



**CITY OF NEWPORT  
REGULAR COUNCIL MEETING  
NEWPORT CITY HALL  
MARCH 5, 2015 – 5:30 P.M.**

MAYOR: Tim Geraghty  
COUNCIL: Tom Ingemann  
Bill Sumner  
Tracy Rahm  
Dan Lund

City Administrator: Deb Hill  
Supt. of Public Works: Bruce Hanson  
Chief of Police: Curt Montgomery  
Fire Chief: Steven Wiley  
Executive Analyst: Renee Eisenbeisz

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPT AGENDA
5. ADOPT CONSENT AGENDA – All items listed under this section are considered routine and non-controversial by the Council and will be approved by a single motion. An item may be removed from the consent agenda and discussed if a Council member, staff member, or citizen so requests.
  - A. Minutes of the February 19, 2015 Regular City Council Meeting
  - B. Minutes of the February 19, 2015 Workshop Meeting
  - C. List of Bills in the Amount of \$88,648.99
  - D. Personnel Policy Amendments
  - E. Snow Plowing Policy
6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE
7. MAYOR'S REPORT
8. COUNCIL REPORTS
9. ADMINISTRATOR'S REPORT
  - A. Pay Study
10. ATTORNEY'S REPORT
11. POLICE CHIEF'S REPORT
  - A. Year-End Report
12. FIRE CHIEF'S REPORT
13. ENGINEER'S REPORT
  - A. SCADA Improvements

Agenda for 03-05-15

14. SUPERINTENDENT OF PUBLIC WORKS REPORT

15. NEW / OLD BUSINESS

16. ADJOURNMENT

Upcoming Meetings and Events:

- |   |                |           |
|---|----------------|-----------|
| 1. Planning Commission Meeting              | March 12, 2015 | 6:00 p.m. |
| 2. Heritage Preservation Commission Meeting | March 18, 2015 | 5:30 p.m. |
| 3. City Council Meeting                     | March 19, 2015 | 5:30 p.m. |
| 4. Library Advisory Committee Meeting       | March 25, 2015 | 5:30 p.m. |
| 5. Park Board Meeting                       | March 26, 2015 | 7:00 p.m. |



**City of Newport  
City Council Minutes  
February 19, 2015**

**1. CALL TO ORDER**

Mayor Geraghty called the meeting to order at 5:30 P.M.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL -**

**Council Present** – Tim Geraghty; Tom Ingemann; Bill Sumner; Tracy Rahm; Dan Lund

**Council Absent** –

**Staff Present** – Deb Hill, City Administrator; Bruce Hanson, Supt. of Public Works; Steve Wiley, Fire Chief; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney; Jon Herdegen, City Engineer;

**Staff Absent** – Curt Montgomery, Police Chief;

**4. ADOPT AGENDA**

**Mayor Geraghty** - I'd like to move the Engineer's Report to right after the Council Reports.

**Motion by Rahm, seconded by Sumner, to adopt the Agenda as amended. With 5 Ayes, 0 Nays, the motion carried.**

**5. ADOPT CONSENT AGENDA**

**Councilman Lund** - I'd like to remove the list of bills.

**Motion by Ingemann, seconded by Sumner, to approve the Consent Agenda as amended, which includes the following items:**

- A. Minutes of the February 5, 2015 Regular City Council Meeting
- B. Minutes of the February 5, 2015 Workshop Meeting
- D. **Resolution No. 2015-2** - Approving a Premise Permit for Climb Theatre to Operate at Opinion Brewing Company

**With 5 Ayes, 0 Nays, the motion carried.**

**C. List of Bills in the Amount of \$118,930.05**

**Councilman Rahm** - Where did you go?

**Councilman Lund** - I went to the newly elected officials training.

**Motion by Geraghty, seconded by Rahm, to approve the mileage reimbursement to Dan Lund in the amount of \$71.30. With 4 Ayes, 0 Nays, Lund Abstaining, the motion carried.**

**Motion by Geraghty, seconded by Sumner, to approve the list of bills minus the mileage reimbursement to Dan Lund in the amount of \$118,858.75. With 5 Ayes, 0 Nays, the motion carried.**

## **6. VISITORS PRESENTATIONS/PETITIONS/CORRESPONDENCE**

### **A. South Washington Watershed District Update**

Matt Moore, Administrator of the South Washington Watershed District, was present to provide updates on several activities for 2014 and 2015. Some of the accomplishments of the Watershed for 2014 are: the first phase of the overflow project was completed and work has begun on phases two through five; t helped Public Works with the MS4 inspections; continue to support the study for the Red Rock Gateway area, continue to provide legal assistance for the acquisition of properties on the levee; and the City has joined the education program. Residents that are interested in doing water quality projects on their property in 2015 should contact the Watershed District for assistance. For 2015, the Watershed will be working on updating their plan. It will take about 18 months to complete.

**Councilman Sumner** - Could you talk a little about the citizen water quality projects?

**Mr. Moore** - Yes, it's looking at what residents can do on their own property to make a difference in water quality like rain gardens, disconnecting drains from impervious areas, things like that.

**Councilman Sumner** - There's funding available?

**Mr. Moore** - Yes, it's a cost-share funding program. We can provide technical assistance upfront and then we pay a share of the project based on the pollutant reduction. We typically get to about 50% of the project. We pay \$5,000 per pound of phosphorus. These projects don't take up a lot of phosphorus. We're looking at \$2,500 projects like small rain gardens.

**Councilman Sumner** - Can this be put on our website?

**Mr. Moore** - We can provide a link to you.

**Councilman Rahm** - Thanks for providing this information. Could you provide pictures next time you come do this? It helps a lot in visualizing what's going on.

**Mr. Moore** - Yes, we can send a link to our annual report that as pictures.

**Paul Hansen, 1925 10th Avenue** - I've lived in Newport for 13 years and am somewhat disturbed, as is the community, with some of the problems that the City is being confronted with. Namely, a lawsuit, a \$900,000 fine, and police misconduct. Part of the organizations that I belong to monitor not only Newport but other cities. Crystal has been experiencing some mega problems that all started with police misconduct. This episode evolved into one of the most substantial, successful lawsuits they have ever had. It's been discovered that there have been as many as 10 violations of the open meeting law related to the misconduct of the police officers, also IPAD requests that have been ignored. The Policy Division Commissioner has ruled these violations are substantiated. There are consequences in place, \$300 fine per incident and exile from the political post. Police misconduct is rampant in our country. Grand jury moderators are under suspicion as well. My understanding of recent discipline of David Crist is that the discipline need not be carried out to be considered final disposition. I personally have witnessed cases in the appellate court where they have been substantiated. The city is held responsible for attorney fees, also the strong possibility of a large fine and the mistrust of the community. I would like to know if the City has a matrix in place for police misconduct, the levels of misconduct, and the corresponding resolve. I am formally requesting an IPAD request to our City Administrator. Misconduct problems and a \$44,000 squad car expenditure would not exist if the Washington County Sheriff's Office did our policing.

**7. MAYOR'S REPORT** – Nothing to report.

**8. COUNCIL REPORTS** –

**Councilman Rahm** - Nothing to report.

**Councilman Ingemann** - The Planning Commission met last week at a workshop with the new members. It went really well.

**Councilman Sumner** - Nothing to report.

**Councilman Lund** - Nothing to report.

### **13. ENGINEER'S REPORT –**

**Councilman Rahm** - Is there anything that's left over from the work that was done last year that needs to be done this spring?

**Engineer Herdegen** - There will most likely be some cracks and curbing that will need to be replaced. Generally, it'll only be repair work.

**Councilman Sumner** - We recently had a watermain break on Ford Road, is that related to the work that was done?

**Supt. Hanson** - Just part of the winter worries.

### **9. ADMINISTRATOR'S REPORT –** Nothing to report

### **10. ATTORNEY'S REPORT -** Nothing to report

### **11. POLICE CHIEF'S REPORT -** Nothing to report

### **12. FIRE CHIEF'S REPORT –** Nothing to report

### **14. SUPERINTENDENT OF PUBLIC WORKS REPORT -**

#### **A. Resolution No. 2015-3 - Authorizing the Purchase of a 2015 Zero Turn Mower from the City's Equipment Capital Improvement Fund**

**Councilman Rahm** - Was it under or over budget?

**Supt. Hanson** - It's about \$925 over budget. The trade didn't come in at what I thought it would.

**Admin. Hill** - A number of the purchases in the CIP have been under budget.

**Councilman Sumner** - We're replacing it because it's starting to fail?

**Supt. Hanson** - We replace it on a 10-year program and this is 11 years now. We've had several issues with it.

**Councilman Sumner** - How many hours per year do we run them? Do we have an hour meter on it?

**Supt. Hanson** - No. We look at the number of years. A 10 year run on a mower is as long as you want to go. This will give us three identical mowers.

**Motion by Ingemann, seconded by Rahm, to approve Resolution No. 2015-3 authorizing the purchase of a 2015 zero turn mower. With 5 Ayes, 0 Nays, the motion carried.**

### **15. NEW/OLD BUSINESS**

**Mayor Geraghty** - We'll be conducting a workshop after the meeting here.

**16. ADJOURNMENT**

**Motion by Geraghty, seconded by Ingemann, to adjourn the regular Council Meeting at 5:49 P.M. With 5 Ayes, 0 Nays, the motion carried.**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz  
Executive Analyst

CLIMB Theatre has been in gaming since 1986. Our many years of experience ensure a professional operation, with a driving commitment to excellent customer service. Our staff is well-trained and we offer all forms of lawful gambling including pull-tabs (booth, bar-op and machine), bar bingo and meat raffles. We have also added electronic pull-tabs and linked bingo.

Proceeds from charitable gaming help us cover the cost of the educational theatre programs we bring to school children. In the last year alone, our actor/educators reached about 200,000 students and teachers in rural, urban and suburban schools throughout Minnesota. Our repertory includes educational and entertaining plays and classes taught to all the kids in an age group, on a variety of critical topics such as environment, bullying, self-control, respect, acceptance of differences, higher education, friendship, and substance abuse prevention.

CLIMB's commitment to excellence in art and education is well known and applauded by such organizations as the Minnesota Office of Higher Education and the Minnesota State Arts Board. And, CLIMB Theatre won the national 2009 Sara Spencer Artistic Achievement Award honoring artistic theatre practice of long duration (38 years) and wide recognition.

I have enclosed general information about CLIMB Theatre, and will be happy to personalize the topics taught in the schools in your area, if you wish

CLIMB Theatre, Inc  
Laurie Gluesing, Gambling Manager  
Cell 651.276.9056  
Office 651.453.9275 ext.11  
1.800.767.9660 ext.11  
[laurie@climb.org](mailto:laurie@climb.org)  
[www.climb.org](http://www.climb.org)

CLIMB is a theater that performs plays and teaches classes that help young people deal with issues they face AND THEY FACE SOME VERY BIG ISSUES: methamphetamine use, bullying, harassment prevention, respect, self-control, acceptance of differences, and caring for our environment. Each year CLIMB works in 52-78% of all of Minnesota's elementary and middle schools providing 250,000-400,000 students with our plays and classes. CLIMB reaches every student in each school we travel to serving children with disabilities as well as able bodied children.

Research proves CLIMB is making a positive difference in kids' lives and we do it in only 1 or 2 hours of time with students. That is how powerful our work is.

\*Many kids are afraid to go to school because of the bullies that make their lives miserable. Independent research indicates there is less bullying in elementary schools that host our bullying prevention plays and classes.

\* Middle school kids who don't look like or act like everyone else are often excluded and tormented because of their differences. Independent research states that, as a result of our play *A\*Part*, the number of students who agreed with stereotypes decreased, and the percentage of students who said they would engage in negative behaviors decreased.

\*Teenagers are still trying, using and becoming addicted to meth. A study on our meth use prevention play, *Shattered*, found that the majority of students agreed that the play made them less likely to try or use meth.

\*Low income children with no family history of college attendance who are participating in CLIMB plays and classes are (according to six years of studies) being inspired to want to go to college, are realizing the importance of college in their future, and are identifying steps they can take now to prepare for college."

In addition to character education programs on topics like self-control, friendship, respect, responsibility and academic achievement, CLIMB also does plays and classes on lakes and wetlands protection, waste reduction, reuse, and recycling, and conservation.

***To see video snippets of our plays, read synopses of our classes, and learn about the educational objectives we meet, please go to [www.climb.org](http://www.climb.org).***

CLIMB Theatre, located in Inver Grove Heights, incorporated as a Minnesota 501©3 non-profit in 1975. Only 22.7 % of our budget goes to cover our administrative costs; 77.3 % is used to provide our programs. We have been in gaming since 1986.



# About CLIMB Theatre

EFFECTIVE EDUCATION. EXCEPTIONAL ENTERTAINMENT.

## Mission

*CLIMB's mission is to create and perform plays, classes and other works that inspire and propel people, especially young people, toward actions that benefit themselves, each other and the community.*



## About CLIMB Theatre

CLIMB Theatre, based in Inver Grove Heights, MN, is a nationally recognized non-profit company that has provided programming to K-12 schools for 38 years.

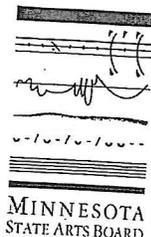
CLIMB's theatre artists write, produce and present plays and drama classes on topics like bullying, self-control, respect, friendship, acceptance of differences, methamphetamine-use prevention, and the environment.

CLIMB's work is not only entertaining, it is educational. Independent research done on our programs show that young people learn, and may change their thinking and even their behavior, because of our work.

## We gratefully recognize the following:

Allianz Life Corporate Giving Program, Target, RBC Foundation-USA, 3M Foundation, Hugh J. Andersen Foundation, SCORE Grants, Mendon F. Schutt Family Fund, Wells Fargo Foundation MN, Individual Contributions, and the Minnesota State Arts Board

This activity is made possible in part by a grant provided by the Minnesota State Arts Board through an appropriation by the Minnesota State Legislature from the State's general fund and its arts and cultural heritage fund with money from the vote of the people of Minnesota on November 4, 2008, and a grant from the Wells Fargo Foundation Minnesota.



CLIMB Theatre is the 2009 winner of the American Alliance of Theaters in Education's (AATE) prestigious Sara Spencer Artistic Achievement Award. AATE is a national association existing "to promote standards of excellence in theatre and theatre education." Only one other Minnesota theatre has ever received the Sara Spencer Award.

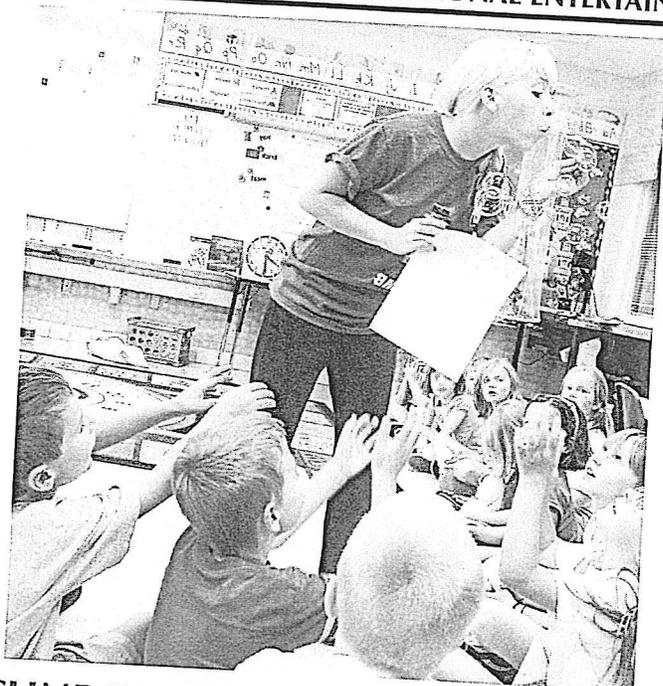
## Quick facts: In 2010-2011, CLIMB:

- Worked in 27% of the 862 rural, suburban and urban towns/cities in MN
- Reached more than 200,00 people: 167,235 Minnesotans and another 33,639 out-of-state students (primarily in WI, but also in IA, IL, ND, and SD)
- Performed at 597 schools, libraries, community centers and other locations
- Provided nearly 700 play performances and more than 650 days of classes

# About CLIMB Theatre

EFFECTIVE EDUCATION. EXCEPTIONAL ENTERTAINMENT.

