



**SPECIAL PLAINVIEW CITY COUNCIL
MEETING / WORK SESSION
AGENDA**

Tuesday, November 27, 2018, 6:00 p.m.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. NEW BUSINESS**
 - A. Well #3
- 4. DISCUSSION**
 - A. TIF Presentation - Mike Bubany
 - B. 2019 Budget
 - C. 2019 Pay Scale
 - D. Pay Scale Step Implementation
 - E. Snow & Ice Policy
 - F. Three Rivers Direction
- 5. COUNCIL & STAFF UPDATES**
 - A. LMC Presentation – Tentatively Scheduled for Feb. 2019
 - B. Logo Feedback
- 6. ADJOURN**



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: Well #3	AGENDA SECTION: New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 3.A.
ATTACHMENTS: Bolton & Menk Review	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to Approve the proposal from Traut Well at a cost of up to \$12,700.00 to pull the pump at Well #3, re-televise, and reinstall the pump.	

Bolton & Menk has done more research & reached out to a well driller they have used in the past for his opinion on why well #3 is pumping sand, where the sand is coming from, what can be done to correct the problem, & make the well functional again. Traut Wells has provided a proposal to pull the pump at Well #3, re-televise, and reinstall the pump at a cost of \$12,700.

After this is completed, they will evaluate which of the following 3 options may work to fix the issue.

1. Install a 18" inner casing
2. Pressure grout
3. Install screen with filter pack.

If the City is not able to find a solution to this problem it will cost in the neighborhood of \$500,000.00 for a new well to be developed & put online.



141 28th Ave South
Waite Park, MN 56387
320-251-5090

Email
davet@trautcompanies.com
www.trautwells.com

Plainview well 3

DATE: 11/13/2018

PHONE #

NAME: Plainview MN well #3

FAX #

ADDRESS Same

ATTN: BMI/ Herman DH.

JOB #

RE: Cost attached is estimate to pull the existing pump, then video well while flushing water from hydrant to determine if water and sand are leaking past casing seal. Then reinstall pump and hook to existing service.

Description
Mod and demob of crane and crew
REMOVE PUMPS FROM WELL
Video well while flushing well and silica sand
Reinstall pump and related equipment
per deim and crew motel
#N/A
#N/A
#N/A
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#N/A
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#N/A

Unit	Unit Price	QTY	Totals
LS	2,650.00	1	\$ 2,650.00
HR.	250.00	16	\$ 4,000.00
LS	1,300.00	1	\$ 1,300.00
HR.	250.00	16	\$ 4,000.00
Day	375.00	2	\$ 750.00
#N/A	#N/A		#N/A
#N/A	#N/A		#N/A
#N/A	#N/A		#N/A
#N/A	#N/A		#N/A
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INCOMING FREIGHT
TOTAL

\$ 12,700.00

MINNESOTA UNIQUE WELL NO.

601312

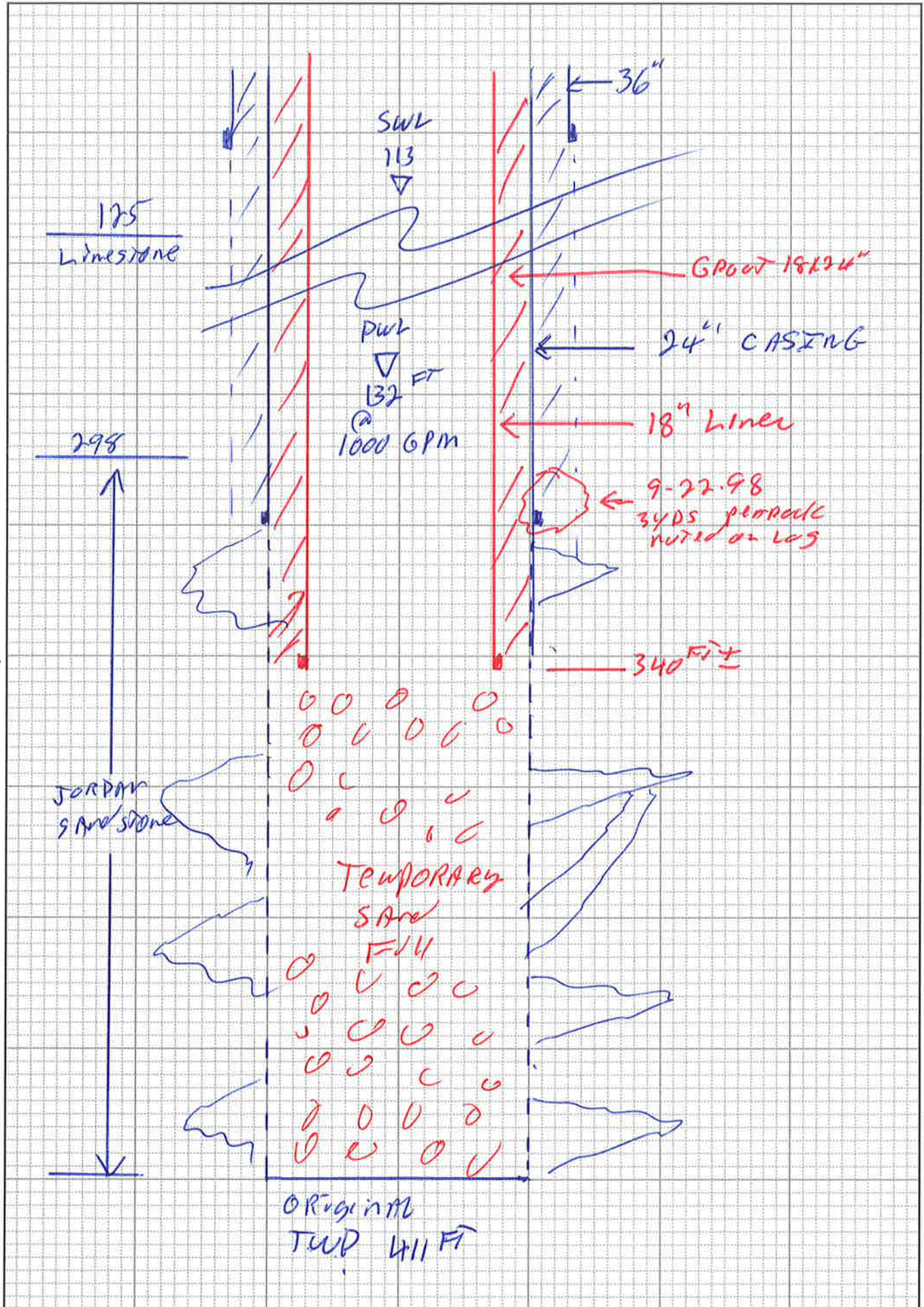
WELL LOCATION					MINNESOTA DEPARTMENT OF HEALTH WELL AND BORING RECORD		601312	
County Name Wabasha					Minnesota Statutes Chapter 1031			
Township Name Plainview	Township No. 108	Range No. 11	Section No. 08	Fraction SE 1/4 NE 1/4 SE 1/4	WELL DEPTH (completed) 411	Date Work Completed 9/22/98		
House Number, Street Name, City, and Zip Code of Well Location					DRILLING METHOD ☐ Cable Tool ☐ Driven ☐ Dug ☐ Auger ☒ Rotary ☐ Jetted			
Show exact location of well in section grid with "X".					DRILLING FLUID			
					WELL HYDROFRACTURED? YES NO FROM _____ ft. to _____ ft.			
Sketch map of well location, showing property lines, roads and buildings.					USE ☐ Domestic ☐ Monitoring ☐ Heating/Cooling ☐ Irrigation ☒ Community PWS ☐ Industry/Commercial ☐ Test Well ☐ Noncommunity PWS ☐ Remedial ☐ Dewatering ☐			
PROPERTY OWNER'S NAME City of Plainview					CASING ☒ Steel ☐ Drive Shoe? ☐ Yes ☐ No ☐ Plastic ☐ Threaded ☒ Welded			
Property owner's mailing address if different than well location address indicated above Plainview, Mn 55964					HOLE DIAM. 36 in. to 37 ft. 24 in. to 333 ft. 24 in. to 411 ft.			
WELL OWNER'S NAME same					CASING DIAMETER WEIGHT 36 in. to 37 ft. lbs./ft. 24 in. to 333 ft. lbs./ft. 24 in. to 411 ft. lbs./ft.			
Well owner's mailing address if different than property owner's address indicated above 108-11-8 dbdcac city 1150 24 1150.7 48-B					SCREEN Make _____ OPEN HOLE Type _____ from 333 ft. to 411 ft. Slot/Gauze _____ Diam. _____ Set between _____ ft. and _____ ft. Length _____ FITTINGS: _____			
WELL OWNER'S NAME same					STATIC WATER LEVEL _____ ft. ☐ below ☐ above land surface Date measured _____			
Well owner's mailing address if different than property owner's address indicated above 108-11-8 dbdcac city 1150 24 1150.7 48-B					PUMPING LEVEL (below land surface) _____ ft. after _____ hrs. pumping _____ g.p.m.			
WELL HEAD COMPLETION ☐ Pileless adapter manufacturer _____ Model _____ ☐ Casing Protection _____ ☐ 12 in. above grade ☐ At-grade (Environmental Wells and Borings ONLY)					GRROUTING INFORMATION Well grouted? ☒ Yes ☐ No Grout Material ☒ Neat cement ☐ Bentonite ☐ Concrete ☐ High Solids Bentonite from 0 to 333 ft. 616 yds. ☒ bags pea rock from 0 to 333 ft. 3 yds. ☒ bags from _____ to _____ ft. _____ yds. ☐ bags			
NEAREST KNOWN SOURCE OF CONTAMINATION 50 feet any direction any type					WELL CONTRACTOR CERTIFICATION This well was drilled under my supervision and in accordance with Minnesota Rules, Chapter 4725. The information contained in this report is true to the best of my knowledge.			
REMARKS, ELEVATION, SOURCE OF DATA, etc. DEC 1998 RECEIVED WEL MGT.					Thein Well Co., Inc. 55079 Licensee Business Name Lic. or Reg. No. 11/30/98 Date Alek Borkovskiy Name of Driller 601312			

