gallagher, seconded by Rahm, to approve Resolution No. 2014-53 as presented approving a minor subdivision for property located at 1631 3rd Avenue. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

B. Ordinance No. 2014-16 - Approving a Zoning Amendment to Section 1350 Non-Residential Districts

Sherri Buss, TKDA Planner, presented on this item as outlined in the November 20, 2014 City Council packet.

Councilman Rahm - How did that concern come up for Hastings Avenue?

Ms. Buss - I believe a couple Planning Commission members went out and talked with businesses along Hastings Avenue and they were concerned that we were not allowing parking in the front along Hastings Avenue and that's not the case. We don't allow it in the MX-3 District. The only thing we require is a boulevard.

Councilman Rahm - If there's no parking, we would post it wouldn't we?

Ms. Buss - They meant a parking lot.

Councilman Ingemann - They way they read it, they thought that a business would need about 40 feet of boulevard before parking.

Councilman Sumner - Those that have less than 20 feet of boulevard won't be required to change will they?

Ms. Buss - No, they are grandfathered in.

Councilman Sumner - Same with the single-family homes?

Ms. Buss - Yes.

Motion by Gallagher, seconded by Sumner, to approve Ordinance No. 2014-16 as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

C. Discussion Regarding Park Dedication Fees

Sherry Buss, TKDA Planner, presented on this item as outlined in the November 20, 2014 City Council packet. The Park Dedication Fees will be on the 2015 Fee Schedule for final approval.

Councilman Sumner - Is this practiced across the state or metro?

Ms. Buss - Across the metro for sure. Most cities that have a variety of residential densities have a similar formula to calculate a fee.

Attorney Knaak - Yes, the idea is to find a sweet spot and not be an outlier.

Ms. Buss - I think you want to be competitive with your neighbors.

Councilman Rahm - I agree. Newport has limited developable land, we want to encourage infill. We want to try and lower this as best as we can because it raises the tax roll longer term.

Ms. Buss - That would be something to give some thought to. We could have justified \$2,500 per unit for single-family but the Planning Commission was thinking the same thing you were.

Councilman Rahm - We already have one of the highest parks per population basis and we're going to charge them more for something we already have a lot of. I don't know about that.

Ms. Buss - The only things that are factored in here for new parks are the levee park and trails that are needed to completed the City-wide trail system.

Councilman Ingemann - Sherry is a pretty good negotiator. The numbers the Planning Commission started with ranged from very high to zero.

Councilman Rahm - I'm just saying, what's our strategy for encouraging infill.

Councilman Gallagher - But if you're going to build a \$300,000 house, \$2,000 won't phase you.

Ms. Buss - I'll bring you a list of what your neighbors charge. Your fees are lower than Cottage Grove's and Woodbury's.

Councilman Gallagher - Deb, could you run a spreadsheet for how much money we've had in the last five years and where the money has been spent?

Admin. Hill - We've only had houses in the last few years but yes.

Councilman Sumner - Would this be for acquisition or maintenance?

Ms. Buss - It can't be used for maintenance. It can be used for new parks or expansions and you only get it when you have subdivisions.

Councilman Sumner - How many possibilities do we have for this?

Ms. Buss - There are quite a few in the RE and any development that occurs in MX-3 would need to pay this.

Councilman Sumner - So this would apply to a 20 or 30 unit apartment building in the MX-3 district?

Ms. Buss - Yes, we would either ask for land or a cash in lieu fee.

Councilman Gallagher - Developments that want to create a park on top of their structure, have we looked at that and how it would affect these fees?

Ms. Buss - We haven't. Are the ones private parks?

Councilman Gallagher - They've been both.

Ms. Buss - What cities have done for this is if it's open to the public, it'll be counted towards park dedication but if it's private then they don't.

Councilman Gallagher - Would it decrease the fee then?

Ms. Buss - That would be something that the City Council would need to decide. The developer would most likely argue for that. The fee goes towards both parks and trails.

Councilman Gallagher - Could the Planning Commission take a look at that?

Ms. Buss - Yes.

D. Resolution No. 2014-48 - Establishing Water and Sewer Rates for 2015

This item was removed from the agenda.

E. Public Hearing - To consider, and possibly adopt, amendments to Chapter 4, Licensing, Chapter 8, Nuisances, and possibly approve the Solid Waste Management Standards

The Public Hearing opened at 6:05 p.m.