(Cont'd)



## CLIMB Board of Directors

**Jim Gambone, Chair**  
President, Points of View

**Representative Joseph Atkins**  
Member Minnesota State Legislature

**Bonnie Matson**  
Principal, Springsted Incorporated

**James Olney**  
Lawyer, Associated Financial Group

**Bill Partlan**  
Professor of Directing in the School of Theatre and  
Film at Arizona State University  
Artistic Director, Triple Espresso

**Milan Mockovak**  
Owner, Job Done Inc

**Peg Wetli**  
CLIMB CEO (paid staff member)

## CLIMB Accomplishments, 2010-2011

**Developed A Deeper Look for Owatonna Public Schools**, to provide a performance that would help ameliorate the prejudice practiced by teachers

**Performed wordless plays at fairs and festivals in small towns in rural MN**, working with leaders in 26 rural Minnesota towns to identify issues that were relevant to their communities

**Created an entirely new product—*Booster Bits*, (now *Interplays*)** for schools that need to reach all of their students in one day, but lack the funds needed to host our plays or classes

**Wrote *Claudia and the Trashinator***, a new play for 3rd-6th graders teaching waste reduction, reusing, recycling and other conservation practices

**Performed *Emma and the Allianz Cash Cow* 36 times**, teaching 1st-4th graders about financial literacy and money practices that will serve them now and lead them into debt-free futures as adults

**Provided programming for preschools for the first time in 20 years**, with topics including listening, following directions, counting, letters, personal hygiene, and assertive behavior

**Provided 19 library sponsored performances of *Return to Honor***, sensitizing communities to challenges military personnel face when they return from combat

**Served Title-One schools**, by providing bullying prevention programming to over 45,000 students in schools where 50% or more of the students receive free or reduced fee lunches



**CLIMB Theatre**

**CLIMB Theatre, Inc**  
6415 Carmen Avenue East  
Inver Grove Heights, MN 55076

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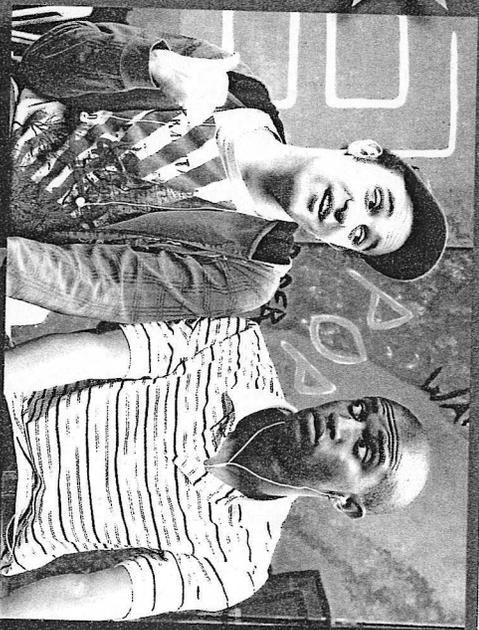


# CLIMB Theatre

## 37 AWARD-WINNING YEARS!

"I would recommend CLIMB Theatre visit all the schools in every district statewide and even nationwide. This was an easy way to teach "anti-bullying" without a book and curriculum. **JOB WELL DONE."**

*— Riley Washington, Teacher, Emerson School, Minneapolis, MN*



### Effective Education. Exceptional Entertainment.

Brought to you 3 ways: Plays, Classes, Interplays

**PLAYS** feature engaging plots with compelling characters portrayed by a diverse cast. Sets are captivating and simple. Actors are personable and professional. \$598 each for up to 350 elementary or 500 middle school students.

**CLASSES** deliver clear messages on over 20 topics. They are taught in individual classrooms by two trained Actor-Educators who elicit student involvement through theatre games, scenes, conversation, and role-play. \$578 a day for seven 40-minute classes involving up to 35 students.

**INTERPLAYS** are part play and part class. They include performances of realistic scenes followed by Actor-led student discussions that reinforce each scene's intent. \$875 for six 40-minute events for up to 110 students.



**Trade Area Report: Detail**

Date Range: 9-1-2013 to 8-31-2015

**Newport**

2013: October	Cottage Grove	Hillside Elementary	Emma and The Allianz Cash	Charges		Support Funds		Totals	
				Program	Travel	Program	Travel	Contract	Net Sales
				1,230.00	45.00	697.00	45.00	533.00	533.00
				1,230.00	45.00	697.00	45.00	533.00	533.00
<b>October Totals:</b>									

Trade Area Report: Detail

Date Range: 9-1-2013 to 8-31-2015

Site \_\_\_\_\_

Program topic \_\_\_\_\_

Charges \_\_\_\_\_ Support Funds \_\_\_\_\_ Totals \_\_\_\_\_  
 Program Travel Program Travel Contract Net Sales

2014: March		Program	Travel	Program	Travel	Contract	Net Sales	
3-27-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Previsit	451.00		316.00	135.00	135.00
3-25-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Project-Previsit	451.00		316.00	135.00	135.00
3-19-14	Cottage Grove	Pine Hill Elementary	The Gift Cat	1,230.00	45.00	632.00	643.00	598.00
3-19-14	Cottage Grove	Pine Hill Elementary	Trash	1,230.00		632.00	598.00	598.00
3-20-14	Cottage Grove	Crestview Elementary/Nuevas Fronteras	Trash	1,230.00	45.00	632.00	643.00	598.00
3-20-14	Cottage Grove	Crestview Elementary/Nuevas Fronteras	The Gift Cat	1,230.00		632.00	598.00	598.00
<b>March Totals:</b>				<b>5,822.00</b>	<b>90.00</b>	<b>3,160.00</b>	<b>2,752.00</b>	<b>2,662.00</b>

2014: April		Program	Travel	Program	Travel	Contract	Net Sales	
4-30-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Project-Visit 1	451.00		316.00	135.00	135.00
4-30-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 1	451.00		316.00	135.00	135.00
4-18-14	Cottage Grove	Hillside Elementary	The Gift Cat	1,230.00	45.00	632.00	643.00	598.00
4-18-14	Cottage Grove	Hillside Elementary	Trash	1,230.00		632.00	598.00	598.00
<b>April Totals:</b>				<b>3,362.00</b>	<b>45.00</b>	<b>1,896.00</b>	<b>1,511.00</b>	<b>1,466.00</b>

2014: May		Program	Travel	Program	Travel	Contract	Net Sales	
5-7-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Project-Visit 2	451.00		316.00	135.00	135.00
5-14-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Project-Visit 3	451.00		316.00	135.00	135.00
5-21-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Project-Visit 4	451.00		316.00	135.00	135.00
5-7-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 2	451.00		316.00	135.00	135.00
5-14-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 3	451.00		316.00	135.00	135.00
5-21-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 4	451.00		316.00	135.00	135.00
5-28-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 5	451.00		316.00	135.00	135.00
<b>May Totals:</b>				<b>3,157.00</b>		<b>2,212.00</b>	<b>945.00</b>	<b>945.00</b>

2014: June		Program	Travel	Program	Travel	Contract	Net Sales	
6-4-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 6	451.00		316.00	135.00	135.00
6-11-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 7	451.00		316.00	135.00	135.00
6-18-14	Cottage Grove	Presbyterian Homes of Cottage Grove,	Elders Beyond-Visit 8	451.00		316.00	135.00	135.00
<b>June Totals:</b>				<b>1,353.00</b>		<b>948.00</b>	<b>405.00</b>	<b>405.00</b>

**Trade Area Report: Detail**

Date Range: 9-1-2013 to 8-31-2015

**Newport**

2014: December									
12-12-14	St. Paul Park	Oltman Middle School	Cyberbullying	1,160.00	45.00	652.00		553.00	508.00
<b>December Totals:</b>				1,160.00	45.00	652.00		553.00	508.00

**Trade Area Report: Detail**

Date Range: 9-1-2013 to 8-31-2015

Site \_\_\_\_\_

Program topic \_\_\_\_\_

Charges \_\_\_\_\_ Support Funds \_\_\_\_\_ Totals \_\_\_\_\_  
 Program Travel Program Travel Contract Net Sales

2015: March										
3-5-15	Cottage Grove	Crestview Elementary/Nuevas Fronteras	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
3-5-15	Cottage Grove	Grey Cloud Elementary School	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
3-4-15	Cottage Grove	Hillside Elementary	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
3-4-15	Cottage Grove	Pine Hill Elementary	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
3-20-15	Cottage Grove	Armstrong Elementary	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
3-5-15	St. Paul Park	Oltman Middle School	Twisted Ride	2,415.00	45.00	1,959.50	45.00		455.50	455.50
<b>March Totals:</b>				8,310.00	270.00	4,714.50	45.00		3,820.50	3,595.50

2015: April										
4-10-15	Cottage Grove	Cottage Grove Elementary	Toadilly Turtle	1,179.00	45.00	551.00			673.00	628.00
<b>April Totals:</b>				1,179.00	45.00	551.00			673.00	628.00

<b>Totals:</b>										
				25,573.00	540.00	14,830.50	90.00		11,192.50	10,742.50



**City of Newport  
City Council Workshop Meeting Minutes  
February 19, 2015**

**1. ROLL CALL -**

**Council Present** – Tim Geraghty, Tom Ingemann, Bill Sumner, Tracy Rahm, Dan Lund

**Council Absent** –

**Staff Present** – Deb Hill, City Administrator; Renee Eisenbeisz, Executive Analyst; Fritz Knaak, City Attorney;

**Staff Absent** - Bruce Hanson, Superintendent of Public Works; Curt Montgomery, Police Chief; Steve Wiley, Fire Chief;

**2. DISCUSSION REGARDING PAY STUDY**

**Councilman Ingemann** - My thought is that this is a compensation study not an equity study.

**Admin. Hill** - You're correct. This idea first came up when we were going through negotiations with the unions. The city I worked for up north had one done and it clarified quite a bit. It's not a pay equity study, that just came along that we do possibly have some inequities within the City. This is purely a compensation study to figure out where the City wants to be in regards to compensation.

**Councilman Ingemann** - We are generous with benefits right now and that needs to be figured in. I know there's two different studies, one is equity and one is compensation.

**Admin. Hill** - I agree. The compensation study would take a look at the equity and address it within that by default. I've been an advocate for having the study done and see a lot of merit to it because we haven't had one done in some time. I know there's differences of opinion on this and whether or not we should do it now or later or not at all. We need to clarify where we're going on this.

**Councilman Rahm** - When the lady came to give her presentation, the only thing I thought that didn't go well was that she eluded to that there were inequities and I took offense to that and it got in the paper. I don't think it's true. I thought there was some value in what she had to offer in doing the job descriptions because those haven't been updated in a long time. I'm a little concerned that she jumped to that conclusion. She should have said that she needed to reserve judgment until she saw the data.

**Councilman Lund** - We need to be more careful with this. She was going to change the pay equity standard from the State standard to her standard. If we're going to change from the State standard which is the most commonly used standard there should be a reason it's not appropriate for us and there should be a reason that the new standard is appropriate for us. Absent that discussion, we need to stay with the State standard.

**Councilman Rahm** - My concern is that that cooled me on her. I wouldn't mind doing a compensation study but I want to hire a different company that I think will be less biased. She can do the job descriptions.

**Admin. Hill** - Springsted is the gold standard for compensation studies. I've heard that from too many to doubt that. They had asked for the pay equity reports for the last couple years and she said that there were a few questions on inequities and I agreed with that because that's what the last couple of reports said. That's why that was brought up. I think they do an upscale job of pay studies. I experienced one that they did in Cloquet.

**Councilman Lund** - I think it's fine for you to handle finding the best study. Having us vote on an issue where we're endorsing a new pay equity formula is concerning if the differences between the formulas is not discussed. I don't have a problem with the compensation study. I have a problem with the Council being asked to vote on endorsing a new pay equity standard different than the State formula. That's what they had in there and how the law works. You can use the State formula, a third-party formula, your own formula, or another city's formula. If we endorse a formula and don't like the results then that looks bad. If we're going to switch, we need a good reason for it.

**Admin. Hill** - I'd like input on the point system we have. Are the points correct? Some of the jobs are very clear. Public Works gets a little hairy because our guys do everything and same with Administration. It's hard to judge in the State standard. That's where they judge the equity of what you pay them versus their points.

**Councilman Lund** - They were going to use a different formula.

**Admin. Hill** - That won't change our equity reports.

**Councilman Lund** - If we endorse her standard and don't like the results it's too late.

**Executive Analyst Eisenbeisz** - We still need to use the State system to report.

**Admin. Hill** - There's a couple of different point systems.

**Councilman Lund** - The law says that we can pick which formula we use and I don't want to pick hers unless there's a good reason for it.

**Admin. Hill** - What we're really looking for is a compensation study.

**Councilman Lund** - That sounds fine.

**Mayor Geraghty** - We might want to get other proposals.

**Councilman Rahm** - I just have that question in mind.

**Admin. Hill** - I've contacted another group but haven't gotten something in writing.

**Councilman Lund** - If you say she's the best and she can use the State standard or not do the pay equity part I think that would be better. I'd like to see why hers is better.

**Councilman Rahm** - She came up with conclusions before having any data and that's concerning to me.

**Admin. Hill** - There were some red flags and it looked like there were some issues.

**Councilman Rahm** - I'm ok with a compensation study at this time, it's just who do you want to do it from.

**Attorney Knaak** - I know one other city has put out an RFP for a compensation study in the latest LMC publication. That is an avenue that you could go down. If I could respond a little bit to what Councilman Lund is saying, somewhere in the back of your mind you're wondering if changing standards could result in some liability and the answer is yes. While there's no harm in doing it, once you do it, anything that's found can and is used against you if there's subsequent litigation. I see that in 1992, I gave the comparable worth law in length. You do one of these things and you are stuck. The path of least resistance that most cities have taken is the State standard. It's the safe harbor that everyone has. If someone is proposing a different standard, there might be justifications for doing it but once you adopt it, you are held to it.

**Admin. Hill** - I'm just looking for some direction on whether or not this goes on an agenda or wait until next year.

**Councilman Sumner** - I saw in the example that they evaluated multiple cities. Are we forced to just use cities or can we

look at the private sector too?

**Attorney Knaak** - The closer you get to your own circumstances the better meaning that other cities will be more likely to have similar positions. It depends on the nature and function of the job being studied.

**Councilman Sumner** - I think certain jobs have both private and public comparables and I would hate for us not to take that into consideration.

**Admin. Hill** - I think that was part of it.

**Councilman Lund** - It might be difficult to compare benefits regarding retention and pensions.

**Councilman Rahm** - When you talk about different cities, there are different sizes. We're a \$3 million city. I don't want to be below the curve, I don't think we can afford the top end either. There's a size thing that we can afford and we have to stay within those limits.

**Admin. Hill** - They take our budget into account.

**Councilman Rahm** - I plugged into the City Administrator, Police Chief, and Public Works Supt. on payscale.com and it came up with salary ranges.

**Mayor Geraghty** - I would think the League has a ton of information on this.

**Councilman Sumner** - Yes, and it's public information so we could do at least 50% of this ourselves.

**Mayor Geraghty** - I think we want to have a third party do it.

**Councilman Rahm** - I think there's value in that but I'm concerned with her because she seems biased.

**Councilman Sumner** - It's \$8,000 to assemble information that is out there.

**Councilman Rahm** - I liked that she was going to update our job descriptions. If I could, I'd have her do the job descriptions and someone else do the compensation study.