17-5-21

Project: **Plainview well #3**
 Project Number
 Contact:

TRAUT
COMPANIES
 141 28th Av. S., Waite Park, MN 56387
 320-251-5090 or 800-728-5091
 trautcompanies.com

Subject: **well 601312**
 Drawing: **18" casing liner / option**
 By: **put** Date: **11-12-18**



Subject Well 601312

Drawing Pressure Grouted - option

By *Dut* Date 11-12-18

TRAUT
COMPANIES

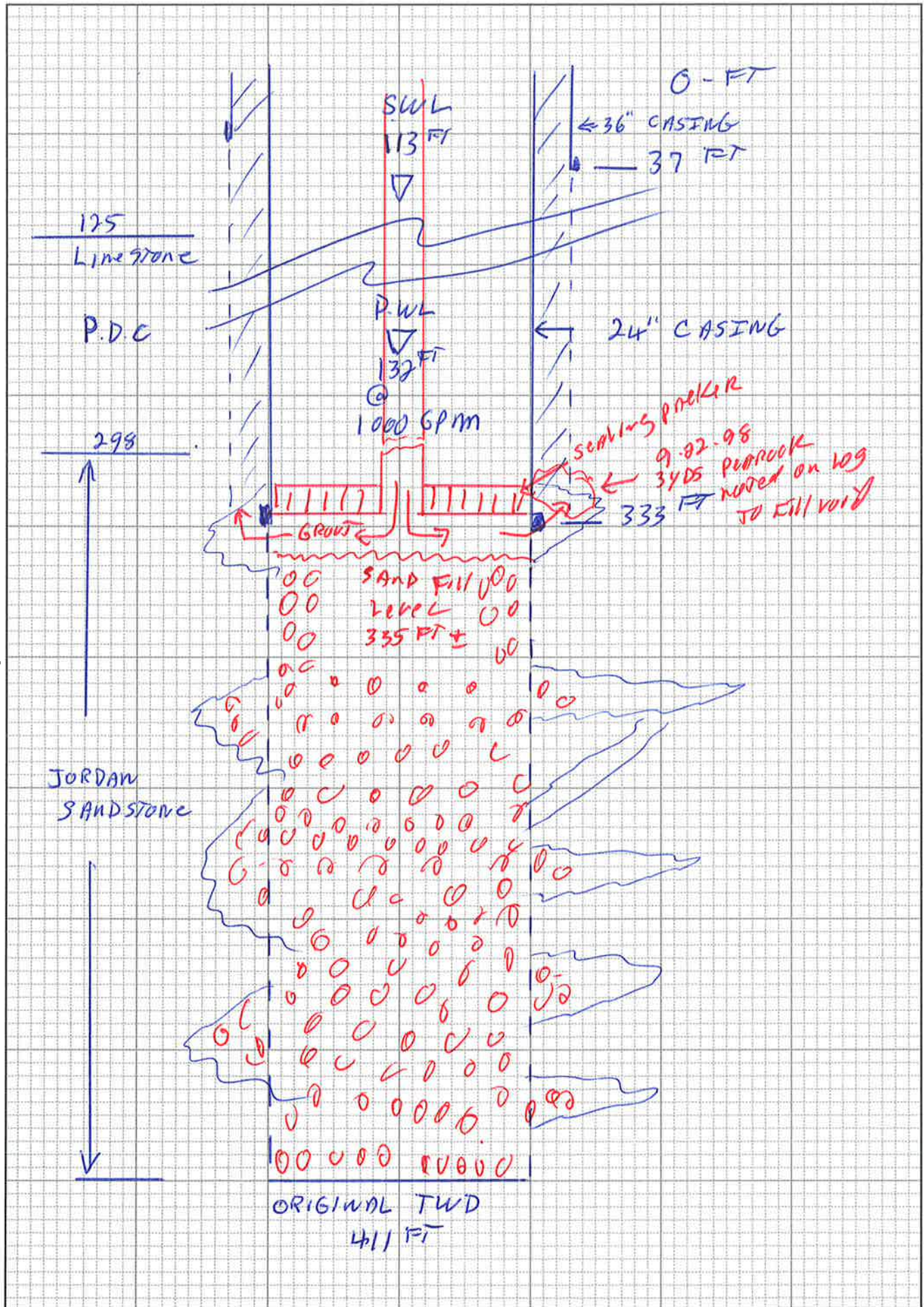
141 28th Av. S., Waite Park, MN 56387
320-251-5090 or 800-728-5091