Executive Analyst Eisenbeisz presented on this item as outlined in the November 20, 2014 City Council packet.

Councilman Gallagher - How fast will that decrease?

Executive Analyst Eisenbeisz - It depends on if they renew every year. If one doesn't renew for 2015 that number would be reduced to five.

Councilman Gallagher - So we're not taking away at this time?

Executive Analyst Eisenbeisz - Only if they have less than 50 active accounts.

Councilman Rahm - How many have less than 50?

Executive Analyst Eisenbeisz - I've only been notified of one.

Councilman Rahm - How do we verify that?

Executive Analyst Eisenbeisz - I'll request a list of active accounts at the time of renewal.

Daryl, Waste Management - I just wanted to clarify something. You say that the containers will be provided by the City, is that correct?

Executive Analyst Eisenbeisz - No, that should have been removed because we no longer provide those. Section 440.08, Subd. 4 should read "All owners and/or managers of multiple residential dwellings are required to ensure that tenants are provided containers in which to deposit their recyclables for collection by a licensed hauler."

Councilman Sumner - So the companies don't provide containers?

Executive Analyst Eisenbeisz - They do. The City used to but we no longer do so that needed to be removed.

The Public Hearing closed at 6:12 p.m.

Councilman Rahm - The reason we're doing this is to try to reduce the wear and tear on the streets.

Councilman Gallagher - Are we doing that if we're just extending out the licenses? If everyone has at least 50 then we're not. If you made that number a little higher...

Councilman Ingemann - I think there was talk of going higher in a couple years. It's not in here is it?

Executive Analyst Eisenbeisz - No I don't have that in there now.

Councilman Gallagher - They should know that information multiple years out so they can plan for the future. I think it would be good to add the numbers for 2016 and 2017.

Councilman Rahm - My only concern is that no one could tell me how we measure wear and tear.

Councilman Gallagher - I think there's some case of pure logic.

Councilman Ingemann - Do you want that in the ordinance?

Councilman Gallagher - I don't think we can put it in the ordinance.

Attorney Knaak - It's not a problem to amend the ordinance. If you're going to be regulating through the

ordinance you should put the numbers in there.

Executive Analyst Eisenbeisz - We would go through the same process that we're doing now, we would have a public hearing and notify the haulers.

Councilman Gallagher - I'd like to have us expand that out before we approve this.

Councilman Ingemann - We could do 75 and 100.

Councilman Gallagher - 100 and 150.

Councilman Ingemann - How many households are there in the city?

Executive Analyst Eisenbeisz - About 1,300.

Councilman Gallagher - We have to remember that the whole purpose is to reduce the number of haulers so we need to make a higher standard.

Councilman Ingemann - 50 this year, 100 in 2016, and 200 in 2017?

Councilman Gallagher - That's good.

Executive Analyst Eisenbeisz - Do you want that in the ordinance?

Councilman Gallagher - Yes.

Willie Tennis, Tennis Sanitation - Cottage Grove did this in the 80's and it worked. We think that's fine. As far as the number of stops, that's fine too as long as that's all you're doing.

Councilman Rahm - My concern is that we limit the number of haulers and there's no price competition.

Councilman Ingemann - A new hauler could come in and say that he's going to cut prices and have enough to get a license January 1.

Mr. Tennis - That could happen now.

Councilman Rahm - We've had people who want us to bid it out and have only one hauler too. People have asked for that.

Mr. Tennis - You're taking away people's choice with that.

Councilman Gallagher - Do you believe that the more trucks you have it creates more wear and tear?

Mr. Tennis - We belong to a hauler's association and we've gone to the Capital and at least two years ago, there was no scientific prove showing that garbage trucks destroy the streets. Someone was going to try to prove that.

Councilman Gallagher - So there's a lack of scientific data.

Councilman Ingemann - Do you have the numbers?

Executive Analyst Eisenbeisz - So you would like to change it to 50 in 2015, 100 in 2016 and 200 in 2017?

Councilman Gallagher - And then to be revisited in 2017.

Mr. - I'd just like to agree with what Willie said on the wear and tear. There have been some so-called studies done. When you talked about bidding it out to one hauler. Under the new statutes, you can't do that anymore. If you have six haulers right now, you have to give the six haulers a chance to get together and propose something to the City and then all of the stops get divided into the six haulers. That way you only have one hauler in different areas.