**Mayor Geraghty** - The employee should do that.

**Councilman Rahm** - I agree but sometimes you get behind and they'll be able to update them.

**Mayor Geraghty** - The other cities, are they advertising for an RFP for a compensation study?

**Attorney Knaak** - I believe so.

**Admin. Hill** - Is that a route you want to go?

**Mayor Geraghty** - I think we're in agreement that we want to proceed, the question is if we want to bid it out. I assume Springsted will still come in at \$8,000.

**Admin. Hill** - I called a couple and will be receiving a second quote next week.

**Councilman Rahm** - I think we have a pretty good idea of what Springsted provides.

**Mayor Geraghty** - Put it on a future agenda and we'll discuss it and vote on if we want to do a RFP or move forward.

**Councilman Sumner** - Is there a cost to advertising a RFP with the League?

**Admin. Hill** - I don't know.

**Mayor Geraghty** - I'd like to see the specs on the RFP and we could always pick six companies and send it to them.

**Admin. Hill** - Do you want more quotes?

**Mayor Geraghty** - No, I'd like it on the agenda to vote on.

**Councilman Rahm** - Deb could have done this with her spending authority but she brought it to the Council and we've dilly-dallied about it. I'm glad you brought it to us because it's an issue we should know about.

**Admin. Hill** - I wanted your opinion on it.

### **3. DISCUSSION REGARDING STRATEGIC PLAN**

**Admin. Hill** - I have some dates from Dave for the Strategic Plan review. I have April 6, 7, 9, 14, or 15.

**Councilman Rahm** - Any time works for me.

**Councilman Ingemann** - I'm open.

**Councilman Sumner** - I might be out of town and might know by the next meeting.

**Mayor Geraghty** - I'm open.

**Councilman Lund** - I'm open.

**Admin. Hill** - Ok, we'll get it on the schedule by the next meeting. If there's anything you want to discuss specifically, please let me know.

### **4. DISCUSSION REGARDING SOLID WASTE MANAGEMENT ORDINANCE AMENDMENTS**

Executive Analyst Eisenbeisz presented on this as outlined in the February 19, 2015 workshop packet. The City Council does not want to move forward with the amendments.

### **5. ADJOURNMENT**

Signed: \_\_\_\_\_  
Tim Geraghty, Mayor

Respectfully Submitted,

Renee Eisenbeisz  
Executive Analyst

## Recurring

Paid Chk# 000418E	FEDERAL TAXES	2/18/2015	\$9,450.12	SS, Med. & Federal
Paid Chk# 000419E	MN REVENUE	2/18/2015	\$1,944.88	State taxes
Paid Chk# 000420E	MSRS	2/18/2015	\$2,781.33	MSRS HCSP & Vol. Retirement
Paid Chk# 000421E	SELECTACCOUNT	2/18/2015	\$956.76	HSPA
Paid Chk# 000422E	DELTA DENTAL OF MN	3/2/2015	\$1,318.06	Dental insurance
Paid Chk# 017235	ASSURANT EMPLOYEE BENEFITS	2/19/2015	\$655.45	
Paid Chk# 017236	ING LIFE INSURANCE & ANNUITY	2/19/2015	\$150.00	
Paid Chk# 017237	LAW ENFORCEMENT LABOR SERVICES	2/19/2015	\$282.00	
Paid Chk# 017238	LEAF	2/19/2015	\$580.49	Copier/printer
Paid Chk# 017239	NEWPORT FIRE RELIEF ASSOC.	2/19/2015	\$101.00	Fire relief amended amount
Paid Chk# 017240	PERA	2/19/2015	\$9,258.70	
Paid Chk# 017241	XCEL ENERGY	2/19/2015	\$8,412.61	
Paid Chk# 017242	MATT YOKIEL	2/19/2015	\$24.22	Mileage reimbursement
Paid Chk# 017243	Jeremy Brodin	2/26/2015	\$10.00	Cost of course
Paid Chk# 017244	NCPERS MINNESOTA	2/26/2015	\$64.00	
Paid Chk# 017245	VERIZON	2/26/2015	\$370.98	
Paid Chk# 017246	XCEL ENERGY	2/26/2015	\$1,460.72	
Paid Chk# 017273	Holstad & Knaak, PLC	3/2/2015	\$5,200.00	
Paid Chk# 017274	TENNIS SANITATION LLC	3/2/2015	\$20.80	PW building & city hall garbag
	Staff		\$30,574.45	

## Non-Recurring

Paid Chk# 017247	ANCOM TECHNICAL CENTER	3/5/2015	\$43.00	Pager charger
Paid Chk# 017248	ATOMIC-COLO, LLC	3/5/2015	\$25.00	
Paid Chk# 017249	BRUCE NELSON PLUMBING & HEATIN	3/5/2015	\$789.54	Well 1 repair
Paid Chk# 017250	CITY OF MINNEAPOLIS	3/5/2015	\$204.00	Police user access fee
Paid Chk# 017251	CITY OF WOODBURY	3/5/2015	\$2,009.38	Special response team
Paid Chk# 017252	CONNELLY INDUSTRIAL ELECTRONIC	3/5/2015	\$413.35	Lift station #4 repair
Paid Chk# 017253	DELL Marketing L.P.	3/5/2015	\$880.84	Computer for police department
Paid Chk# 017254	DIETRICH ELECTRIC, INC	3/5/2015	\$268.95	Electrical inspections
Paid Chk# 017255	EDS TROPHIES INC	3/5/2015	\$17.00	Plates and picture plaque
Paid Chk# 017256	EHLERS	3/5/2015	\$1,025.00	Presentations and updates
Paid Chk# 017257	EMERGENCY AUTOMOTIVE TECH.	3/5/2015	\$151.24	PD repairs
Paid Chk# 017258	EMERGENCY AUTOMOTIVE TECH.	3/5/2015	\$85.00	Video camera repair
Paid Chk# 017259	FIRE SAFETY USA, INC.	3/5/2015	\$615.00	Helmets and face shields
Paid Chk# 017260	FIRST IMPRESSION GROUP	3/5/2015	\$909.00	Spring newsletter
Paid Chk# 017261	FIRSTLAB	3/5/2015	\$303.95	Annual fee and drug test
Paid Chk# 017262	GLOBE PRINTING & OFFICE SUPPLY	3/5/2015	\$69.00	Address labels
Paid Chk# 017263	HAWKINS	3/5/2015	\$10.00	Chlorine cylinder
Paid Chk# 017264	MINNESOTA DEPARTMENT OF HEALTH	3/5/2015	\$1,508.00	Water supply service connectio
Paid Chk# 017265	MN STATE FIRE DEPT. ASSOC.	3/5/2015	\$170.00	Annual dues
Paid Chk# 017266	NORTHLAND TRUST SERVICES, INC	3/5/2015	\$2,560.00	2010A GO Bonds
Paid Chk# 017267	SHERWIN WILLIAMS CO.	3/5/2015	\$216.27	Fire Hall #1
Paid Chk# 017268	SOUTH SUBURBAN RENTAL, INC.	3/5/2015	\$49.68	Fire Hall #1
Paid Chk# 017269	ST. PAUL PARK REFINING CO. LLC	3/5/2015	\$2,139.97	
Paid Chk# 017270	STAR TRIBUNE	3/5/2015	\$299.00	Newspaper subscription
Paid Chk# 017271	TBS OFFICE AUTOMATIONS	3/5/2015	\$266.74	Printer support contract
Paid Chk# 017272	UPS	3/5/2015	\$3.51	Inbound collect fees
			<b>\$88,648.99</b>	



## MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Executive Analyst

DATE: February 25, 2015

SUBJECT: Employee Personnel Policy - Amending Donated Sick Leave Policy

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### BACKGROUND

Recently, staff reviewed the donated sick leave policy in the Employee Personnel Policy and found that it needed to be updated to include general information and procedures as well as increase the amount of hours that an employee can donate. Please find attached a red-lined version of the donated sick leave policy for approval. Please find attached a red-lined version of the Employee Personnel Policy for approval.

### DISCUSSION

City staff reviewed sample policies from other cities and found that several items needed to be amended in the donated sick leave policy. Below is a summary of those items:

- **Donated Sick Leave** - Language was added to allow employees experiencing an injury or impairment, as well as a life threatening disease, to receive donated sick leave. Language was also added to define immediate family members. This definition is already in the Personnel Policy under funeral leave.
- **Employee Eligibility** - The following language was added:
  - Full-time employees may receive donated sick leave
  - An employee receiving Workers' Compensation or Long-Term Disability benefits cannot receive donated sick leave
  - An employee may only receive donations one time per a 12 month period
  - Employees who have been warned or disciplined for abusing sick leave will not receive donated sick leave
  - Abuse is not tolerated
- **Donor Eligibility** - The following language was added or amended:
  - Full-time employees may donate sick leave
  - The amount an employee can donate was increased from 2 days or 20 hours to 4 days or 40 hours. This was the average among the cities that staff reviewed.
  - Employees must have a minimum balance of 80 hours of sick leave after donating
- **General Information/Procedure** - All of the language under this section was added and is similar to how other cities conduct donated sick leave. Additionally, the League of MN Cities recommended that this section be added.

### RECOMMENDATION

It is recommended that the City Council approve the amendments as presented.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

### **Benefits Continuation (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements, and other life events.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates, plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan, including information about the employee's rights and obligations.

The length of continuation depends on the qualifying event that applies to the employee's loss of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of eighteen (18) months for qualifying events due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage. COBRA beneficiaries generally are eligible for group coverage during a maximum of thirty six (36) months if an individual is not an employee, but is: a separated or divorced spouse or child of a City employee, a surviving spouse or child of a deceased City employee, a child of a City employee, and is no longer an eligible dependent as defined in the City insurance plan, or a dependent who loses dependent coverage when the City employee becomes enrolled in Medicare benefits. Employees that are eligible to receive PERA are allowed to continue health and dental insurance under COBRA indefinitely.

An employee's right to continuation coverage will immediately cease if the employee fails to pay the required premium due. Plan eligibility will cease if: an employee becomes covered under another group plan as a result of employment, reemployment, marriage, or remarriage; an employee, an employee's spouse, or an employee's dependent children become enrolled in Medicare, in which case coverage ceases for each individual so covered; or all City insurance plans under this policy are terminated.

If an employee decides to continue group coverage, the employee must complete an election form and return it to the address shown on the election form within sixty (60) days of the later of the dates identified below, or the employee loses the employee's right to elect coverage:

- a. The date coverage is scheduled to stop; or
- b. The date the election packet is mailed.

### **Deferred Compensation**

Regular full-time employees will be eligible to participate in the deferred compensation plan. Deferred Compensation is a program that allows employees to save and invest for retirement, deferring federal and state income taxes until the employee's assets are withdrawn.

### **Donated ~~Medical Sick~~ Leave**

With the approval of the City Administrator, City employees having accrued sick leave will be allowed to donate a portion of such accrued sick leave to fellow employees experiencing a major life threatening disease, injury or condition-impairment suffered by the employee or the employee's ~~minor child~~ immediate family. A major life threatening disease or condition shall include, but not be limited to a heart attack, stroke, organ transplant, cancer, or life threatening illness, injury or condition-impairment as defined by a physician's diagnosis. The City defines

an "immediate family member" as a spouse, child, step-child, mother, father, sister, brother, or grandparent of the employee or employee's spouse.

#### Employee Eligibility:

- All full-time employees may receive donated sick leave
- An employee is only eligible to receive donated ~~medical~~sick leave for time lost from work due to a major life threatening disease, injury or ~~condition~~impairment as described above, equal to the number of hours of time which the employee would lose from his or her job due to the major life threatening disease, injury or ~~condition~~impairment.
- An employee will be eligible to receive donated ~~medical~~sick leave only after the employee has exhausted all of his / her accrued sick leave, vacation leave, compensatory time, and ~~vacation time~~holiday leave.
- An employee receiving Workers' Compensation or Long-Term Disability benefits is not eligible to receive donated sick leave.
- Employees will be allowed to receive no more than twenty (20) work days, or two hundred (200) hours, of donated ~~medical~~sick leave for any single major life threatening disease or condition, unless otherwise approved by the City Administrator. An employee may only receive donations one time per a 12 month period.
- An employee who has been warned or disciplined for abusing sick leave may not receive donated sick leave.
- Abuse of donated sick leave will not be tolerated.

#### Donor Eligibility:

- All full-time employees may donate sick leave.
- An employee may donate no more than four (4) work days, or forty (40) hours, whichever is lesser, per a 12 month period to a single fellow employee. This will not be construed to prohibit an employee from donating to other employees in the same 12 month period.
- The donor must have a minimum balance of 80 hours of sick leave after donating to ensure adequate coverage for their own absence.

#### General Information/Procedure:

- An employee requesting donated sick leave must fill out a "Request for Donated Sick Leave" form and return it to the City Administrator. Once a form has been received by the City Administrator they will send out a request to all eligible employees.
- An employee wanting to donate sick leave must fill out a "Donated Sick Leave" form and return it to the City Administrator.
- Donating sick leave is completely voluntary and confidential. No employee shall pressure or otherwise attempt to influence another employee to donate or not donate sick leave. Donations will remain anonymous to the recipient and other employees and shall only be known to staff administering the donations.
- Donated sick leave will be processed in the following order: 1) from the Department the employee works in; 2) from remaining employees.
- Donations must be made in one (1) hour increments. For every one (1) hour of sick leave donated by the donor, the recipient will be credited with one (1) hour of sick leave.
- Unused donated sick leave will be returned to the donors on a prorated basis.
- The pay levels of the two employees shall not affect the transaction.
- Donated sick leave cannot be used for severance pay, paid out to the employee in the form of cash, or used in any other manner other than what is stated above.
- Donated sick leave does not limit or extend the time available under the Family and Medical Leave Act.

- Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payments will be included in the annual Form W-2 prepared for the recipient and State and Federal income tax and FICA/Medicare tax and Supplemental Retirement contributions, depending on the eligibility of the recipient, this will be withheld by the City at the time of payment. The IRS has also ruled that the employee surrendering the leave realizes no income and incurs no tax-deductible expense or loss, either upon surrender of leave or payment to the recipient.
- This program will not be considered a vested right of any employee. The City specifically retains the right to administer the program in any manner it deems to be in the best interest of the City, including the right to amend, to alter, to further limit or to eliminate the program. No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement. No employee will have cause of action or grounds for a grievance against the City as a result of the City's denial of a request, or the City's amendment, alteration, limitation or elimination of the program. Nor will any employee have a right to grieve the program as a result of any fraud or misrepresentation on the part of the recipient and no leave donation will be reinstated for any reason. The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.

~~A donation of sick leave from one employee to another shall be subject to the following terms and conditions:~~

- ~~An employee is only eligible to receive donated medical leave for time lost from work due to a major life threatening disease or condition as described above, equal to the number of hours of time which the employee would lose from his or her job due to the major life threatening disease or condition.~~
- ~~An employee will be eligible to receive donated medical leave only after the employee has exhausted all of his/her accrued sick leave, compensatory time, and vacation time.~~
- ~~Employees will be allowed to receive no more than twenty (20) work days, or two hundred (200) hours, of donated medical leave for any single major life threatening disease or condition, unless otherwise approved by the City Administrator.~~
- ~~An employee may donate no more than two (2) work days, or twenty (20) hours, whichever is lesser, per calendar year to a single fellow employee.~~
- ~~A written request to donate medical leave must be made to the City Administrator.~~
- ~~The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.~~
- ~~Donations must be made in one (1) hour increments. For every one (1) hour of sick, vacation, or compensatory time donated by the donor, the recipient will be credited with one (1) hour of sick leave. The pay levels of the two employees shall not affect the transaction.~~

### **Employee Assistance Program (EAP)**

The City has a contract with a provider whereby the employee can receive diagnostic referral assistance in such areas as parent / child relationships, marital problems, behavior problems, drug and alcohol problems, emotional and mental disorders, financial problems, and personal adjustment difficulties. The service is provided at no cost to the employee. All contact between the employee and the provider is confidential. The employer does not receive information concerning employees as a result of the service.