trautcompanies.com

Project: Plainview well 13

Project Number

Contact:



Subject Well 601312

Drawing FILTER pack + SCREEN OPTION

By *DET* Date 11-12-18

TRAUT

COMPANIES

141 28th Av. S., Waite Park, MN 56387

320-251-5090 or 800-728-5091

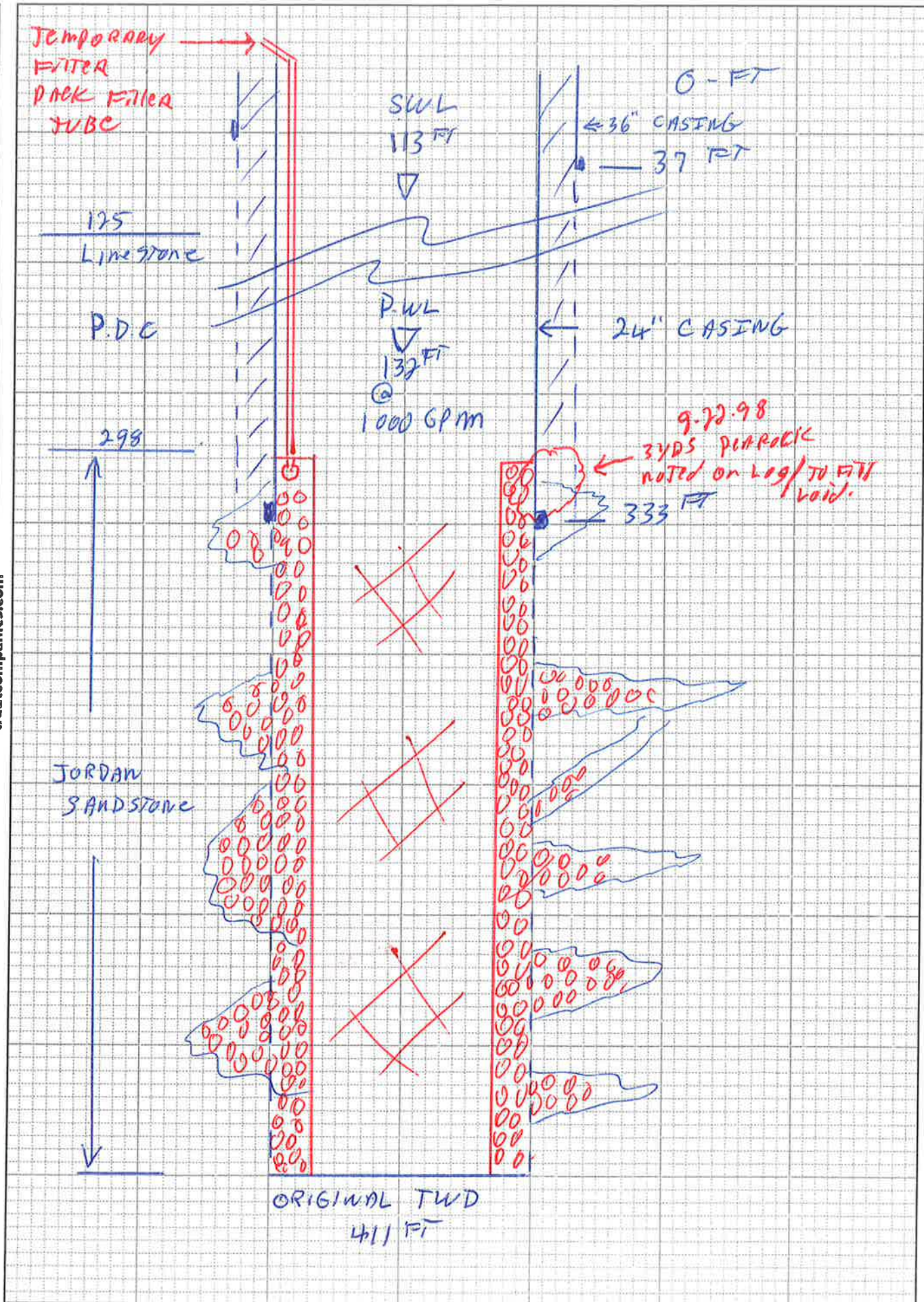
trautcompanies.com

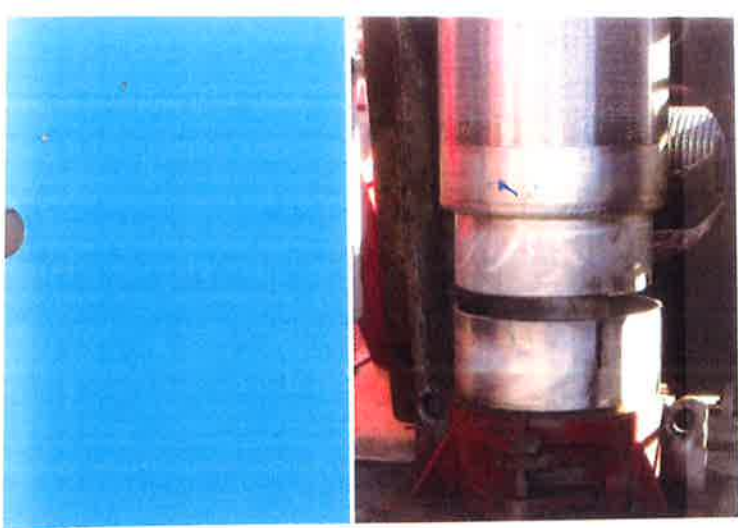
Project:

PLANVIEW well 13

Project Number

Contact:





JOHNSON SCREENS® LARGE DIAMETER HI-FLOW™ SCREENS: SIZES 16P - 36P

Size In.	Max Depth: ft	OD: In.	ID: In.	Weight ¹ : lbs/ft	Recom. Hang Weight ² : lbs	Collapse Strength ¹ : PSI	Intake Area ³ - In ² /ft of Screen							
							Screen Slot Size in Thousandths of an Inch							
							10	20	30	40	50	60	80	100
16" P / 18" T	100	16.1	15.0	20.8	19,300	37	75	133	180	219	251	278	322	355
	600	16.1	15.0	30.3	19,300	106	43	81	111	143	169	192	231	264
	1,000	16.3	15.0	39.5	36,100	162	40	76	107	135	160	183	221	254
18" P / 20" T	600	17.9	16.7	33.4	19,800	78	48	90	127	159	187	213	257	293
	1,000	18.0	16.7	42.7	37,100	120	45	84	118	149	177	202	245	280
20" P	250	20.0	18.8	37.5	23,100	56	54	101	141	177	209	238	287	326
	600	20.1	18.8	40.1	23,100	87	50	94	132	167	197	225	273	313
	1,000	20.1	18.8	53.6	43,300	128	54	101	142	178	210	239	289	329
24" T	250	21.9	20.7	41.2	26,400	42	59	110	155	194	229	261	315	359
	600	22.0	20.7	44.4	26,400	66	55	102	145	182	216	246	299	343
	1,000	22.2	20.7	66.7	49,500	145	42	80	114	146	174	201	248	289
24" P / 26" T	100	24.1	22.8	43.5	22,000	32	65	121	170	214	252	287	346	395
	250	24.2	22.8	46.9	22,000	50	60	113	159	201	239	271	329	377
	1,000	24.4	22.8	69.0	41,200	110	46	88	125	160	192	221	273	317
26" P	100	25.7	24.4	46.4	23,700	26	69	129	182	228	269	306	369	421
	250	25.8	24.4	50.0	23,700	41	64	120	170	214	253	289	351	402
	1,000	26.0	24.4	73.7	44,300	91	49	93	134	170	204	235	290	338
30" T	100	27.0	25.8	48.5	23,700	23	73	136	191	240	283	321	388	443
	250	27.1	25.8	52.3	23,700	35	67	126	178	225	266	303	362	422
	1,000	27.3	25.8	76.7	44,300	78	51	98	140	179	214	247	305	355
30" P / 36" T	100	29.6	28.3	53.5	27,500	17	80	149	209	263	310	352	425	485
	250	29.7	28.3	57.6	27,500	27	74	138	195	246	292	333	403	463
	1,000	29.9	28.3	84.9	51,600	60	56	107	154	196	235	271	334	389
36" P	100	35.7	35.7	68.9	31,000	18	89	166	235	296	350	400	485	556
	250	35.8	35.8	89.7	59,800	23	96	180	253	318	375	426	514	587
	600	35.9	34.3	101.2	59,800	35	88	129	185	235	282	325	401	467

NOTES:

- Screens are available in up to 40 foot lengths of continuously wrapped screen with no mid-weld
- 316 stainless steel screen technical information is available upon request
- On average, Hi-Flow screens have a 30 percent higher open area
- P - pipe size, T - telescope

1. Based on 0.030 In. slot size (collapse values contain no safety factor)
2. Recommended hang weight is 50 percent of the calculated tensile strength
3. Transmitting capacity in gpm/ft of screen = open area x 0.31

*111 x .31 = 34.41 GALLON PER FT
OF SCREEN CAPACITY!*

*75' AVAILABLE = 75 x 34.41 = 2580.75
GPM.
POTENTIAL*



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM:	Presentation - Mike Bubany, Municipal Financial Advisor	AGENDA SECTION:	Discussion
PREPARED BY:	Clarissa Hadler, City Administrator, Vicki Axley, Finance Director	AGENDA NO.	4.A.
ATTACHMENTS:		APPROVED BY:	cgh
RECOMMENDED ACTION: Discussion			

SUMMARY

Mike Bubany, of David Drown & Associates, will be presenting information regarding TIF districts and municipal borrowing.

PK Meyer Builders INC

57885 co rd 4

Plainview, MN 55964

July 16, 2018

To: City of Plainview

(Mayor and Council)

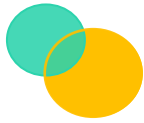
We intend to develop our parcel in the Levan subdivision . We intend to develop 14-15 single family home lots. The cost of land acquisition and infrastructure will result in lot prices that could prevent these homes being available to moderate income families. We are requesting TIF assistance to help drive down lot costs to an affordable level. Without TIF the project could not proceed.

Thank You.

K Meyer

Sec/ Treasurer

PK Meyer Builders Inc.



DDA

David Drown Associates, Inc.
Public Finance Advisors

Spring Valley Office:
29359 County 38
Spring Valley, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375
www.daviddrown.com

November 21, 2018

VIA EMAIL

Roger Ziebell, Mayor
Clarissa Hadler, City Administrator
City of Plainview
241 West Broadway
Plainview, MN 55964

RE: Basic Terms for a Development Agreement

Honorable Mayor Ziebell, Members of the City Council and Ms. Hadler:

The purpose of this letter is to lay out the basic terms for a development agreement between the City of Plainview and Pete Meyer who intends to construct a single-family housing subdivision. He has requested Tax Increment Financing assistance on a pay-as-you-go basis ("PAYG").

HOUSING TIF DISTRICT NO. 1-8 (GENERALLY)

There are multiple items of good news regarding this project:

1. The property in question already sits in an existing Housing Tax Increment Financing District. Establishing a new TIF District is very expensive as you probably know.
2. Housing TIF Districts can establish new contracts for affordable housing projects at any time during their life. If this were any other type of TIF District (which is subject to the "Five Year Rule") the City would not be able to consider any new contracts at this point....it would have to establish a new TIF District from scratch. But again, that is not the case for this project.
3. Further, the existing budget for that TIF District is already large enough to encompass the Meyer's project as well. That means the City need not spend any money modifying the TIF District budget. The only consultant fees expected for this project are for some preparatory work on my part (\$500) and attorney fees to draft the contract (estimated \$2,000 to \$3,000). These fees will be billed to the City but should be borne by the Meyers.
4. The ground is under a current TIF contract with Mr. Levan. However, the last payment on that contract is 8/1/2020. Due to how property taxes work, any payments made to the Meyers would take place after the expiration of that contract even if homes are built next year.