Admin. Hill - St. Anthony did that recently.

Mr. - You'll have a better chance of reducing the haulers with the proposal.

Motion by Gallagher, seconded by Ingemann, to approve Ordinance No. 2014-17 as amended. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

10. ATTORNEY'S REPORT -

Attorney Knaak - We're still waiting on some indication from the Court for the Quade matter. We should know in the next month.

11. POLICE CHIEF'S REPORT -

Chief Montgomery - We had compliance checks on liquor and tobacco in October. There was one failure for tobacco checks and it'll probably be coming before you soon.

Executive Analyst Eisenbeisz - No, it was done administratively per the City Attorney. A letter was already sent out.

Chief Montgomery - It was Newport Liquor. I'm not sure what the recommendation was.

Admin. Hill - Their tobacco license was suspended for one day on December 26.

12. FIRE CHIEF'S REPORT – Nothing to report

13. ENGINEER'S REPORT – Nothing to report

14. SUPERINTENDENT OF PUBLIC WORKS REPORT -

Supt. Hanson presented on filling a Public Works vacancy as outlined in the attached.

Councilman Gallagher - Do you have internal candidates for this position?

Supt. Hanson - I have some that are interested and I'm encouraging them to apply. This is the same process as when I hired John.

Councilman Gallagher - Do you need to replace this position as it is or can you replace a step lower?

Supt. Hanson - I absolutely feel we need to replace this. It involves so much interaction with the public, being able to make the right decisions, knowing what you can and can't do. It involves so much more than a maintenance operator. You need to deal with the Dept of Health, PCA, DNR, etc. You have all of the responsibilities of me when I'm gone.

Councilman Rahm - Anytime we have a vacancy I think we need to look at our manpower needs and resources and does this fit or not. Since we just got it today I think we should table it until next meeting when we have a full

Council and have had a chance to look at it. I'm concerned with just approving it without full Council. I'm not sure if this meets what we want to do strategically.

Councilman Ingemann - That would delay it two weeks.

Councilman Gallagher - That's non-debatable so we have to vote on it.

Motion by Rahm, seconded by Gallagher, to table until December 4, 2014. With 2 Ayes, Ingemann and Sumner voting Nay, the motion failed.

Councilman Sumner - Can we advertise but not put these steps in there?

Councilman Ingemann - You advertise the position and requirements, not the pay scale.

Supt. Hanson - You could advertise and say it depends on qualifications.

Councilman Sumner - Just to see who is interested. My personal concern is do we need it at that pay level. We rearranged the Police Department and salary for the second in command. I don't know what the marketplace has available for us. Is this a salary position?

Supt. Hanson - Yes so they don't get overtime.

Councilman Gallagher - But you get comp time.

Supt. Hanson - No.

Councilman Sumner - What are these ranges per hour?

Supt. Hanson - The bottom step is about \$5,000 more than a maintenance operator.

Councilman Sumner - How does that compare with neighboring cities?

Supt. Hanson - Virtually identical.

Councilman Sumner - Do they have these two positions?

Supt. Hanson - Yes.

Admin. Hill - You do have to keep up with all of the changes in rules.

Supt. Hanson - One of my other urgencies is that all of the reports are due in January and February.

Councilman Sumner - Would you anticipate bringing them up to John's current salary?

Councilman Gallagher - The \$69,000 is the top for now and they can be hired at Step 4 or 5. I don't think we can compare it to the Police Department because it's completely different operations. How long have you been here Bruce?

Supt. Hanson - 37 years.

Councilman Gallagher - And you'll probably retire soon?

Supt. Hanson - I hope so.

Councilman Gallagher - So we need to cultivate or mold someone to take over for Bruce when he retires.

Supt. Hanson - Yes, this is a very important position.

Councilman Gallagher - So we're going back and forth, do we need this position.

Councilman Rahm - I think we need to evaluate it and we haven't had time to do that.

Councilman Gallagher - I see the value in hiring someone who could take over the department in five or eight years.

Councilman Rahm - I'm wondering if we have someone internally that could do that.

Councilman Gallagher - I would prefer not to advertise the steps. I think the Council needs to look at it more. When are you thinking of hiring?

Supt. Hanson - Probably January. This will be below the approved budget because it's a lower salary. I apologize for bringing it up on short notice but I want to move forward with it and would like John involved in the process.