### **Flexible Spending Accounts**

Regular, full-time employees will be eligible to participate in flexible spending account plans.

Flexible Spending Accounts allow employees to set aside money for certain qualified medical and dependent care costs through a tax-deferred payroll deduction. The program provides for tax-deferred payment plans in health care and dependent daycare expense reimbursement.



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Bruce Hanson Public Works Superintendent

DATE: March 2, 2015

SUBJECT: Snow plowing policy

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## **BACKGROUND**

The cities snow plowing policy was last updated in 2003. I have updated the policy using the LMC template. Incorporating all the changes from the Wakota project including streets, trails

## **DISCUSSION**

It is staff recommendation to adopt the 2015 snow plowing policy



## **City of Newport Snow Plowing Policy**

The City of Newport, Minnesota, finds that it is in the best interest of the residents of the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

### **1. When Will the City Start Snow or Ice Control Operations?**

The Public Works Superintendent or Assistant Public Works Superintendent will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of two (2) inches or more or request from emergency personnel.
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than two (2) inches.

### **2. How Snow will be Plowed**

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs in an R-1 Zone will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

### **3. Snow Removal**

The Public Works Superintendent or Assistant Public Works Superintendent will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

### **4. Priorities and Schedule of Streets to be Plowed**

The City has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as "Snow Plow Routes" will be plowed first. These are high volume routes, which connect major sections of the City and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are city parking lots.

During significant and severe storms, the City must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

### **5. Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. While work breaks are not guaranteed, generally operators will take breaks in accordance with City policy, provided the breaks do not interfere with City services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement.

### **6. Traffic Regulations**

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169.035 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on City streets have discretion to disregard traffic laws set forth in Chapter 169.035, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

### **7. Weather Conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

### **8. Use of Sand, Salt, and Other Chemicals**

The City will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

### **9. Pedways and sidewalks**

The City will maintain some of the pedways in the City. The list of those pedways is attached. As there are a limited number of personnel available, the City will only maintain these pedways after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

### **10. Mailboxes**

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The City will conduct a review of each mailbox damage claim to determine, whether the City has any legal responsibility for the damage and if so, to replace or provide reimbursement for the mailbox. The City accepts responsibility for structures that are obvious or are marked and which have been damaged by physically being struck by a plow blade, wing or other piece of equipment. Mailboxes, lights, etc. should be constructed well enough to withstand the impact of snow rolling off a plow or a wing. Repair of damage that results from such snow impact is the responsibility of the residents. If the City, in its discretion, determines that reimbursement or replacement is appropriate, the City may:

- A. At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary or as provided by the public works design manual, both which will be installed by the City;
- B. Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the City's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

### **11. Boulevards**

Repair and or replacement of bushes and other landscaping material which has been installed within the City's boulevard area are the responsibility of the property owner if damage occurs from snow plowing. Sand that has been deposited in the boulevard area by plowing operations is also the responsibility of the property owner.

### **12. Complaint Procedure**

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

### **13. Deviation From Policy**

The Superintendent of Public Works or Assistant Public Works Superintendent may deviate from this policy when in his or her judgment it is in the best interest of the City or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those City employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the City for emergency notifications.

### **14. Review and Modification of Policy**

The Superintendent of Public Works shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

# RESOLUTION NO. 2011-35

## A RESOLUTION APPROVING THE CITY OF NEWPORT'S POSITION ON TRAIL MAINTENANCE FOR THE WINTER SEASON.

**WHEREAS**, the City of Newport has been responsible for the maintenance of the trails and pedestrian bridges associated with the Highway 61/Wakota Bridge project; and

**WHEREAS**, the City feels it's important to keep the pedestrian bridges and certain trails maintained in the winter for residents to utilize; and

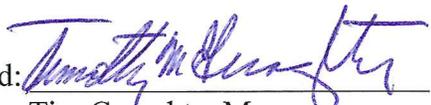
**WHEREAS**, time constraints, a lack of sufficient resources, lack of pedestrian use, and the relentless wear on the City's equipment has limited the City of Newport's ability to properly maintain many of these trails on a consistent basis throughout the winter months.

**NOW, THEREFORE, BE IT RESOLVED**, That due to time constraints, a lack of sufficient resources, lack of pedestrian use, and the relentless wear on the City's equipment, the City of Newport will only be conducting winter trail maintenance on the two pedestrian bridges along with the paved trails between the two pedestrian bridges along 7<sup>th</sup> Avenue and Hastings Avenue and along Glen Road from Hastings Avenue up to Loveland Park.

Adopted by this council this 3rd day of November, 2011.

Motion by: Sumner, Seconded by: Ingemann

VOTE:	Geraghty	<u>Aye</u>
	Ingemann	<u>Aye</u>
	Sumner	<u>Aye</u>
	Gallagher	<u>Aye</u>
	Rahm	<u>Aye</u>

Signed:   
Tim Geraghty, Mayor

ATTEST:   
Brian Anderson, City Administrator



# MEMO

TO: Newport City Council

FROM: Deb Hill, City Administrator

DATE: December 18, 2014

SUBJECT: Pay Study

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## **Background:**

During the last rounds of contract negotiations, there was discussion of how we compare to other communities when it comes to compensation, longevity and steps – this discussion did not take into account other benefits our employees have. In reviewing some job descriptions and pay steps that are currently in place, it was noted that some job descriptions have not been updated for some time - this includes the City Administrator (1987), Public Works Superintendent (2001), and the Chief of Police (2009). The organization of city staff has also changed greatly in the past few years along with different demands of education and training. During the hiring process of the current Accountant, it was noted that we would have found it virtually impossible to hire someone in the first three pay scale steps. The City of Newport has not had a pay study conducted for at least 25 years, if at all.

## **Discussion:**

Staff was directed to look into having a pay study done. Inquiries were made on recommendations of organizations that provide this service. Springsted Inc. came up continuously. In meeting with their staff, Springsted would deliver updates and reviews to our department structure and compensation issues that affect recruitment and retention of quality employees. A few of the deliverables include:

1. Update position (job) descriptions: This is most beneficial as licensing, certifications, and special trainings change as state and federal rules and regulations change. Compliances with the Americans with Disabilities Act and the Federal Fair Labor Standards Act will be reviewed. Essential functions and minimum requirements will be defined.
2. Market Survey: We will know how we compare to other communities not just in salaries, but benefits as well. This will be greatly beneficial to future recruitments and contract negotiations.
3. Pay Plan: Pay steps vary greatly throughout the city organization without any real rhyme or reason. A sound pay plan would ensure we stay competitive in the market and at the same time meet our financial requirements.

## **Recommendation:**

Once a pay study is completed (it will take up to 5 months to complete), current staff will be able to make adjustments as needed. We would also have the ability to have Springsted evaluate or re-evaluate any future positions or changes to a position for a fee of \$250 per position. Staff recommends that a pay study be conducted by Springsted for the amount of \$8000.



February 25, 2015

Deb Hill  
City Administrator  
City of Newport  
596 7<sup>th</sup> Avenue  
Newport, Minnesota 55055

Dear Ms. Hill:

Fox Lawson & Associates (FLA), a Division of Gallagher Benefit Services, Inc., is pleased to submit this quote for conducting a classification and compensation system study for the City of Newport (City) covering 22 employees in 15 classifications.

We believe a review of a complete proposal would demonstrate several characteristics that would be advantageous to the City, including:

- We have specialized in classification and compensation studies for the past 30 years.
- We have extensive experience in the State of Minnesota through projects with the Cities of Farmington, Thief River Falls, Eden Prairie, Fergus Falls, Windom, Jackson, Rochester, Maplewood, Stewartville and Mountain Lake. Our project team has worked together on over five hundred similar consulting engagements.
- Our people are proven, experienced human resource consulting professionals. Each has attained the CCP (Certified Compensation Professional) designation from *WorldatWork*, the IPMA-CP (Certified Professional) designation from the *International Public Management Association for Human Resources*, and/or specialized degrees in Management/Industrial Relations.
- Our firm's team-based style of management allows our senior level consultants to work directly with our clients.

We listen to you to understand your current situation. We want to make sure that our approach is appropriate to your needs. The following table shows our estimated total cost for a comprehensive classification and compensation study divided into five phases. Depending upon the options selected by the City, the total cost could range from \$11,500 to \$16,000.

PHASE	FEES AND EXPENSES
<b>Phase I: Project Initiation and Planning</b>	<b>\$1,000</b>
<b>Phase II: Classification Study</b> <ol style="list-style-type: none"> <li>1. Employees complete questionnaires, followed by interviews, new job descriptions.</li> <li>2. Employees are interviewed followed by updated job descriptions.</li> </ol>	<b>\$6,000</b> <b>\$4,500</b>
<b>Phase III: Job Evaluation Study</b> <ol style="list-style-type: none"> <li>1. Apply Decision Band™ Method to all jobs</li> </ol>	<b>\$2,000</b>
<b>Phase IV: Compensation Study</b> <ol style="list-style-type: none"> <li>1. Conduct Custom Survey</li> <li>2. Use published data only</li> </ol>	<b>\$6,000</b> <b>\$3,000</b>
<b>Phase V: Submit Final Report</b>	<b>\$1,000</b>

**TOTAL FEES**

**\$11,500-\$16,000**

If additional on site days are requested for employee meetings or trainings, cost will be \$2,500 per day.

We look forward to developing a detailed work plan for the project to address your needs. However, due to on-going project commitments we would not be able to begin work until April 1, 2015. By delaying the start we will be better able to focus our resources on the study.

Should you require any further information or have questions regarding our quote, please contact Mike Verdoorn at (651) 234-0845 or [mike\\_verdoorn@ajg.com](mailto:mike_verdoorn@ajg.com).

Sincerely,



Mike Verdoorn, MA-HRIR  
Senior Consultant

**City of Newport, Minnesota**  
**Work Plan - Classification and Compensation Study**  
**December 10, 2014**

## Introduction

Springsted is one of the most established independent public sector advisory firms in the United States. For nearly 60 years, we have continually grown in the range of our local government relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing local governments with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted and our 70 staff members. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado, Dallas, Texas and Los Angeles, California.

## Contact Information and Brief Bios

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### Springsted Incorporated

**Ms. Sharon Klumpp**, *Senior Vice President and Consultant*

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

651-223-3053 Office

651-270-6856 Cell

[sklumpp@springsted.com](mailto:sklumpp@springsted.com)

Ms. Sharon Klumpp specializes in organizational and management consulting for public agencies. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council – the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm. Ms. Klumpp also served as an adjunct instructor at Walden University, where she taught public administration and organizational change in the University's School of Management. She holds a master's in public administration from the University of Kansas and a bachelor's degree in political science from Miami University of Ohio.

**Ms. Julie Urell**, *SPHR, Senior Project Manager and Consultant*

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

651-223-3041 Office

[jurell@springsted.com](mailto:jurell@springsted.com)

Ms. Julie Urell is a human resources leader with over 20 years in the field, most recently in senior manager, director and consulting human resources roles for regional non-profit, as well as global organizations. In these capacities, she has applied both tactical and strategic insight across a variety of human resources functions. Areas of interest and specialization include employment practices and benefit/retirement plan compliance, human resource systems optimization and deployment, classification and compensation and business process efficiencies. Ms. Urell holds a master of business administration degree from the University of St. Thomas, and a bachelor's degree in human resources management from the University of Iowa.

Ms. Urell also serves as Director-At-Large/Website for Leading Edge Human Resources Network (LEHRN) and is certified as a Senior Professional, Human Resources with the Society for Human Resource Management. Since joining Springsted in 2012, she has provided project and consulting services for clients in Minnesota, Kansas, Wisconsin, Illinois, North Dakota, North Carolina, Virginia and Missouri.

## Outcomes

The outcome of the study includes the following items:

- **A comprehensive classification and compensation study.** The study is anticipated to include:
  - Data collection utilizing Position Analysis Questionnaires for all positions included in the study;
  - Preliminary classification and position description development;
  - A market study and salary survey using up to ten Newport benchmark agencies and organizations;
  - Job evaluation for compliance with state law if applicable;
  - Pay plan development, implementation and related training;
  - A final report of all findings.

## Approach

In conducting a comprehensive classification and compensation study the typical approach Springsted uses to prepare and update an organizations plan is described below. We can customize this process to meet the specific needs of your organization.

### 1. Project Initiation

Springsted meets with the organization's project manager and other appropriate personnel to discuss study methodology and timetable. The existing classification and compensation plan is discussed and reviewed, noting major issues the organization would like the study to address. Springsted also meets individually with department heads to obtain information regarding department structure, classification and compensation issues that may be affecting department operations, including recruitment and retention issues.

### 2. Data Collection

Springsted conducts employee informational meetings to introduce the study, explain study procedures and answer any questions employees may have about the process. Multiple meetings may be conducted to ensure that all employees have the opportunity to attend and so as to not disrupt the operations of the organization. Springsted will distribute a Position Analysis Questionnaire (PAQ) to employees at these meetings. The questionnaire will collect information from each employee on their job duties, responsibilities, essential functions, and other job-related factors that affect the position. Employees will also identify specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act. The information gathered from the PAQs will provide the information to be used in developing new position descriptions, evaluating jobs, and creating a survey instrument to gather wage data from comparable organizations. After reviewing the completed PAQs, Springsted may, at our discretion, conduct individual job audit(s) with employees in positions requiring clarification of information outlined in the PAQ.

### 3. Preliminary Classifications and Position Descriptions

Springsted will use the information collected from the PAQs to prepare preliminary class and position descriptions and a preliminary assignment of employees to appropriate job classes based on a review of job duties and responsibilities, knowledge, skills and abilities, and minimum education and experience requirements.

Position descriptions will be prepared defining the essential functions and minimum requirements. Special attention is given to ensure that bona fide occupational qualifications, registrations, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications. These descriptions

will also identify the essential functions customarily performed by employees assigned to each position, physical requirements and working conditions in compliance with the Americans with Disabilities Act. At this time we also review each position's designation (exempt v. non- exempt) under the Federal Fair Labor Standards Act.

Preliminary position descriptions are submitted to the appropriate employee and department head for review and comment. Springsted will modify the position descriptions as deemed appropriate. Final classification decisions will be made after all comments have been reviewed.

#### **4. Market Survey**

Springsted will conduct a comprehensive salary and benefits (if required) survey to compare your organizations positions with analogous positions in other comparable agencies in the area labor market. Potential survey participants should be comparable to the organization, relates to those organizations with which your organization competes for employees, and represents the appropriate labor market. External market comparisons for positions is based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth, and other relevant factors. There can be different labor markets for positions, some are recruited from the local area, while others are recruited regionally or nationally.

The study team will identify appropriate sources for the survey data in consultation with the organizations project manager, and other relevant staff. Springsted will prepare a salary and benefits (if required) survey instrument covering a cross-section of trades, administrative support, public safety, technical, administrative, professional, managerial, and executive positions related to the organization.

#### **5. Job Evaluation**

While salary survey data will assist in determining an organizations position in the competitive market, job evaluation is the mechanism that ensures that internal pay relationships are equitable, and in Minnesota, ensures compliance with the Local Government Pay Equity Act. Springsted has developed and copyrighted a job evaluation system known as Systematic Analysis and Factor Evaluation (SAFE®) System. The SAFE system is a unique job evaluation method created specifically for use in local government and designed to measure job factors which apply specifically to local government.

The system rates and ranks jobs based on various skill levels which include various levels of trades positions, administrative support, human support, technical, administrative, protective services, professional and executive levels and nine work factors, which include:

- Training and Ability
- Independence of Actions
- Human Relations Skills
- Level of Work
- Supervision Exercised
- Working
- Physical Demands
- Experience Required
- Impact on End Results

The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among classes, and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

#### **6. Development of a Pay Plan and Implementation Strategy**

Developing a compensation plan typically draws substantially from market data in conjunction with the job evaluation results for each position. Springsted will assign each position, or group of positions, to an appropriate salary grade based on the classification system and prevailing rates paid by survey participants. The compensation plan is developed to reflect information obtained from the organization regarding its pay philosophy as well as goals and objectives established for its compensation program. Springsted will propose a compensation plan and implementation options which will ensure that the organization remains competitive with the labor market, and meets

the financial and budgetary requirements of the organization. Cost estimates of the implementation option(s) will be provided.