BASIC TERMS

Meyers Agree To:

1. Reimburse the City for contract expense noted above (total cost probably around \$2,500 to \$3,500).
2. Plat the associated ground into a minimum of 14 single family units.
3. Install public improvements satisfactory to the City to serve those units. This includes covering the City Engineer cost for reviews, etc.

4. Once the project is complete, provide copies of paid invoices to the City as evidence that improvements cost a minimum of \$250,000.
5. Sell homes whose initial occupants meet the income qualifications for a TIF District (currently \$84,200 for a family of two or less, \$96,830 for a family of three or more – these change every year around March or April).
6. Submit income verifications for such sales.... (W2, 1040s, etc. – statute does not dictate what document, so anything that reasonably shows the family qualifies should be accepted, even a signed verification from the family).
7. Lots may be sold to non-qualified families, but the developer must immediately inform the City of such sales (or if a family refuses to provide some sort of documentation). The City will “kick” such lots out of the TIF District.

City Agrees To:

1. Process all zoning / platting / building permit requests in a timely fashion.
2. Issue a PAYG Note, limited to these 14 lots (or however many end up actually being platted). The City will reimburse the Meyers 90% of TIF collected from these parcels every six months commencing with August 1, 2021 through and including Feb 1, 2031. Payments will be for revenues collected the prior 6 months.
3. TIF payments will continue until the sooner of: Feb 1, 2031 or until \$250,000 of public improvement expense has been reimbursed (this contract will likely go the duration as it is very unlikely that development will occur fast enough to reimburse the full \$250,000).
4. Kick out parcels sold to non-qualifying families from the TIF District.

I expect there will be several questions, so I plan to attend your meeting on November 27th to present this information. If the Council approves moving forward (simple motion and vote) I will work with the attorneys to get the contract crafted. I have not yet done so to avoid incurring any cost before we know the wishes of the Council.

It continues to be a pleasure serving the City of Plainview.

Yours truly,

A handwritten signature in black ink, appearing to be 'MB' or similar, written in a cursive style.

Mike Bubany, Associate
David Drown Associates, Inc.



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: 2019 Budget	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.B.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

I wanted to take a moment and invite any last-minute feedback on the 2019 Budget. You will need to refer back to your October Work Session packet for information.

The Truth-in-Taxation Hearing will be at the December meeting, of course, and staff would like to avoid making changes after this week.



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: 2019 Pay scale	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator,	AGENDA NO. 4.C.
ATTACHMENTS: Proposed 2019 Pay scale, 2018 Pay scale, CPI Data, LMC Information Memo re: Pay Equity	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

The City of Plainview implemented a new pay scale based on a Wage Study performed by attorneys and staff and Flaherty & Hood. The pay scale is the tool that is used to set wages for any employee who is not subject to a union contract. This includes all Department Heads, as well as employees at the Library, Liquor Store, and Ambulance, as well as part-time employees in the Police Department. The other positions are listed in the scale, but the scale amount differs from the actual amount paid in some circumstances due to the union contracts in place.

A fundamental principle of public administration is the concept of fair pay. One publication states the remuneration system of public servants is based on the job classification; it is fair and transparent.” Hence the existence of the pay scale. The steps of the scale are increases that someone in any one position moves through as they are employed over time, thereby improving their skills. There is generally not “performance pay” or “longevity pay”, though some organizations choose to implement policies along those lines. Therefore, generally, annual increases to the pay scale are simply cost of living increases with adjustments for market wages. As employees work through the steps, they effectively earn a raise that accounts for improved skills. Staff members who are “stepped up”, or are already on the final step, do not receive any further increases in wage other than any cost of living increase.

The City of Plainview conducted a Compensation Study in 2015, which determined a range of pay for each position and step for 2016. This study theoretically brought our wages in line with other comparable cities. Part of the implementation of the wage study was a choice to maintain a roughly median position as compared to those other cities; we didn’t want to be the highest, but we didn’t want to be the lowest. Then, in November of 2017, the scale was reassessed with new data, and a market adjustment of 6.5% added prior to the 2.75% cost of living adjustment. Going forward, in order to maintain that median position, we will need to continue to implement a strategy of regular increases. Failing to do so will cause our wages to lag behind those comparable cities, and maybe more importantly, the job market in general, as well as allowing non-union wages to lag behind

union wages. One of the implications of non-union wages lagging behind union wages is that it may cause a decrease “pay equity” in the organization.

All of this brings us to the question of “how much, if any, should be increase the pay scale for 2019?”. In contemplating appropriate increases to non-union wages, I’ve been considering a number of factors;

- What are the union increases?
- What are the national and regional economic indicators for wages and goods in 2019?
- How will our current and future system of increases affect wage equity?
- How do we want to think about wage increases in the future?

Union Increases:

The annual wage increases for union employees is set in those contracts. The most recent historical and current increases are shown in Table 1 below. Wage increases in union contracts are often reflective of comparable agreements in other cities around the state. So if the state average is 2%, the likelihood of our contract being around 2% is higher. Similarly, the contract increases may also reflect changes to bring Plainview wages in line with other cities.

Union contracts not only set the increase; they list the wages to be paid for those positions. There may, at times, be a difference between the wage listed in the City’s adopted Pay scale and the wage in the Union contract. The union contract is the wage that is in effect and what the employee earns. The City’s Pay scale states what the City thinks that wage should be based on relevant factors.

Wage Increases Nationally:

National wage increases can be measured a number of ways. There are organizations that conduct studies of companies to predict what wages will look like in coming years. Survey data collected from 2,031 US companies show that the projected Mean (Average) increase for Non-Exempt Hourly Non-Union positions is 3.1%. However, because private companies often implement performance-based pay strategies, the pay increases for middle performers (69 percent of workers) is expected to average 2.8%, while high performers will increase 4.1% and low performers will increase .6%. (See attached article for more information.)

The Bureau of Labor Statistics and Social Security Administration also gather and publish data regarding wages and good; including the National Average Wage Index, Consumer Price Index, Unemployment Rate, etc.

Pay Equity:

Pay Equity is measured by the state every three years to determine if cities are in compliance with Minnesota Statute 471.992, which states

“...every political subdivision of this state shall establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees in order to eliminate sex-based wage disparities in public employment in this state.”

In Plainview, pay equity has been decreasing over the past three 3-year filing periods. In 2016, five of eight “female” job classes were below the predicted wage, as compared to one of five male classes. Of those five female classes, four are non-union. Those four classes also showed the largest difference from the predicted wage.