Councilman Sumner - It's short notice for us since we wanted to adjust the position and evaluate it.

Supt. Hanson - My recommendation is not to adjust it.

Councilman Sumner - I think we need to allow him to post it and the discussion would be on salary.

Councilman Gallagher - You could still have a discussion on the person.

Councilman Sumner - Someone has to take care of these responsibilities.

Councilman Gallagher - Bruce does that.

Councilman Rahm - You're asking to post and hire.

Supt. Hanson - Yes.

Councilman Gallagher - It's \$5,000 more than the maintenance operator now? Which is not that much money.

Supt. Hanson - Yes, especially when you look at the responsibilities and overtime.

Councilman Gallagher - And an internal candidate would probably be at Step 2 or 3 correct?

Supt. Hanson - I would think so. I suspect that we'll get someone who is in a single department and looking to move up. Just keeping up with all of the regulations is quite a task.

Councilman Gallagher - This could take over for Bruce later on. I wouldn't mind if you advertised, interviewed and then brought that person before the Council. I don't think that would be a bad idea.

Supt. Hanson - Ok.

Councilman Sumner - Is this your job description?

Supt. Hanson - Yes, we added some requirements to it.

Councilman Ingemann - You're responsible for everything.

Supt. Hanson - Yes.

Councilman Gallagher - Is that acceptable?

Supt. Hanson - Yes, we can amend it to advertise and interview.

Motion by Sumner, seconded by Rahm, to authorize City staff to advertise and interview for the Assistant Public Works Superintendent position. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

15. NEW/OLD BUSINESS

16. ADJOURNMENT

Motion by Gallagher, seconded by Ingemann, to adjourn the regular Council Meeting at 6:44 P.M. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Signed: _____
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz
Executive Analyst



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Bruce Hanson Public work Superintendent

DATE: November 20,2014

SUBJECT: Public Works Vacancy

BACKGROUND

John Neska, Public Works Assistant Superintendent, is set to retire after 19 years of service with the City of Newport. It is anticipated that John's last day will be in December 31, 2014. As such, the City will need to fill this position.

DISCUSSION

The City Council will need to discuss filling the vacancy at the November 20, 2014 meeting. City staff is recommending that the position be filled in January 2015, and as such would begin the search process on Monday, November 24, 2014 by placing the opening on its website, the League of Minnesota's website, the APWA, the South Washington County Bulletin, and the City's website.

Attached for your review is the revised job description for the Assistant Public Works Superintendent position. Please note that the proposed salary is outlined below. The current salary is \$77,043

Step 1	\$61,617.60
Step 2	\$63,158.04
Step 3	\$64,698.48
Step 4	\$66,238.92
Step 5	\$67,779.36
Step 6	\$69,319.80

RECOMMENDATION

It is recommended that the Council approve advertising and hiring for Assistant Public Works Superintendent vacancy. Deb, Bruce and John will conduct the interviews, written exam and equipment test.

**CITY OF NEWPORT
JOB DESCRIPTION**

POSITION: ASSISTANT PUBLIC WORKS SUPERINTENDENT
DEPARTMENT: PUBLIC WORKS
DATE: NOVEMBER 20, 2014
CLASS: EXEMPT

PRIMARY OBJECTIVE OF THE POSITION:

Assists in providing overall planning and direction for the Public Works Department, including but not limited to:

Streets, Storm Sewer, Parks, Water Distribution and Treatment, Sanitary Sewer Collection, Building Maintenance, Vehicle Maintenance, Utility Meter Reading Functions.

These functions shall be conducted in such a manner as to ensure efficient and effective development, maintenance and service to the public consistent with City Ordinances, Policy, and with State and Federal regulations in **absence of the Public Works Superintendent.**

RELATIONSHIPS:

Works under the supervision of the Public Works Superintendent and/or City Administrator (in the absence of the Public Works Superintendent).

Performance reviewed by the Public Works Superintendent.

Exercises supervision over all Public Works employees, full-time, part-time, seasonal, temporary, and all personnel assigned to the duties within the Public Works Department, including contractual personnel performing authorized construction projects and/or maintenance projects in absence of the Public Works Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB

Responds to public inquiries and concerns regarding maintenance and initiates appropriate action.

Assist in the planning of work to achieve department objectives with the most efficient utilization of employees, equipment, and time. Determines priorities, prepares work schedules, assigns operators, and follows up on all work to ensure completion as scheduled.