## 7. Staff Training

At the conclusion of the study, Springsted will conduct staff training in the methodology used to develop, maintain and update all aspects of the compensation and classification plan, and how to determine the validity of requests for reclassification. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be provided. Springsted will remain available to the staff for additional consultation after the study has been completed.

Springsted also has available for purchase, the database utilized to develop and maintain position descriptions, track changes and evaluate/re-evaluate positions.

## 8. Final Report

The final report includes:

- A detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding proposed changes in job descriptions, salary structure, compensation philosophy, pay and compensation mechanisms, estimated cost and implementation plan
- List of positions and the assignment of each class to a salary grade
- Identification of positions that are exempt from FLSA overtime requirements
- Salary and benefits survey results
- Job evaluation factor analysis for each position
- Status under the State of Minnesota Local Government Pay Equity Act (if applicable)

Springsted staff will meet with designated officials to present and explain the findings outlined in the final report. Copies of study documents will be provided in electronic form.

## 9. Post Contract Maintenance

Springsted can provide on-going assistance to clients after completion of a classification and compensation study. Post-contract maintenance services include assisting the organization with development of new position descriptions, assignment of positions to the classification plan, determining the FLSA status of a new or revised position, and conducting job evaluations for reclassification requests and new positions created by the organization.

## Fee Schedule and Timeline

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study for the City of Newport. Springsted is prepared to initiate the study within three weeks of notification to proceed, and will complete the study within five (5) months or according to the schedule outlined by the City.

**There are factors which impact meeting the schedule which are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of the data from the participants when requested and the timely receipt of feedback and comments on the submitted preliminary data.**

Springsted Incorporated will perform all the tasks delineated as described in this proposal for a professional fee of \$8,000. The professional fee includes three (3) part-time positions and ten (10) full time job classifications; up to

three on-site meetings in the City of Newport, two rounds of position description revisions and three implementation options. The professional fee assumes all project-related information (including job description changes) will be provided to Springsted utilizing Word document format, or the electronic templates and forms we will provide. Springsted will bill the City for out-of-pocket expenses such as travel/mileage, copying, etc. in an amount not-to-exceed \$300.

Future reviews of positions for evaluation or re-evaluation would be available for a fee of \$250 per position. Review of City prepared evaluations will be no charge.

If the City chooses to perform some of the aspects of this project, the fee would be subject to change dependent on the level of involvement of the City and of Springsted.

Springsted will invoice the City of Newport for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Project Initiation (or Employee Orientation)	25%	25%
Completion of Position Analysis Questionnaires	25%	50%
Completion of Draft Report	40%	90%
Completion of Final Report	10%	100%

For the City of Newport, we will provide additional services requested at an hourly rate of \$215, subject to written agreement with the City on the additional services to be provided. Additional implementation plans will be billed at a cost of \$500/plan.

Additional work includes work outside the agreed-upon scope of services including, but not limited to:

- Additional position class descriptions and/or revision exchanges
- Additional on-site meetings
- Work related to a special request

We are happy to answer any questions you have about our proposal and look forward to working with the City of Newport and its employees on this important project.

Respectfully submitted,

  
Sharon Klumpp, Senior Vice President

  
Julie Urell, Senior Project Manager

RESOLUTION 92-9

RESOLUTION TO APPROVE THE CITY OF NEWPORT  
PAY EQUITY IMPLEMENTATION REPORT PREPARED BY A NEWPORT EMPLOYEE  
COMMITTEE AND TO ESTABLISH AND APPROVE THE EQUITABLE WAGES  
SHOWN EFFECTIVE JANUARY 29, 1992

WHEREAS, the Newport City Council hereby recognizes that the Newport City Employee Comparable Worth Committee has done an evaluation of the City positions of Senior Secretary, Clerk-Typist, and Code Enforcement Officer for purposes of comparable worth, and,

WHEREAS, the evaluation was based on the existing DCA Stanton Report and based on that evaluation it was determined that there is discrepancy in the position of Senior Secretary, and,

WHEREAS, upon the finding of the discrepancy, the City of Newport City Council has unanimously determined to take immediate action to rectify the discrepancy that was found in the Comparable Worth Study of January 29, 1992,

WHEREAS, the Newport City Council has previously taken action to establish equitable wages as shown in the Pay Equity Implementation Report.

NOW, THEREFORE BE IT RESOLVED:

1. That the Newport Mayor is hereby authorized to execute the Pay Equity Implementation Report as presented.
2. That the City Administrator post an official notice informing employees that the Newport Pay Equity Implementation Report has been filed and is available to employees upon request.

3. That the City Administrator send a copy of the Newport Pay Equity Implementation Report to each exclusive representative of the Public Works and Police Departments.
4. That the City Administrator provide the Newport Library with a copy of said Newport Pay Equity Implementation Report.
5. That the City Administrator send said Newport Pay Equity Implementation Report to the Minnesota Department of Employee Relations along with a cover letter explaining the previous adoption of Resolution 92-8 which corrected all discrepancies immediately upon discovery.

Adopted by the Newport City Council on the 12th day of February, 1992.

MOTION by LOVELAND.

SECOND by BURGOYNE.

Voted:	Fritsch	<u>AYE</u>
	Burgoyne	<u>AYE</u>
	Geraghty	<u>AYE</u>
	Loveland	<u>AYE</u>
	Marko	<u>AYE</u>

Signed: Gerald Fritsch  
Gerald Fritsch, Mayor

ATTEST: Gary C. Patterson  
Gary C. Patterson, City Administrator

CITY OF NEWPORT  
SPECIAL CITY COUNCIL MEETING  
FEBRUARY 12, 1992  
6:00 P.M.  
MINUTES

1. Call To Order

Mayor Fritsch called the special meeting to order at 6:01 P.M.

2. Roll Call Present: Basil Loveland, Sharon Marko,  
Jeff Burgoyne, Tim Geraghty, and  
Jerry Fritsch.

Staff Present: Gary Patterson, City  
Administrator and Fritz  
Knaak, City Attorney.

3. Mayor stated purpose of the meeting was to discuss the findings of the recently updated comparable worth plan for the City of Newport.

City Attorney, Knaak discussed the Comparable Worth Law at length and the requirements that the Law imposed on the City of Newport.

The Council discussion centered around the fact that the original Pay Equity Plan completed in 1987 was done properly and was approved at that time by the City Council.

The Council unanimously agreed regarding the following facts:

- a. The DCA Stanton Comparable Plan System is good.
- b. The four member employee committee that reevaluated the Comparable Worth Plan was made up properly and did a good job.
- c. The findings of the committee were valid.
- d. A discrepancy exists in the evaluation of the three job descriptions.
- e. The City Council will rectify the discrepancy.

PAGE TWO-SPECIAL MEETING OF 2-12-92

The Council discussed that the above facts summarizes the preceding Council discussion regarding the situation at hand.

The Council further agreed that they will develop and adopt at a later date, a policy stating that when job descriptions are changed or created and prior to final approval, the job description will be evaluated for comparable worth status. It was suggested that the policy be made a part of the Council policies.

Motion by Fritsch, seconded by Marko to adopt Resolution Number 92-8, "Resolution Recognizing the Evaluation of the Positions of Senior Secretary, Clerk-Typist and Code Enforcement Officer With Regard To The Inclusion In The City of Newport Pay Equity Implementation Plan and Taking Action to Correct Discrepancy Found". Ayes 5, Nays 0. Motion Carried.

Motion by Loveland, seconded by Burgoyne to adopt Resolution Number 92-9, "Resolution To Approve the City Of Newport Pay Equity Implementation Report Prepared By a Newport Employee committee and To Establish and Approve The Equitable Wages Shown Effective January 29, 1992. Ayes 5, Nays 0. Motion Carried.

Motion Burgoyne, second by Loveland to adjourn special City Council Meeting at 8:20 P.M. Ayes 5, Nays 0. Motion Carried.

Respectfully submitted,

  
Gary C. Patterson  
City Administrator



Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-2887

Tel: 651-223-3000  
Fax: 651-223-3002  
www.springsted.com

## MEMORANDUM

TO: Newport City Council  
Deb Hill, City Administrator

FROM: Sharon Klumpp  
Julie Urell

DATE: January 20, 2015

SUBJECT: Classification and Compensation Study Work Plan

Thank you for the opportunity to provide information on Springsted's work plan to conduct a classification and compensation plan for the City of Newport. As requested, we are providing you with a redacted report completed for a Minnesota city of similar size and representative job descriptions prepared during the study.

As you know, we provided a work plan to the City at the request of the City Administrator. It has been over 25 years since the City has conducted a classification and compensation study. We recommend that employers conduct classification and compensation studies on average every five to seven years to ensure that public employers stay abreast of their recognized labor market and internal equity exists among the City's positions.

We understand that the City has recently submitted its pay equity report to the Minnesota Department of Management and Budget. The number and gender distribution of the City's job classes is not large enough to generate a statistical score to assure the City that it will be found in compliance. We do however note that all three of the City's female job classes are shown on the report as being below predicted pay, leading to the possibility that the City may not be found in compliance. If the City receives a notice of noncompliance later this year, it will have the opportunity to come into compliance.

In the event that the City is found in noncompliance, there are two options for coming into compliance. The first is to implement a pay plan that meets the dual objectives of being competitive within the City's recognized market and establishing equitable relationships among all job classes regardless of gender. Equitable relationships are determined by the pay grades to which positions are assigned. The pay plan gives the City the advantage of developing a framework for its decisions about employee compensation. The disadvantage is the initial expense of conducting the study to generate the plan. In addition, the City's small number of job classes means that it will be

especially susceptible to shifts in the gender status of its job classes which could affect overall pay equity compliance.

The second option is to increase the salaries of employees, without the guidance of a pay plan, as needed to be found in compliance. Internal equity will be based on the reports of the pay equity software which compares the pay of female dominated job classes with those of male or balanced job classes. Under this option, pay will not be determined in a systematic way that a compensation plan provides.

If the City wants to proceed with a classification and compensation study, we believe that it is important for the City Council to solidly back the decision to go in this direction. We appreciate that the City has options to move forward now or to wait until the City receives notification of its pay equity status. Please note that if the City is found not to be in compliance, it will likely not be possible to initiate and complete a classification and compensation study to guide the City's actions to come into compliance as the length of time to complete a study is generally about five months.

# Accountant

Dept/Div: Administration

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate administrative work managing accounting and financial data for the City, composing, reviewing, reconciling and submitting related records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator/Clerk.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Verifies timesheet accuracy; inputs data and processes payroll; composes and submits related reports.  
Obtains department supervisor approval, codes and processes vendor checks; maintains vendor files.  
Prepares bank reconciliations; monitors bank accounts for activity.  
Analyzes investment statements; determines interest on investments.  
Compiles data; completes necessary spreadsheets and journal entries for the audit.  
Assists with preparing related budgets.  
Tracks various project expenses; prepares developer involves for re-billable expenses.  
Prepares regular or requested financial reports.  
Monitors loan and bond payment due dates; processes payments accordingly.  
Posts incoming assessment payments, pre-payments, cash receipts, ACH payments and wires to appropriate revenue accounts.  
Maintains the chart of accounts.  
Reviews and reconciles insurance statements.  
Prepares contracts for services.  
Maintains City asset files and records.  
Prepares journal entries.  
Completes various regular and requested financial reports; submits data to outside agencies as necessary.  
Acts as a back-up for duties relating to customer service (phone, service desk and so on).

## Knowledge, Skills and Abilities

Thorough knowledge of municipal procedures; thorough knowledge of accounting and finance procedures and policies; general knowledge of municipal personnel management policies, processes and procedures; thorough skill operating standard office equipment and related hardware and software; thorough skill providing customer service; general skill operating standard accounting software; ability to learn specialized hardware and software based on business needs; ability to generate related records, reports and files; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with staff, outside agencies and the public.

## Education and Experience

Associates/Technical degree and moderate experience in accounting, or equivalent combination of education and experience.

# Accountant

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Applicable position, department, organization and professional training will be provided.

Last Revised: 9/3/2013

# City Administrator/Clerk

Dept/Div: Administration

FLSA Status: Exempt

## General Definition of Work

Performs complex executive work overseeing the daily operations of the City, and related work as apparent or assigned. Work is performed under the limited supervision of the City Council. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Coordinates work as required/requested by the City Council.

Communicates information related to City business with the City Council, staff, residents, and others as necessary.

Directly supervises department head level and administration staff and operations of the city offices; trains, evaluates, plans and enforces work flow and work standards and carries out disciplinary actions of staff.

Oversees the fiscal and administrative procedures for the City.

Provides administrative and fiscal oversight to other city departments and related agencies; assists departments with creating and carrying out budgets.

Prepares and maintains personnel records; carries out human resources functions for staff.

Prepares for, attends and facilitates various meetings and trainings.

Assists with preparing and implementing Council directives, ordinances, policies and resolutions.

Provides and delegates the statutory duties of the City Clerk.

Provides oversight on special project and developments.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, methods and practices of municipal administration; comprehensive knowledge of applicable human resources laws, policies, procedures and guidelines; thorough knowledge of city billing policies and procedures; thorough knowledge of business English and spelling; general knowledge of arithmetic; general knowledge of the principles underlying the laws, ordinances and regulations governing the operations of a public office; general knowledge of modern business management and office practices; general knowledge of data practices; general skill operating standard office equipment and related hardware and software; general skill operating standard tools of the trade; general skill learning specialized software, equipment or tools based on department or organization need; general skill supervising others; ability to read and understand basic local and state policies and procedures of limited scope and difficulty; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment and perform word processing and/or data entry; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to establish and maintain effective working relationships with elected officials, similar professionals, local media, associates and the general public.

## Education and Experience

Bachelor's degree and moderate experience working in municipal government, or equivalent combination of education and experience. Master's degree preferred.

# City Administrator/Clerk

Dept/Div: *Administration*

FLSA Status: *Exempt*

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Applicable position, department, organization and professional training will be provided.  
Valid driver's license in the State of Minnesota.

Last Revised: 9/3/2013

# Public Services Superintendent

Dept/Div: *Public Services*

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work overseeing the daily operations of the department, coordinating department functions and budget and supervision with the Public Services Utilities Superintendent, responding to emergency, on call and after hour requests, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator/Clerk. Continuous supervision is exercised over Public Services Worker.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Supervises and directs the staff and operations of public services department including water, wastewater, parks, streets, storm sewers, flood control levees, buildings, fleet vehicles and safety equipment.

Acts as a liaison to other public agencies overseeing the services listed above as well as other elected officials and professional associations.

Receives and analyzes bids for various city or utility projects.

Develops and monitors the department budget.

Reviews utility growth projections and associated costs.

Works with the MMUA safety directors to schedule safety and training programs for staff.

Prepares and supervises the processing of related records, reports and files.

## Knowledge, Skills and Abilities

Thorough knowledge of municipal procedures; thorough knowledge of public works procedures and policies; thorough knowledge of the safety considerations involved in department operations; thorough skill operating standard office equipment and related hardware and software; thorough skill providing customer service; general skill operating standard accounting software; ability to learn specialized hardware and software based on business needs; ability to generate related records, reports and files; ability to supervise, direct and motivate others; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with staff, outside agencies and the public.

## Education and Experience

High school diploma or GED and considerable experience working in public works, or equivalent combination of education and experience.

# Public Services Superintendent

Dept/Div: *Public Services*

FLSA Status: *Exempt*

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Pesticide applicator license.

Applicable position, department, organization and professional training will be provided.

Valid driver's license in the State of Minnesota.