While we have not actually conducted a pay equity report, one can speculate that the 2019 pay equity will have improved. This is due in part to the recent wage study and resulting pay scale, which increased the wages at the library and for bartenders (both predominantly female) significantly, as well as changes in staff which resulted in a new female job class (Finance Director) and a change in the Liquor Store Manager from a male to female job class.

Wage Strategy:

Given earlier discussions with Council, I believe a summary of current Council's wishes might be to "prioritize economy while maintaining a competitive edge where needed". We don't want our employees to seem like they are "overpaid" when compared to other jobs in the community; we need to manage public perception to some degree. However, there are certain positions that we need to make sure are competitive with other organizations so as not to lose good personnel or serve as a "training ground" wherein we invest in the training, but then staff moves to a higher-wage organization. In addition, Minnesota had an unemployment rate of 2.8% in October 2018, tied for the fifth lowest in the country with Nebraska, North Dakota and Vermont. And according to the Bureau of Labor Statistics the Rochester area has an even lower unemployment rate, at 1.9% in September 2018.

As a practice moving forward, I would suggest that Council look at the following factors in determining wage increases;

1. Social Security COLA (Cost of Living Adjustment)
2. National Wage Increase Forecasts (from national studies, National AWI (Average Wage Index), etc.)
3. Consumer Price Index (National and Midwest)
4. Benefit Costs / Total Compensation
5. Comparisons to a Set List of Comparable and Area Cities (by position)
6. Comparable Positions in other Industries and the Wages / Unemployment Rates for those.
7. Plainview City Budget and Levy
8. Pay Equity
9. Employee Turnover Rates & Causes

We will never be able to configure a perfect formula using this data, but they can be guiding factors in keeping the pay scale both reasonable and competitive. In general, I would set a goal that the increases align generally with the Social Security Administration's Cost of Living Adjustment (COLA), which is announced in October of each year, and then making needed adjustments based on the other factors and the goals of any City Council.

For now, because there is one union contract in effect through 2020, I would suggest keeping the scale increases consistent with that contract at 2.75%, and the contracts consistent with each other, until 2021. The 2021 scale could then be created from an equation that starts with the base pay 2017, and then adds the SSA COLA for the next four years, but the likelihood of that occurring may be slim. I have illustrated what this would look like in the attached table "Current Rates Compared to Actual and Projected SSA COLA". While the difference in overall percentage increase is substantial, 17% compared to 13% from 2017 to 2022, the actual per employee per year cost difference is relatively low; approximately \$1600 (\$136/month) for a person earning \$50,000. However, the cumulative effect for the organization of saving that money is significant. The difference in wages organization-wide would account for the addition of a full-time staff member, which could increase services levels significantly in a city as small as ours.

Another alternative would be to shift toward a 3-year average of the SSA COLA, so that staff members are always getting a similar increase, even when COLA drops below 1%. I present this scenario in Table 4 below.

In terms of competitiveness, there are a number of other factors that play into any individual's choice to join or leave an organization, most of which have little to do with pay and more to do with things like flexibility, managerial style, and enjoyment of the work itself. For local government jobs, the stability of the governing body and practices in good governance are also factors. It is these issues that I would encourage Council to contemplate as we consider employee recruitment and retention in the future.

RECOMMENDATION

It is currently fairly easy to state that we're fine with using 2.75% when inflation is high and COLA is at 2.8%. But what about when COLA drops back down to 1% or less? Prior to requesting formal implementation of the 2019 pay scale at the December meeting, I wanted to give Council a chance to discuss the strategy moving forward.

TABLES

Table 1:

	LELS	49ers	Non-Union	SSA COLA	Change in Net Tax Capacity
2011		5.7%	Not readily available at the time I was drafting this memo.	0%	
2012		1.5%		3.6%	
2013	1.75%			1.7%	-.11%
2014	1.75%			1.5%	-2.49%
2015	1.75%			1.7%	1.54%
2016	2.75%	2.5%		.0%	3.27%
2017	2.75% (+ \$1 Mkt. Adj.)	2.75%	2.75%	.3%	1.42%
2018	4%	3% Avg.*	6.5% + 2.75%	2.0%	6.17%
2019	2.75% (union proposed)	2.75%	2.75% (recommended)	2.8%	10.88%
2020	2.75% (union proposed)	2.75%	2.75% (recommended)	2.6% (projected)	
2021	TBD	TBD	TBD	2.6% (projected)	

* Wage Study implementation changed the scale overall. The average change per step was 3%, with a high of 8.4% at the lowest step and a low of -2.87% at the highest step. Due to changes in job titles and descriptions, the only two positions we are able to compare are the Deputy Clerk and the Public Works Assistant.

Table 2:

	SSA COLA*	National AWI (% Change)**	CPI – Midwest (% Change)	Rochester MN Unemployment Rate (Jan. of each year)
2011	0%	3.13%	3.22%	6.7%
2012	3.6%	3.12%	2.03%	5.5%
2013	1.7%	1.28%	1.40%	5.3%
2014	1.5%	3.55%	1.47%	4.8%
2015	1.7%	3.48%	-0.54%	4.2%
2016	.0%	1.13%	0.85%	3.9%
2017	.3%	3.45%	1.66%	4.1%
2018	2.0%			3.6%
2019	2.8%			
2020	2.6% (projected)			
2021	2.6% (projected)			

* Source: <https://www.ssa.gov/oact/cola/colaseries.html>

** Source: <https://www.ssa.gov/oact/COLA/awidevelop.html>

*Table 3:***Total U.S. Salary Budget Increases by Employee Category**

Employee Category	Actual 2018 Mean	Actual 2018 Median	Projected 2019 Mean	Projected 2019 Median
Nonexempt hourly nonunion	3.1%	3.0%	3.1%	3.0%
Nonexempt salaried	3.1%	3.0%	3.1%	3.0%
Exempt salaried	3.1%	3.0%	3.2%	3.0%
Officers/executives	3.0%	3.0%	3.2%	3.0%
All	3.1%	3.0%	3.2%	3.0%

Source: WorldatWork 2018-2019 Salary Budget Survey: Top-Level Results. Survey data collected through May 2018 with 2,031 U.S. responses including companies making no salary adjustments.