Assist the Superintendent in the recruitment and selection of Public Works employees.

Responsible for the training and maintenance of training records of Public Works employees.

Recommend to the City Administrator, Public Works Superintendent and City Engineering Consultant concerning the maintenance or replacement of streets, utilities, and other facilities.

Responsible for the everyday operation and maintenance of all city-owned Public Facilities and buildings.

Assists in planning and directing a safety program of well defined safety practices and takes prompt corrective action concerning potential safety hazards and/or liabilities.

Assists in planning and coordinating the activities of the Public Works Department to ensure the required services are being provided in an efficient and effective manner.

Directs all Water and Sanitary Sewer Utility functions in the absence of the Superintendent including, but not limited to:

- Pumping, treatment, and distribution of water.
- Maintains well and reservoirs, chemical treatment and testing of water, maintenance of water lines and hydrants, water line taps, and service connections.
- Maintains Sanitary Sewer System, lift stations, cleaning and repairing sewer lines and manholes, sewer system connections.
- Ensures efficient consistent meter reading, meter maintenance, repair, water shut-off and turn-on, and assists with billing related issues.

Assists in directing all street maintenance functions. Supervises the repair and cleaning of streets, blacktopping and seal-coat operations, snow and ice removal, and the installation and maintenance of signs, and the cleaning of storm sewer culverts.

Assists in directing the maintenance of Parks and Public areas. Coordinates the maintenance of athletic facilities. Supervises and directs all mowing and trimming, operations management of athletic fields and skating rinks, and the maintenance and repair of picnic facilities.

Functions as a liaison and advisor with City Consulting engineers, government agencies, developers and others, to ensure the coordination of developmental activities within the City of Newport is in accordance with the City Code of Ordinances and Comprehensive Land Use Plan in the absence of the Superintendent.

Assists in preparing an annual General Fund Budget for the Public Works Department.

Maintains and controls all expenditures and reviews as requested with the Superintendent.

Attends monthly meetings of the Newport Park Board, City Council, and other meetings as assigned and/or requested to be attended by the Public Works Superintendent and/or the City Administrator. Will coordinate City activities involving the School District, surrounding communities, civic clubs and other organizations as directed by the Superintendent.

Assigns work and defines duties and the level of performance expected from each Public Works employee.

Participates in short and long-range planning for the growth and development of the City of Newport.

Performs other duties and assumes other responsibilities as directed or delegated by the Superintendent and/or City Administrator.

ESSENTIAL JOB REQUIREMENTS

Minimum of five (5) years experience in Public Works functions including, but not limited to, streets, utilities, parks, building and equipment maintenance, including a minimum two (2) years of progressive supervisory experience, or equivalent.

Must possess High School diploma or equal.

Shall possess and maintain a current Class “C” certification license in Water Distribution Systems.

Shall possess and maintain a current Class “SD” certification in Sanitary Sewer Collection Systems.

Shall possess a current class “B” CDL.Driver’s License

Thorough knowledge of materials, methods, and techniques used to efficiently and effectively maintain Sanitary Sewer Collection system and Water Distribution System.

Thorough knowledge of generally accepted methods, including but not limited to, repairing and maintaining public streets, storm sewer systems and City parks.

Thorough knowledge of the operational functions, and capabilities of light and heavy construction maintenance equipment.

Thorough knowledge of OSHA standards necessary to conduct assigned activities safely. Have the ability to fulfill requirements required to have an acceptable safety program.

Ability to follow oral and written instructions and to perform assigned tasks in a timely manner.

Ability to establish and maintain effective relationships with City Staff, City and County officials, and other public agencies, as well as the General Public.

Must have past experience in the filing of annual documents with the Metropolitan Council Environmental Services concerning the MCES Sewer Survey.

Must have previous experience in the filing of annual documents with the Minnesota Dept. of Natural Resources concerning Water Use Data.

Must have previous experience concerning the filing of the Annual Composting Facility Annual Report.

Must have previous experience with developing and presenting the annual Consumer Confidence report for the Minnesota Dept. of Health.

Must be familiar with MS4 and SWPPP concerning storm water management

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms, climb or balance, talk or hear, and taste or smell.

The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds. Specific vision abilities required

by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to vibration. The employee frequently works near moving mechanical parts and is frequently exposed to extreme cold and extreme heat. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.

The noise level in the work environment is usually loud.