Last Revised: 9/3/2013

# Final Report



Classification and Compensation Study

July 31, 2013

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### ***Mission Statement***

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



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**LETTER OF TRANSMITTAL**

July 31, 2013

[REDACTED]

**Re: Classification and Compensation Final Report**

Dear [REDACTED]

Springsted Incorporated is pleased to provide the City of [REDACTED] with the completed Classification and Compensation Study. This Study provides an overview of the City's current compensation and classification system and our final report, including the methodology used to develop job descriptions, job evaluation results, compensation plan and options for implementing a new compensation program.

This Study represents a thorough and comprehensive review of all aspects of the City's classification and compensation system. The recommendations offered in this Study will increase the market competitiveness of the City's compensation program for its employees within the regional marketplace and provide increased internal equity among positions. Implementation of these recommendations will help the City attract new employees and assist in retaining current employees needed to meet the City's service demands.

Springsted expresses its thanks to the City of [REDACTED] staff who completed Springsted's Position Analysis Questionnaires and participated in job audits, and to City staff for providing information and feedback throughout the phases of the Study. Springsted, Incorporated appreciates the privilege of serving the City of [REDACTED] and hope that we may be of assistance to you in the future.

Respectfully submitted,

[REDACTED]

[REDACTED]

Consultant

## 1. Introduction

The City of ██████ Minnesota, retained Springsted Incorporated to conduct a Classification and Compensation Study of the City's positions in the spring of 2013. The Study represents a comprehensive review of the components that affect an organization's compensation program – position descriptions, current compensation structure, the City's pay philosophy, regional market competitiveness of City salaries, the internal equity of salaries paid to comparable City positions, fringe benefits, and ongoing maintenance and administration of the compensation system.

A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct new classification and compensation studies approximately every five to seven years ensuring their ability to hire and retain qualified employees and that internal relationships are equitable. The external market comparison is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees.

If compensation levels fall below those in the regional marketplace:

- The organization will experience difficulty hiring people
- Increased employee turnover as employees seek jobs with other organizations that will pay the market rates for their skills and abilities

Organizations should expect some employee turnover, but when it becomes excessive turnover has a serious impact on the organization's overall effectiveness. Advertising costs are a measurable component of turnover, and as the City moves through the selection process the time spent by current employees covering the void left by the departing employee often diverts their attention from their day to day responsibilities creating overtime demands and often frustration on the part of the remaining employees as they attempt to meet deadlines and maintain acceptable levels of service. These are some of the hidden and non-quantifiable costs associated with turnover.

In addition, time spent by City staff participating in the recruitment and selection process for new employees:

- Often diverts focus from their other duties and responsibilities
- Slowing progress on meeting established goals
- Adding to frustrations in meeting other job objectives beneficial to the City

There is also a substantial cost to turnover that comes with training new employees. Employees receive significant on-the-job training which diverts the attention of other employees away from their regular duties to assist in training. Organizational effectiveness is affected as employees train new employees as those new employees endeavor to become proficient in their job.

While these costs are not necessarily visible in expense reports, they will show up in performance data in the form of reduced service outcomes.

The following Study documents the comprehensive review and evaluation of the City's existing classification and compensation system and the methodology used to develop a new classification and compensation system. The Study was conducted with participation and input from City employees. Department heads were interviewed concerning the nature of their operations and discussed particular issues, if any, they were having with employee recruitment and retention. City employees supplied information about the work they perform and other factors applicable to their positions, by employees and their supervisors completing Position Analysis Questionnaires (PAQs) which provided information on essential duties and responsibilities and job requirements. Positions were then evaluated by Springsted using the Systematic Analysis and Factor Evaluation (SAFE<sup>®</sup>) system. The SAFE system provides a consistent and objective approach to evaluating jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity in the work performed, working conditions, the impact of end results and the consequences of error.

A compensation survey was developed and comprehensive wage and benefit data was collected from comparable regional employers. The results of the job evaluation and the salary survey data were used to create a salary curve which served as the foundation for creating a revised classification and compensation program. The compensation program structure relied upon a review of pay philosophy concepts that included:

- Providing fair and equitable compensation to employees
- Maintaining a competitive pay structure that takes into consideration the City's fiscal resources
- Ensuring that employee compensation is based on individual performance that meets or exceeds expectations, and reflects changing economic conditions
- Providing consistent administration of pay policies and procedures among all City departments
- Evaluate additional compensation and fringe benefits in comparison with comparable employers
- Developing recommendations for modifications to the current compensation system that addresses internal equity and external market competitiveness and which meets the requirements of the State of Minnesota Local Government Pay Equity Act

This final report represents the culmination of the Classification and Compensation Study. It reflects significant City staff involvement, including their participation and attendance at an orientation meeting held in [REDACTED] of 2013, and submission of Position Analysis Questionnaires. Members of the Springsted team also met with City department heads to learn about the City's

operations and also provided an opportunity for department heads to explain specific concerns or any staffing problems affecting their operations that could be addressed through the Study.

A comprehensive salary survey was also conducted as part of this Study. Survey recipients were selected in conjunction with the City, based on demographics and geographic proximity. Eleven public entities, listed below, were invited to participate in the survey:

- City of [REDACTED]

We were able to gather the information for all selected organizations, providing an excellent response rate of all of the identified regional organizations. Survey respondents were asked to provide information on only those City of [REDACTED] positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.



## 2. Methodology

Springsted, Incorporated used the following methodology to develop recommendations for the City of [REDACTED]:

1. Springsted met with the City Administrator to establish a working relationship and gain an understanding of the needs and expectations of the City. This also provided an opportunity to discuss the City's goals in reviewing the compensation and fringe benefits offered to the City's employees, review current policies and practices relating to the City's existing pay practices, and obtain data on the programs and materials currently in use.
2. All department heads were provided information explaining the purpose of the study and Springsted's approach to conducting the study. Individual meetings were conducted with each department head to collect data on department structure, operations, and staffing along with identifying any specific departmental needs and concerns related to this study.
3. An employee orientation session was conducted by Springsted explaining the study process and answering questions. The meeting also provided an opportunity for employees to voice concerns and have input into the study.
4. All employees received Position Analysis Questionnaires (PAQs) and instruction sheets. They were encouraged to participate in the study by using the PAQ to provide information on the essential job duties and responsibilities, required education and experience and other required knowledge, skills and abilities and to respond to questions on characteristics and factors applicable to their position. Each employee's supervisor then reviewed the completed questionnaires for completeness and accuracy and provided any additional information they felt was relevant to the position. Supervisors were directed not to change any employee provided information.
5. New job descriptions were developed for all positions based on employee and supervisor input and ensured that job descriptions accurately reflected the current functions, responsibilities and requirements of all City positions.
6. Information was gathered from the City on the current compensation structure, current bargaining unit contracts, current benefits, and existing job descriptions covering the positions included in the study.
7. Springsted developed a comprehensive wage and benefits survey which included requests for general information on compensation policies, such as whether an open range or step system was utilized, years to maximum, number of steps if utilized, and percentage between steps and grades.
8. Information was also gathered on minimum, maximum and actual wage information for all positions, information on any additional compensation such as longevity pay, pay for performance, bonuses, and information on a wide variety of fringe benefits, including holidays, vacation, sick leave,

insurances, deferred compensation, uniform allowance and any other additional compensation.

9. Using the salary and benefits data supplied by comparable government organizations recommendations were created for modifications to the City's current compensation system.
10. Guidelines for implementation and ongoing administration of the compensation program were developed. These guidelines provide for annual adjustments to the salary schedule ensuring that the City's pay scale stays current with changing economic and market conditions. The guidelines also provide for annual salary adjustments based on employee performance that meets or exceeds job expectations.

### 3. Findings and Recommendations

Conducting a comprehensive compensation study involves the analysis of substantial quantities of data collected from comparable employers and the City. We have evaluated the City's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed recommendations for development of a new compensation system for the City of [REDACTED].

#### A. Evaluation of the Current Compensation Program

Discussions with City personnel and a review of current compensation data indicates that many of the positions in the City of [REDACTED] are [REDACTED] in relation to other comparable organizations. Other findings indicate a wage problem demonstrated by:

- Concerns about the potential for future employee turnover as employees reach retirement or because employees choose to leave the City to take higher paying jobs or promotional opportunities with other employers
- Difficulty hiring new personnel, especially for specialized positions such as technical, public safety and managerial
- Positions with comparable responsibilities requiring comparable education and experience that are assigned to different pay ranges
- Difficulties maintaining compliance with the State of Minnesota Local Government Pay Equity Act with the current compensation plan.

#### B. Pay Philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees (in other words, eliminating higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we have emphasized references to performance in the pay philosophy discussion. As part of this Study, it is

recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allow the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the City Council, and the public

### **C. Defining and Evaluating Job Classes**

City employees completed individual Position Analysis Questionnaires (PAQs). Supervisors reviewed the PAQs and provided information for each position. Employees and supervisors both responded to questions regarding essential duties and responsibilities, education and experience requirements, various job factors affecting positions, working conditions and the physical requirements of each job in compliance with the Americans with Disabilities Act (ADA).

We examined the PAQs carefully to review the type of work performed and the qualifications of positions. If the work performed is essentially the same, positions can be consolidated into one job class, such as Administrative Assistant. Consolidating job titles, if practicable, can be beneficial for an organization as it can promote internal equity, particularly with comparable positions that exist in different departments. It also gives greater flexibility to supervisors in assigning work and supports employee cross training and professional development.

All job classes were reviewed to determine those positions that can be exempted from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004.

With the completion of the review of job descriptions, we utilized the SAFE job evaluation system, to review and rate each City position. The factors considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

#### D. Developing A Salary Schedule

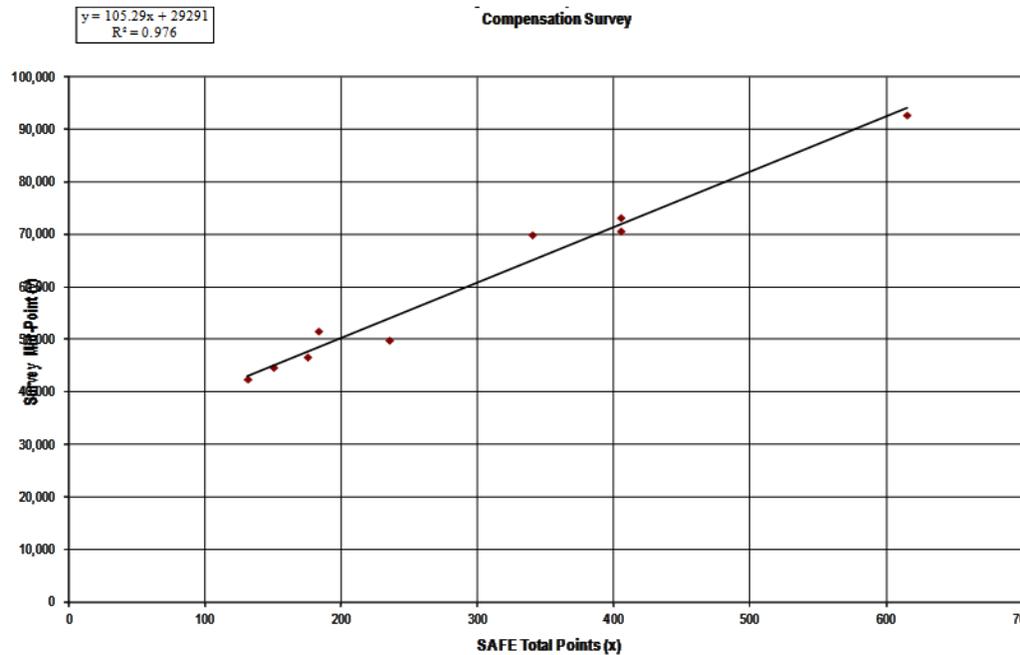
The process of developing a salary schedule draws substantially from market data. This data is obtained by conducting a survey of other comparable employers within the City's defined market. Respondents are asked to provide information about the structure of their pay plans, the minimum, maximum and actual salary rates of positions, years to maximum, number of steps, and information on additional compensation if relevant.

**Survey Results.** The salary survey included a series of questions designed to obtain information on a variety of pay practices. This survey was conducted using data from comparable employers in the region. Of the 10 positions included in the survey, the information for 9 positions was used in analyzing the salary data. One position was not used in the overall analysis as there was either incomplete or inconsistent information provided by the responding organizations. Only 4 of the 10 positions currently have established salary ranges for their positions. A review of the salary ranges, for those positions with salary ranges indicates that the salary ranges for the majority of the City of [REDACTED] positions included in the survey are below those of comparable organizations. City of [REDACTED] minimum salaries are [REDACTED]% below the average which is considered to be consistent with the market, midpoint salaries are [REDACTED]% below the market average midpoints and the maximums of the salary ranges are [REDACTED]% below the average maximums reported by the survey participants. For the majority of City positions there is an established actual wage for incumbents rather than a maximum of the range.

A summary of the market survey results can be found in Appendix I.

**Compensation Plans.** A review of the compensation programs of the survey participants indicates that of the [REDACTED] organizations that completed the fringe benefit portions of the survey [REDACTED] utilize a step system. The number of steps varied from [REDACTED], with an average of [REDACTED] steps. The percentage between steps varied from [REDACTED] percent, with an average of [REDACTED]% between steps. The number of grades in the pay plans averaged [REDACTED] with an average spread from minimum to maximum of [REDACTED]. The spread between grades ranges from [REDACTED] with an average of [REDACTED] between grades.

**Designing the Salary Schedule.** The first step in designing a compensation plan is to create a salary curve using the salary survey data for the City’s positions and the corresponding job evaluation point factors for each position. This data produced the salary curve shown below. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.



The recommended compensation plan was designed by establishing [redacted] pay grades with [redacted] percent spread between pay grades. The midpoint of each pay grade generally corresponds with the market as defined by the salary survey. Each grade has [redacted] steps with [redacted] between steps. The recommended compensation plan for the City of [redacted] can be found in Appendix II of this report.

Each position was then assigned to the appropriate salary grade in the salary schedule based on the job evaluation points of the position. The List of Positions and Assignment to Salary Grade is shown in Appendix III.

It is recommended that as part of this compensation plan, individual employee movement between the steps be based on individual employee performance. Employees should only receive step increases if their performance is satisfactory or better.

An established performance evaluation includes ongoing training of the system ensuring that supervisors in all departments consistently apply performance standards. When compensation is based on performance, employees look for assurance that managers will honestly evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems provide for a review by the

City Administrator's Office to provide a mechanism that helps supervisors apply performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at [REDACTED] month intervals, so employees know how supervisors view their performance and have the opportunity to improve performance and their prospect for a pay increase. Employees who have satisfactory or better performance evaluations should expect annual wage increases.

## 4. Implementing the Recommended Salary Plan

### A. Implementation

Implementation of the proposed compensation plan is effective January 1, 2014. To estimate implementation costs we used current 2013 employee salaries supplied by the City for all departments.

#### Option 1

To implement the proposed wage schedule employees will move onto the scale based on the relationship of their current wage to the proposed range for their position. Of the City’s 14 employees, 3 employees or 21% of the City’s workforce are compensated at a level which is below the minimum wage of the proposed wage scale for their position. The annual cost to bring these 3 employees onto the proposed compensation plan is \$6,426.39, which is 0.85% of the City’s total payroll.

Option 1 - Move to Min					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 754,873.60	\$ 761,299.99	\$ 6,426.39	0.85%
Employee Below Min	3	\$ 139,152.00	\$ 145,578.39	\$ 6,426.39	4.62%
Employee Within Range	11	\$ 615,721.60	\$ 615,721.60	\$ -	
Employee Above Max	0	\$ -	\$ -	\$ -	

#### Option 2

For those employees whose current wage falls within the proposed range for their position, employees will move onto the step closest to their current wage. For the City’s employees, 11 employees have a current wage which falls within the range for their current position. The annual cost to move these employees onto the wage schedule is \$7,028.04. The total annual cost for moving employees below the range to the minimum of the range and moving employees within range to the closest step is \$13,454.43, which is a 1.78% increase in the City’s total payroll.