Table 4:

	SSA COLA	3 Year Average	Change in Net Tax Capacity
2011	3.6%	1.20%	
2012	1.7%	1.77%	
2013	1.5%	2.27%	-.11%
2014	1.7%	1.63%	-2.49%
2015	0.0%	1.07%	1.54%
2016	0.3%	0.67%	3.27%
2017	2.0%	0.77%	1.42%
2018	2.8%	1.70%	6.17%

2019 DRAFT Pay Scale										
COLA (same as SSI)	2.80%			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Position	Points	Grade/Points	Starting	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years	
Library Clerk	268	2 (257-279)	13.69	14.27	14.83	15.41	15.98	16.55	17.13	
Bartender	288	3 (280-303)	14.78	15.40	16.01	16.62	17.24	17.86	18.47	
Emergency Medical Technician	328	4 (304-329)	15.94	16.61	17.27	17.94	18.61	19.26	19.93	
Library Assistant	333	5 (330-357)	17.21	17.93	18.64	19.36	20.08	20.79	21.51	
Children's Librarian	358	6 (358-388)	18.57	19.34	20.11	20.89	21.66	22.43	23.21	
Administrative Assistant	376	6 (358-388)	18.57	19.34	20.11	20.89	21.66	22.43	23.21	
Deputy Clerk	401	7 (389-421)	20.04	20.87	21.70	22.53	23.37	24.21	25.04	
Public Works Assistant	408	7 (389-421)	20.04	20.87	21.70	22.53	23.37	24.21	25.04	
City Clerk/Treasurer	450	8 (422-456)	21.62	22.51	23.42	24.32	25.22	26.12	27.02	
Liquor Store Manager	451	8 (422-456)	21.62	22.51	23.42	24.32	25.22	26.12	27.02	
Police Technical Specialist	455	8 (422-456)	21.62	22.51	23.42	24.32	25.22	26.12	27.02	
Finance Director	461	9 (457-495)	23.33	24.29	25.27	26.23	27.21	28.18	29.15	
Police Officer	481	9 (457-495)	23.33	24.29	25.27	26.23	27.21	28.18	29.15	
Head Librarian	508	10 (496-536)	25.17	26.21	27.26	28.31	29.36	30.41	31.46	
Police Investigator	560	11 (537-581)	27.15	28.28	29.41	30.55	31.68	32.81	33.94	
Public Works Director	630	13 (630-681)	31.61	32.93	34.24	35.57	36.88	38.20	39.52	
Chief of Police	650	13 (630-681)	31.61	32.93	34.24	35.57	36.88	38.20	39.52	
City Administrator	773	15 (738-797)	36.80	38.33	39.87	41.41	42.94	44.47	46.00	
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
				Starting	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
	Library Clerk	268	2 (257-279)	28,491	29,676	30,863	32,052	33,238	34,424	35,613
	Bartender	288	3 (280-303)	30,741	32,021	33,301	34,584	35,864	37,144	38,427
	Emergency Medical Technician	328	4 (304-329)	33,170	34,551	35,932	37,316	38,697	40,078	41,462
	Library Assistant	333	5 (330-357)	35,791	37,280	38,770	40,265	41,754	43,244	44,739
	Children's Librarian	358	6 (358-388)	38,618	40,226	41,833	43,445	45,053	46,660	48,273
	Administrative Assistant	376	6 (358-388)	38,618	40,226	41,833	43,445	45,053	46,660	48,273
	Deputy Clerk	401	7 (389-421)	41,669	43,403	45,137	46,878	48,612	50,346	52,086
	Public Works Assistant	408	7 (389-421)	41,669	43,403	45,137	46,878	48,612	50,346	52,086
	City Clerk/Treasurer	450	8 (422-456)	44,961	46,833	48,704	50,581	52,453	54,324	56,201
	Liquor Store Manager	451	8 (422-456)	44,961	46,833	48,704	50,581	52,453	54,324	56,201
	Police Technical Specialist	455	8 (422-456)	44,961	46,833	48,704	50,581	52,453	54,324	56,201
	Finance Director	461	9 (457-495)	48,512	50,532	52,551	54,577	56,596	58,616	60,641
	Police Officer	481	9 (457-495)	48,512	50,532	52,551	54,577	56,596	58,616	60,641
	Head Librarian	508	10 (496-536)	52,345	54,524	56,702	58,888	61,067	63,246	65,431
	Police Investigator	560	11 (537-581)	56,480	58,831	61,182	63,541	65,892	68,243	70,600
	Public Works Director	630	13 (630-681)	65,757	68,494	71,231	73,976	76,713	79,451	82,196
	Chief of Police	650	13 (630-681)	65,757	68,494	71,231	73,976	76,713	79,451	82,196
	City Administrator	773	15 (738-797)	76,556	79,743	82,930	86,126	89,313	92,499	95,695
	2019 pay increased 2.8%.									

November 14, 2018

Agenda Item

Adopt 2018 Pay Scale

Discussion

Flaherty & Hood's Classification and Compensation study included a pay scale for 2016 and 2017. The 2017 pay scale included a 2.75% increase over the 2016 scale. When looking at our LELS union agreement and negotiating with both the 49ers and AFSCME, it became apparent that the 2017 pay scale was not adequate. That pay scale had over 80% of our employees currently making more than the highest step on that scale. Comparables used were discussed with Brandon Fitzsimmons and the Personnel Committee and we determined that current comparables are higher and that some adjustment needed to be made. We agreed to increase the 2016 scale by 6.5% instead of the 2.75%. The new scale reduced those "overpaid" to 30% and created a shorter timeframe for the pay scale to catch up to those whose pay would be frozen. It also better reflected comparables found on the League of Minnesota Cities salary survey. The proposed 2018 pay scale includes a 2.75% increase over the 2017 pay scale which is in line with increases reflected in statewide data.

Recommendation/Action Required

Adopt the 2018 Proposed Pay Scale. This will also be the basis for ongoing union negotiations.