Option 2 - Next Step					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 754,873.60	\$ 768,328.03	\$ 13,454.43	1.78%
Employee Below Min	3	\$ 139,152.00	\$ 145,578.39	\$ 6,426.39	4.62%
Employee Within Range	11	\$ 615,721.60	\$ 622,749.64	\$ 7,028.04	1.14%
Employee Above Max	0	\$ -	\$ -	\$ -	

#### Option 3

The third option is to move employees onto the proposed wage schedule based on their years of service with the City of ██████, i.e. if an employee has been with the City for 7 years the employee would move to step 7 if

their current wage fell below the step 7 wage. The annual cost for this option is \$76,575.52, which is a 10.14% increase in the City’s payroll.

Option 3 - Yrs of Svc					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 754,873.60	\$ 831,449.12	\$ 76,575.52	10.14%
Employee Below Min	3	\$ 139,152.00	\$ 160,430.63	\$ 21,278.63	15.29%
Employee Within Range	11	\$ 615,721.60	\$ 671,018.49	\$ 55,296.89	8.98%
Employee Above Max	0	\$ -	\$ -	\$ -	

**B. Ongoing Administration**

After initial implementation is achieved, the City will need to develop administration procedures that provide for annual salary adjustments based on market and economic conditions and adjustments that recognize individual performance.

**Employee Adjustments.** Employees will move through the wage schedule based on years of service and performance factors. An employee hired at the minimum wage rate who maintains satisfactory performance will move from the minimum to the maximum wage rate in approximately 5 years. Those with above satisfactory performance could move through the wage schedule in a shorter time frame.

**Base adjustments.** In subsequent years it will be necessary for the City to adjust the salary schedules based on cost of living and other factors such as recruitment and retention issues. The City can establish a guideline for determining annual base adjustments. For example, the City could base its adjustment on the Consumer Price Index (CPI). The City could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the City maintains marketability among comparable regional organizations.

If the CPI for example, is 3.0 a 3.0 percent increase would be applied to the pay scale. In addition, employees would move to the next step of the wage schedule on their anniversary date, based on satisfactory performance. By making this base adjustment to all employee salaries, the City ensures that employees will not again fall behind the market.

**C. Review of Fringe Benefits**

The local government organizations that responded to the salary survey also provided information about their fringe benefit programs. Several observations can be made based on a review of the survey data.

- Holiday leave varies from [redacted] days per year, with an average of [redacted] holidays, [redacted] of the organizations also offered floating holidays, with an average of [redacted] floating holiday. The City of [redacted] provides [redacted] days of

holiday leave but [REDACTED] floating holidays, which is slightly [REDACTED] the average of that provided by the survey participants.

- [REDACTED] of the organizations provide traditional vacation and sick leave plans [REDACTED] provide paid time off in lieu of vacation and sick leave. The City of [REDACTED] provides [REDACTED] Paid time off leave schedules vary with organizations providing [REDACTED] days of leave during the first year of employment with an average of [REDACTED] days, [REDACTED] days of leave for employees with [REDACTED] years of service with an average leave of [REDACTED] days. After [REDACTED] years of service, employees receive [REDACTED] days of paid time off with the average leave of [REDACTED] days. After [REDACTED] years of service, employees receive [REDACTED] days of annual leave with an average of [REDACTED] days. After [REDACTED] years of service, employees receive [REDACTED] days of leave with an average of [REDACTED] days. Once employees achieve [REDACTED] years or more of service, paid time off ranges from [REDACTED] days with an average of [REDACTED] days. The City of [REDACTED] provides [REDACTED] days in years [REDACTED] days in years [REDACTED] days from years [REDACTED] and [REDACTED] days after [REDACTED] years of service. The City’s paid time off accumulation is slightly [REDACTED] the average with the exception of after [REDACTED] years of service in which the accumulation of paid time off is slightly [REDACTED] the average.

- [REDACTED] organizations offer medical insurance, [REDACTED] offered different levels of plans. The average monthly cost for single coverage is [REDACTED] with an average employer contribution [REDACTED] For employee plus dependent coverage, the average cost among survey participants was [REDACTED] with an average contribution of [REDACTED] Family insurance coverage had an average monthly cost of [REDACTED] with an average employer contribution of [REDACTED] City of [REDACTED] offers [REDACTED] health insurance plans. The cost for health insurance for single coverage is [REDACTED] the average and the City’s contribution is [REDACTED] the average. For family coverage, the City’s cost is [REDACTED] the average and the contribution level is consistent with the average.

- [REDACTED] organizations cover retirees in their medical insurance program, [REDACTED] provided [REDACTED] contribution towards that coverage. The City of [REDACTED] [REDACTED] employees under the City’s health insurance which is consistent with the practices of the survey participants.

[REDACTED] of the organizations provided dental insurance; the average cost for single coverage is [REDACTED] with an average employer contribution of [REDACTED] The average cost of family coverage [REDACTED], with an average employer contribution of [REDACTED] The City of [REDACTED] [REDACTED] dental insurance, the costs and the City contribution levels are [REDACTED]

- [REDACTED] of the organizations provided life insurance coverage. [REDACTED] of the organizations who responded offered [REDACTED] coverage, [REDACTED] paid for the coverage. [REDACTED] respondents offer long-term disability insurance, and [REDACTED] of those organizations paid for that coverage. The City of [REDACTED] [REDACTED] short-term or long-term disability coverage which is [REDACTED] with the practices of the participating organizations.

- [REDACTED] of the organizations surveyed provide a deferred compensation program; [REDACTED] provided a contribution towards that program. The City of [REDACTED] a deferred compensation program and [REDACTED] a contribution, which is [REDACTED] with the practices of the responding organizations.
- [REDACTED] of the respondents offered a Post Retirement Health Care Savings Plan, The City of [REDACTED] this benefit.

A summary of the fringe benefits survey appears in Appendix IV.

**APPENDIX I**  
**Market Survey Information**

## Market Survey Information

Position Surveyed	Number of Respondents	Average FTES	Average YOS	Weighted Avg Sal	Minimum Salary			Midpoint Salary		Maximum Salary		
					Lowest	Highest	Weighted	Lowest	Highest	Lowest	Highest	Weighted
DNU - did not use survey information												

Position Surveyed	Min			Mid			Max		
	Min	Diff	%	Mid	Diff	%	Max	Diff	%
DNU - did not use survey information									

**APPENDIX II**  
**Compensation Plan**



**APPENDIX III**  
**Position Grade Assignment**

# Position Grade Assignment

Positions sorted by Department

Poir	Department	Division	Title	Grade	Proposed		
					1	5	9
235				9			
615				19			
183				8			
131				5			
150				6			
340				13			
258				10			
405				14			
405				14			
175				7			

Positions sorted by Grade

Poir	Department	Division	Title	Grade	Proposed		
					1	5	9
131				5			
150				6			
175				7			
183				8			
235				9			
258				10			
340				13			
405				14			
405				14			
615				19			

**APPENDIX IV**  
**Fringe Benefit Comparison**

# Fringe Benefit Comparison

	Least Reported	Most Reported	Average Reported	Client
Multiple sets of fringe benefits?				
What groups are there?				
Which group was used to complete the questionnaire?				
<b>Holidays (Days/Year)</b>				
Floating Holidays				
Holiday on Regular Days Off				
Comp on Holidays Worked				
Time and a ½				
Double Time				
Double Time and a ½				
Other				
<b>Annual Leave (Days/Year)</b>				
Vacation/Sick or PTO				
<b>Vacation - days or hours?</b>				
6 months				
1 year				
2 years				
3 years				
4 years				
5 years				
6 years				
7 years				
8 years				
9 years				
10 years				
11 years				
12 years				
13 years				
14 years				
15 years				
16 years				
17 years				
18 years				
19 years				
20 years				
20+ years				
<b>PTO - days or hours?</b>				
6 months				
1 year				
2 years				
3 years				
4 years				
5 years				
6 years				
7 years				
8 years				
9 years				
10 years				
11 years				
12 years				
13 years				
14 years				
15 years				
16 years				
17 years				
18 years				
19 years				
20 years				
20+ years				
Carried into Next Year				
Max Accumulation				
Comp after Max Accumulation				

# Fringe Benefit Comparison

	Least Reported	Most Reported	Average Reported	Client
<b>Sick Leave (Days/Year)</b>				
Carried into Next Year				
Max. Accumulation				
Paid at Termination/Retirement				
Use for Medical Appointments				
Use for Dental Appointments				
Use for Family Illness				
Sick Leave Bank				
<b>Pension and Retirement</b>				
Other Than Social Security				
State Sponsored				
Employer Paid				
Employee Paid				
Death Benefit				
<b>Life &amp; Disability Insurance</b>				
Life Insurance				
Employer Paid				
AD&D				
AD&D Double Indemnity				
Employer Paid				
Short Term Disability				
Employer Paid				
Long Term Disability				
Employer Paid				
<b>Health Insurance</b>				
<b>FTE required to participate?</b>				
Different Levels				
100% participation required				
Not participating				
Employee Only	\$			.00
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			.00
Employee/Spouse	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			
Employee/Child	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			
Employee/Family	\$			.00
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			.00
<b>HEALTH INSURANCE TYPE 2 -</b>				
Employee Only	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			
Employee/Spouse	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			
Employee/Child	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			
Employee/Family	\$			
Employer Paid				
Employee Paid				
Annual Deductible	\$			
Standard Office Visit Co-pay	\$			

# Fringe Benefit Comparison

	Least Reported	Most Reported	Average Reported	Client
<b>Supplemental program for HDP?</b>				
Type of Program				
Employer Paid				
Retirees				
Years of Service Required				
Employer Paid				
<b>Dental Insurance</b>				
Part of Health Plan				
Employee Only	\$			7
Employer Paid				
Employee/Family	\$			1
Employer Paid				
<b>Vision Insurance</b>				
Part of Health Plan				
Employee Only				
Employer Paid				
Employee/Family	\$			
Employer Paid				
<b>Deferred Compensation</b>				
Available to all Employees				
Type of Plan				
Employer Contribution				
<b>Other Benefits Program</b>				
Other Benefits				
Post Retirement Hlth Care Svcs				
Call Back Pay				
On Call/Stand By Pay				
Clothing Allowance				
<b>Mgr/Administrator Compensation</b>				
Included in Pay Plan				
Car or Vehicle Allowance				
Personal Allowance				
Accrues Leave Differently				
Retirement Plan Differ				
Additional Benefits				

**Minnesota Pay Equity Management System - Newport(15-No Submission)**

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**Compliance Report**

Jurisdiction: Newport

Report Year: 2015

Case:1 - Shared (Jur and MMB)

Contact:	Name	Title	Phone	Email
	Deb Hill	City Administrator	651-459-5677	dhill@newportmn.com
	Deb Schulz	Accountant	651-459-5677	dschulz@newportmn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

**I. GENERAL JOB CLASS INFORMATION**

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	3	0	8
# Employees	14	3	0	17
Avg.Max Monthly Pay Per Employee	5,622.34	5,303.75		5,566.12

**II. STATISTICAL ANALYSIS TEST**

A. UNDERPAYMENT RATIO = 60.00 * Male Classes	Female Classes
a. # at or above Predicted Pay	2
b. # Below Predicted Pay	3
c. TOTAL	5
d. % Below Predicted Pay (b divided by c = d)	60.00
	100.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 15	Value of T = 0.717
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**Minnesota Pay Equity Management System - Newport(15-No Submission)**

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**Compliance Report**

Jurisdiction: Newport

Report Year: 2012

Case:1 - In Compliance

Contact:	Name	Title	Phone	Email
	Deb Hill	City Administrator	651-459-5677	dhill@newportmn.com
	Deb Schulz	Accountant	651-459-5677	dschulz@newportmn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

**I. GENERAL JOB CLASS INFORMATION**

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	2	0	8
# Employees	15	2	0	17
Avg.Max Monthly Pay Per Employee	5,492.67	3,912.00		5,306.71

**II. STATISTICAL ANALYSIS TEST**

A. UNDERPAYMENT RATIO = 50.00 * Male Classes	Female Classes
a. # at or above Predicted Pay	3
b. # Below Predicted Pay	3
c. TOTAL	6
d. % Below Predicted Pay (b divided by c = d)	50.00
	100.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

**B. T-test Results**

Degrees of Freedom (DF) = 15	Value of T = 0.841
------------------------------	--------------------

# Newport Police Year End Report 2014

Submitted by Curt Montgomery  
Newport Chief of Police



▶ **The Newport Police Department has the following personnel with over 75 years of combined Newport Law Enforcement experience.**



▶ Chief of Police: Curt Montgomery Date of hire: 01-02-1995



▶ Patrol & Investigations: Scott Freemyer Date of hire: 09-02-1997



▶ Patrol Officer: Joel Muellner Date of hire: 05-06-1999



▶ Patrol Officer: Sean McArdell Date of hire: 02-27-2006



▶ Patrol Officer: Jeremy Brodin Date of hire: 07-28-2008



▶ Patrol Officer: Tyler Martin Date of hire: 01-11-2010



▶ Patrol Officer: David Crist Date of Hire: 10-01-2012



## ▶ Officers and their specialties

- ▶
- ▶
- ▶ Firearms certified trainer: McArdell, Muellner
- ▶
- ▶ Use of force trainer: Freemyer, Martin
- ▶
- ▶ Taser certified trainer: Freemyer, Martin
- ▶
- ▶ Field Training Officers: Freemyer, McArdell, Martin, Montgomery, Brodin
- ▶
- ▶ Data Practices: Montgomery, Freemyer
- ▶
- ▶ Investigation: Freemyer
- ▶
- ▶ Standardized Field Sobriety: Brodin, Muellner, Freemyer, Crist, Martin
- ▶
- ▶ Breath test certified: Muellner, McArdell, Freemyer, Brodin, Martin
- ▶
- ▶ Training/training records: McArdell, Montgomery
- ▶
- ▶ Special Response Team: Freemyer

# Call Comparison 2009, 2010, 2011, 2012, 2013, & 2014

## ▶ Initial Complaint Reports

- In 2009 we had 2,933 Initial Complaint Reports
- In 2010 we had 3,747 Initial Complaint Reports
- In 2011 we had 3,456 Initial Complaint Reports
- In 2012 we had 3,682 Initial Complaint Reports
- In 2013 we had 4,192 Initial Complaint Reports
- In 2014 we had 4,100 Initial Complaint Reports

These indicate the number of written police reports generated during the year. Officers also do many other things that do not require a report.

# In-person brought to jail Arrests:

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
▶ Felony:	28	27	26	27	28
▶ Gross Misd:	22	18	27	40	36
▶ Misdemeanor:	46	64	66	88	63

- ▶ These are in-person arrests. In other words they were caught red handed and brought to jail.
- ▶ Some people were charged after our investigation was complete. They are not listed here as arrests.
- ▶ Some people were issued a misdemeanor ticketed and released without being brought to jail. They are not listed here as arrests.

Issues involving minor individuals (age related crimes or acts that involve the police). These are acts that wouldn't be a crime if the person was over the age of 18.

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
▶ Juvenile non-traffic citations	6	22	19	30	5
▶ Juvenile problems calls	44	70	57	87	80
▶ Runaway calls	3	10	1	18	21
▶ Some of these age related acts would be smoking, parental child issues, under age drinking, truancy, and curfew.					

# Total all events

- ▶ 2010      7619
- ▶ 2011      7845
- ▶ 2012      7723
- ▶ 2013      9067
- ▶ 2014      8570
- ▶ All events means all activities document by Officers.  
These include items handled by doing a report and other tasks they did that didn't requiring a report.

# NEWPORT POLICE YEARLY COMPAIRED

		2010	2011	2012	2013	2014			2010	2011	2012	2013	2014
ACCIDENTS		95	116	76	131	107	DRUNKS/DETOX		30	23	25	26	17
ADMINISTRATIVE		888	802	912	1215	1199	D.W.I.		20	33	43	46	53
ALARMS		140	111	113	117	127	FIRECALLS		52	56	80	67	55
ANIMAL CALLS		140	121	125	144	169	FORGERY		23	16	7	7	2
ARRESTS	Felony	28	27	26	27	28	FOUND PROPERTY		21	11	20	16	18
	Misdemeanor	46	64	66	88	63	HAR/COMM		34	53	24	21	42
	Gross Misd.	22	18	27	40	36	HANG UPS (911)		31	43	41	39	57
ASSAULTS	Aggravated	6	7	1	2	3	HOMICIDE					1	1
	Simple	17	15	21	14	9	JUVENILE PETTY CITATIONS		7	22	19	28	5
ASSIST OTHER DEPT/OFFICER		598	601	706	814	882	JUVENILE PROBLEMS		46	70	57	87	80
ASSIST PUBLIC		1473	1807	1796	2023	2059	LOCK-OUTS		44	44	42	53	66
AUTO THEFT		13	12	10	3	4	MEDICAL CALLS		184	217	230	284	271
	Attempted	1	1	6	1	1	MISSING PERSONS		5	7	3	15	15
BURGLARY		18	25	23	25	11	ORDINANCE VIOLATIONS		108	226	189	421	520
	Attempted	2	3	2	3	1	ORDINANCE WINTER PARK		113	85	41	136	114
CHILD ABUSE/NEGLECT		10	10	9	10	15	PROWLERS		7	3	2		
CIVIL DISPUTES		110	107	72	91	48	ROBBERY		3	4	2	3	
CRIMINAL SEXUAL CONDUCT		5	2	2	4	10		Attempted	2	1		1	
CURFEW		3		2	2		RUN-AWAY		11	3	1	18	21
DAMAGE TO PROPERTY		60	76	56	44	34	STOLEN AUTOS RECOVERED		13	3	14	10	9
DEATH INV.		4	6	3	5	6	SUSPICIOUS ACTIVITY		235	274	319	305	309
DISORDER CONDUCT		24	17	29	35	39	THEFT		138	111	176	125	105
DOMESTICS		149	153	115	161	165		Attempted	1				
DRIVING COMPLAINT		160	161	107	105	112	CITATIONS		1159	1080	1157	1346	1100
DRUGS/PARAPHERNALIA		15	20	5	16	13	TRAFFIC WARNINGS		1305	1178	921	892	569
							Overall Grand Total All Events		7619	7845	7723	9067	8570

# A note from the Police Chief

- ▶ The Citizens of Newport are a key to our law enforcement abilities. I ask that every Newport resident look out for each other and report to us things that don't look right to them.
  - ▶ I would rather have you report something to the police, and we find out that it's not criminal in nature, than to have us find out later that it was criminal.
  - ▶ The police can't be everywhere. We need your eyes to help us prevent crime and apprehend criminals.
  - ▶ Some of the numbers you see on this report may have been surprising to you. They are not meant to alarm you but, inform you.
  - ▶ Our crime rate is not abnormal compared to towns around us.
  - ▶ I encourage people to contact the Newport Police and we will try to assist them if we can. We can't solve everyone's issues, but we can sometimes advise them on where to look for an answer to their issue.
  - ▶ Help us help you, and together we will make Newport a safer place.
  - ▶ Thank you, Curt Montgomery, Newport Police Chief.
- 



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## MEMO

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**To:** Honorable Mayor and City Council Members  
Ms. Deb Hill City Administrator

**From:** Jon Herdegen, P.E. City Engineer

**Subject:** Engineer's Report

**Date:** March 2, 2015 – For the March 5<sup>th</sup> Council Meeting

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### Utility SCADA System Improvements

Late last year, the City solicited proposals for an upgrade to the City's Utility SCADA system. Public Works staff had been working with 3 separate system integration contractors throughout the year to develop a plan to upgrade the existing system. It became apparent that the cost of the upgrade would require the project to be publically advertised per the State's procurement standards. MSA assisted staff to develop a Request for Proposal document that would ensure that all parties providing proposals would be proposing on the same scope of work. When proposals were initially received in late January, the project costs exceeded the budget by over 35%. In an effort to make the project fit within the City's budget, we requested that each of the parties providing proposals conduct a "value engineering" assessment of their proposal and provide the City within cost reduction measures for their consideration. Revised proposals were received on March 2<sup>nd</sup> and summarized on the attached RFP Tabulation.

The original low proposal was submitted by Quality Control & Integration at \$296,990. QCI remained the lowest respondent upon the review of the revised submittals at an amount of \$220,190 (Note: Alternative Base Bid amounts were not considered due to budgetary constraints). A significant portion of the price reduction proposed by QCI involved the elimination of the project bonding(\$15,000). Typically, the City would make periodic payments throughout the course of the project and the bond would ensure that a project can be completed should the contractor fail to produce a final product per the design specification. QCI has indicated that they will accept a lump sum payment upon project completion in lieu of partial payments. Council must consider if they are willing to waive the typical bonding requirements for this project.

**Requested Council Action:** We respectfully request that the Council consider the bonding requirements for this project and direct City Staff to enter into contract with Quality Control & Integration for the Utility SCADA System Improvements at the proposal amount of \$220,190.

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#### Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140, St. Paul, MN 55107-1835

(612) 548-3132 (866) 452-9454

FAX: (763) 786-4574 WEB ADDRESS: [www.msa-ps.com](http://www.msa-ps.com)

**CITY OF NEWPORT**  
**2015 UTILITIES SUPERVISORY CONTROL AND DATA ACQUISITION IMPROVEMENT**  
**RFP TABULATION**  
**JANUARY 30, 2015 - REVISED MARCH 2, 2015**

Quality Control & Integration  
800 6th Street NW  
New Prague, MN 56071

Connelly Industrial Electronics  
6845 20th Avenue S, Suite 140  
Centerville, MN 55038

Automatic Systems, Co.  
2400 West County Road D  
St. Paul, MN 55112

Jetco, Inc  
208 1st Avenue S.  
Altoona, IA 50009

SPEC NO.	ITEM DESCRIPTION	UNIT	TOT. QTY.	UNIT PRICE	ORIGINAL AMOUNT	DEDUCT AMOUNT	REVISED AMOUNT	UNIT PRICE	TOTAL AMOUNT	DEDUCT AMOUNT	REVISED AMOUNT	UNIT PRICE	TOTAL AMOUNT	DEDUCT AMOUNT	REVISED AMOUNT	UNIT PRICE	TOTAL AMOUNT	DEDUCT AMOUNT	REVISED AMOUNT
<b>BASE LUMP SUM PRICE</b>																			
1	FIELD SURVEY INCLUDING RADIO PATH AND NETWORK VERIFICATION	LS	1.0	\$ 820.00	\$ 820.00	\$ -	\$ 820.00	\$ 965.00	\$ 965.00	\$ -	\$ 965.00	\$ 1,400.00	\$ 1,400.00	\$ (1,400.00)	\$ -	\$ 1,325.00	\$ 1,325.00	\$ -	\$ 1,325.00
2	PROJECT COORDINATION, BONDS, INSURANCE, MOBILIZATION, MISC., ETC.	LS	1.0	\$ 18,000.00	\$ 18,000.00	\$ (15,000.00)	\$ 3,000.00	\$ 5,100.00	\$ 5,100.00	\$ (1,900.00)	\$ 3,200.00	\$ 29,261.00	\$ 29,261.00	\$ (29,261.00)	\$ -	\$ 7,015.00	\$ 7,015.00	\$ -	\$ 7,015.00
3	PUBLIC WORKS GARAGE	LS	1.0	\$ 44,225.00	\$ 44,225.00	\$ (9,300.00)	\$ 34,925.00	\$ 44,250.00	\$ 44,250.00	\$ (3,475.00)	\$ 40,775.00	\$ 35,839.00	\$ 35,839.00	\$ (6,121.00)	\$ 29,718.00	\$ 25,469.00	\$ 25,469.00	\$ -	\$ 25,469.00
4	WELL NO. 1	LS	1.0	\$ 17,620.00	\$ 17,620.00	\$ (4,700.00)	\$ 12,920.00	\$ 15,230.00	\$ 15,230.00	\$ (5,940.00)	\$ 9,290.00	\$ 16,511.00	\$ 16,511.00	\$ (3,142.00)	\$ 13,369.00	\$ 18,908.00	\$ 18,908.00	\$ -	\$ 18,908.00
5	WELL NO. 2	LS	1.0	\$ 17,300.00	\$ 17,300.00	\$ (4,700.00)	\$ 12,600.00	\$ 15,285.00	\$ 15,285.00	\$ (5,940.00)	\$ 9,345.00	\$ 16,511.00	\$ 16,511.00	\$ (3,142.00)	\$ 13,369.00	\$ 18,825.00	\$ 18,825.00	\$ -	\$ 18,825.00
6	HYDRO-PNEUMATIC TANK	LS	1.0	\$ 16,330.00	\$ 16,330.00	\$ (3,800.00)	\$ 12,530.00	\$ 14,740.00	\$ 14,740.00	\$ (6,400.00)	\$ 8,340.00	\$ 12,477.00	\$ 12,477.00	\$ (1,963.00)	\$ 10,514.00	\$ 14,782.00	\$ 14,782.00	\$ -	\$ 14,782.00
7	BOOSTER STATION	LS	1.0	\$ 17,615.00	\$ 17,615.00	\$ (5,150.00)	\$ 12,465.00	\$ 14,555.00	\$ 14,555.00	\$ (5,825.00)	\$ 8,730.00	\$ 17,360.00	\$ 17,360.00	\$ (3,065.00)	\$ 14,295.00	\$ 13,722.00	\$ 13,722.00	\$ -	\$ 13,722.00
8	LIFT STATION NO. 1	LS	1.0	\$ 11,120.00	\$ 11,120.00	\$ (2,800.00)	\$ 8,320.00	\$ 14,330.00	\$ 14,330.00	\$ (7,455.00)	\$ 6,875.00	\$ 15,375.00	\$ 15,375.00	\$ (1,785.00)	\$ 13,590.00	\$ 12,364.00	\$ 12,364.00	\$ -	\$ 12,364.00
9	LIFT STATION NO. 2	LS	1.0	\$ 23,350.00	\$ 23,350.00	\$ (3,800.00)	\$ 19,550.00	\$ 31,766.00	\$ 31,766.00	\$ (4,285.00)	\$ 27,481.00	\$ 42,233.00	\$ 42,233.00	\$ (7,795.00)	\$ 34,438.00	\$ 28,821.00	\$ 28,821.00	\$ -	\$ 28,821.00
10	LIFT STATION NO. 3	LS	1.0	\$ 25,700.00	\$ 25,700.00	\$ (3,800.00)	\$ 21,900.00	\$ 30,156.00	\$ 30,156.00	\$ (2,675.00)	\$ 27,481.00	\$ 39,370.00	\$ 39,370.00	\$ (7,972.00)	\$ 31,398.00	\$ 28,821.00	\$ 28,821.00	\$ -	\$ 28,821.00
11	LIFT STATION NO. 4	LS	1.0	\$ 23,350.00	\$ 23,350.00	\$ (3,800.00)	\$ 19,550.00	\$ 31,806.00	\$ 31,806.00	\$ (4,151.00)	\$ 27,655.00	\$ 38,565.00	\$ 38,565.00	\$ (7,963.00)	\$ 30,602.00	\$ 28,821.00	\$ 28,821.00	\$ -	\$ 28,821.00
12	LIFT STATION NO. 5	LS	1.0	\$ 11,300.00	\$ 11,300.00	\$ (2,800.00)	\$ 8,500.00	\$ 12,375.00	\$ 12,375.00	\$ (5,860.00)	\$ 6,515.00	\$ 16,735.00	\$ 16,735.00	\$ (2,906.00)	\$ 13,829.00	\$ 13,419.00	\$ 13,419.00	\$ -	\$ 13,419.00
13	LIFT STATION NO. 6	LS	1.0	\$ 23,630.00	\$ 23,630.00	\$ (3,800.00)	\$ 19,830.00	\$ 31,807.00	\$ 31,807.00	\$ (4,291.00)	\$ 27,516.00	\$ 40,625.00	\$ 40,625.00	\$ (7,773.00)	\$ 32,852.00	\$ 37,704.00	\$ 37,704.00	\$ -	\$ 37,704.00
14	LIFT STATION NO. 7	LS	1.0	\$ 23,630.00	\$ 23,630.00	\$ (3,800.00)	\$ 19,830.00	\$ 31,807.00	\$ 31,807.00	\$ (4,291.00)	\$ 27,516.00	\$ 41,460.00	\$ 41,460.00	\$ (7,605.00)	\$ 33,855.00	\$ 38,259.00	\$ 38,259.00	\$ -	\$ 38,259.00
15	UTILITY ALLOWANCE	LS	1.0	\$ 5,000.00	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 5,000.00	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
16	STAND PIPE RESERVOIR	LS	1.0	\$ 18,000.00	\$ 18,000.00	\$ (4,550.00)	\$ 13,450.00	\$ 16,550.00	\$ 16,550.00	\$ (865.00)	\$ 15,685.00	\$ 14,100.00	\$ 14,100.00	\$ (2,719.00)	\$ 11,381.00	\$ 18,020.00	\$ 18,020.00	\$ -	\$ 18,020.00
<b>T</b>	<b>BASE LUMP SUM TOTAL</b>				\$ 296,990.00		\$ 220,190.00		\$ 315,722.00		\$ 247,369.00		\$ 382,822.00		\$ 283,210.00		\$ 311,275.00		\$ 311,275.00
																			\$ -
<b>ADDITIVE ALTERNATE TO BASE BID</b>																			
1	DPW SCADA COMPUTER, SOFTWARE, SMS PROGRAMMING, AND INSTALLATION (ADD)	LS	1.0	\$ 54,100.00	\$ 54,100.00	\$ -	\$ 54,100.00	\$ 17,680.00	\$ 17,680.00	\$ -	\$ 17,680.00	\$ 55,273.00	\$ 55,273.00	\$ 2,122.00	\$ 57,395.00	\$ 29,100.00	\$ 29,100.00	\$ -	\$ 29,100.00
2	20' TALL WOODEN POLE WITH ANTENNA MAST (EACH) (ADD)	LS	1.0	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 1,220.00	\$ 1,220.00	\$ -	\$ 1,220.00	\$ 1,679.00	\$ 1,679.00	\$ -	\$ 1,679.00	\$ 3,300.00	\$ 3,300.00	\$ -	\$ 3,300.00
3	40' TALL TOWER AND BASE (EACH) (ADD)	LS	1.0	\$ 3,100.00	\$ 3,100.00	\$ -	\$ 3,100.00	\$ 2,205.00	\$ 2,205.00	\$ -	\$ 2,205.00	\$ 9,190.00	\$ 9,190.00	\$ -	\$ 9,190.00	\$ 15,105.00	\$ 15,105.00	\$ -	\$ 15,105.00
4	SOFTWARE AND SETUP OF MOBILE DEVICE (EACH) (ADD)	LS	1.0	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,428.00	\$ 1,428.00	\$ -	\$ 1,428.00	\$ 3,640.00	\$ 3,640.00	\$ -	\$ 3,640.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
5	BOOSTER STATION VARIABLE FREQUENCY DRIVE (LS) (ADD)	LS	1.0	\$ 4,000.00	\$ 4,000.00	\$ (500.00)	\$ 3,500.00	\$ 3,475.00	\$ 3,475.00	\$ -	\$ 3,475.00	\$ 2,570.00	\$ 2,570.00	\$ -	\$ 2,570.00	\$ 4,210.00	\$ 4,210.00	\$ -	\$ 4,210.00
<b>T</b>	<b>ADDITIVE ALTERNATE TO BASE BID - TOTAL</b>				\$ 63,000.00		\$ 62,500.00		\$ 26,008.00		\$ 26,008.00		\$ 72,352.00		\$ 74,474.00		\$ 53,215.00		\$ 53,215.00