11/14/2018 packet

2018 Proposed Pay Scale									
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Position	Points	Grade	Starting	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
Library Clerk	268	2	13.32	13.88	14.43	14.99	15.54	16.10	16.66
Bartender	288	3	14.38	14.98	15.57	16.17	16.77	17.37	17.97
Emergency Medical Technician	328	4	15.51	16.16	16.80	17.45	18.10	18.74	19.39
Library Assistant	333	5	16.74	17.44	18.13	18.83	19.53	20.22	20.92
Children's Librarian	358	6	18.06	18.81	19.56	20.32	21.07	21.82	22.58
Administrative Assistant	376	6	18.06	18.81	19.56	20.32	21.07	21.82	22.58
City Clerk/Treasurer	400	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Deputy Clerk	401	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Public Works Assistant	408	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Liquor Store Manager	451	8	21.03	21.90	22.78	23.66	24.53	25.41	26.28
Police Technical Specialist	455	8	21.03	21.90	22.78	23.66	24.53	25.41	26.28
Police Officer	481	9	22.69	23.63	24.58	25.52	26.47	27.41	28.36
Head Librarian	508	10	24.48	25.50	26.52	27.54	28.56	29.58	30.60
Police Investigator	560	11	26.41	27.51	28.61	29.72	30.82	31.92	33.02
Public Works Director	630	13	30.75	32.03	33.31	34.60	35.88	37.16	38.44
Chief of Police	650	13	30.75	32.03	33.31	34.60	35.88	37.16	38.44
City Administrator	773	15	35.80	37.29	38.78	40.28	41.77	43.26	44.75
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Position	Points	Grade	Starting	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
Library Clerk	268	2	27,715	28,868	30,022	31,179	32,333	33,486	34,643
Bartender	288	3	29,904	31,149	32,394	33,642	34,887	36,132	37,380
Emergency Medical Technician	328	4	32,267	33,610	34,953	36,300	37,643	38,986	40,333
Library Assistant	333	5	34,816	36,265	37,714	39,168	40,617	42,066	43,520
Children's Librarian	358	6	37,566	39,130	40,694	42,262	43,826	45,389	46,958
Administrative Assistant	376	6	37,566	39,130	40,694	42,262	43,826	45,389	46,958
City Clerk/Treasurer	400	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Deputy Clerk	401	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Public Works Assistant	408	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Liquor Store Manager	451	8	43,736	45,557	47,377	49,203	51,024	52,844	54,670
Police Technical Specialist	455	8	43,736	45,557	47,377	49,203	51,024	52,844	54,670
Police Officer	481	9	47,191	49,156	51,120	53,090	55,054	57,019	58,989
Head Librarian	508	10	50,919	53,039	55,158	57,284	59,404	61,523	63,649
Police Investigator	560	11	54,942	57,229	59,516	61,810	64,097	66,384	68,677
Public Works Director	630	13	63,966	66,628	69,291	71,961	74,624	77,287	79,957
Chief of Police	650	13	63,966	66,628	69,291	71,961	74,624	77,287	79,957
City Administrator	773	15	74,471	77,571	80,671	83,780	86,880	89,980	93,089
2017 predicted pay increased by 6.5% - 2018 pay increased by 2.75%									

Social Security

Measures Of Central Tendency For Wage Data

As indicated in the explanation of the determination of the national average wage index (AWI), the latest annual change in the "raw" average wages is applied to the last AWI to obtain the next one. Such raw average wages are the average amounts of net compensation (as distinct from total employee compensation) listed in the table below.

An average is just one measure of central tendency for any set of data. Another measure is a median. For our wage data, the median wage (or net compensation) is the wage "in the middle." That is, half of the workers earned below this level. The table below shows that the median wage is substantially less than the average wage. The reason for the difference is that the distribution of workers by wage level is highly skewed.

Average and Median Amounts of Net Compensation

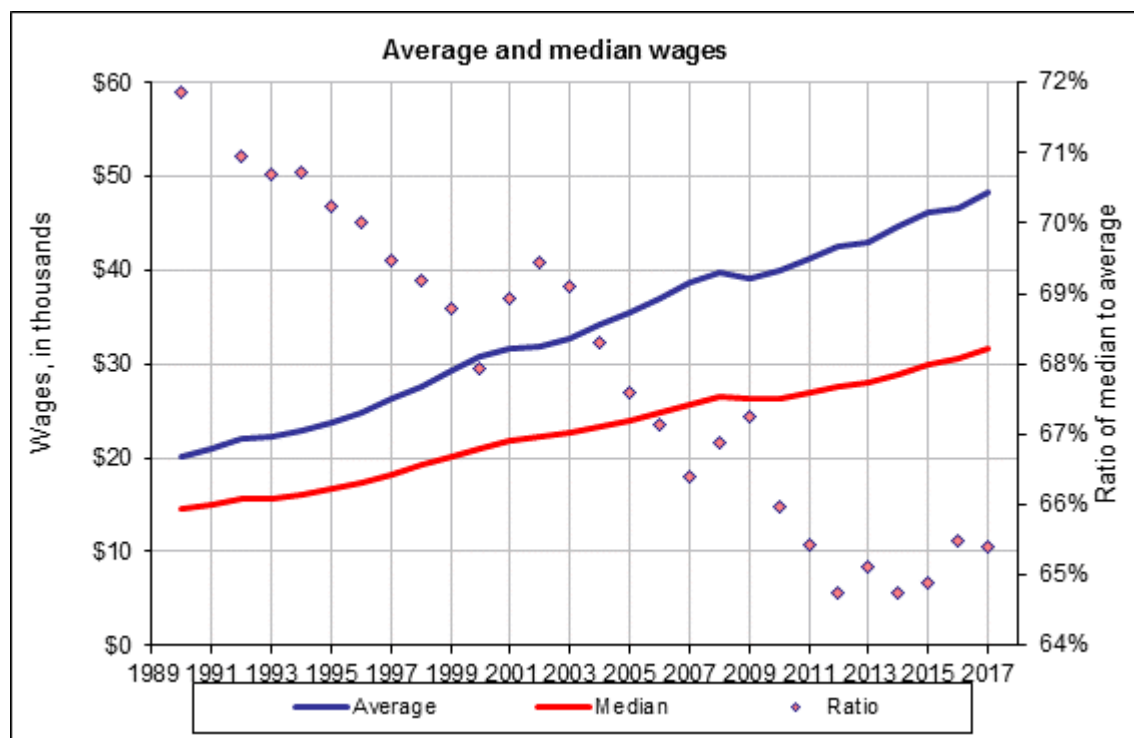
Year	Average net compensation			Median net compensation ^a			Ratio of median to average
	Amount	Change		Amount	Change		
		Annual	Cumulative		Annual	Cumulative	
1990	\$20,172.11	NA	NA	\$14,498.74	NA	NA	71.875%
1991	20,923.84	3.727%	3.727%	15,075.94	3.981%	3.981%	72.052%
1992	22,001.92	5.152%	9.071%	15,610.40	3.545%	7.667%	70.950%
1993	22,191.14	0.860%	10.009%	15,690.77	0.515%	8.222%	70.707%
1994	22,786.73	2.684%	12.962%	16,118.02	2.723%	11.168%	70.734%
1995	23,700.11	4.008%	17.489%	16,650.16	3.302%	14.839%	70.254%
1996	24,859.17	4.891%	23.235%	17,403.45	4.524%	20.034%	70.008%

1997	26,309.73	5.835%	30.426%	18,277.43	5.022%	26.062%	69.470%
1998	27,686.75	5.234%	37.253%	19,157.40	4.815%	32.131%	69.193%
1999	29,229.69	5.573%	44.902%	20,102.35	4.933%	38.649%	68.774%
2000	30,846.09	5.530%	52.915%	20,957.18	4.252%	44.545%	67.941%
2001	31,581.97	2.386%	56.563%	21,767.29	3.866%	50.132%	68.923%
2002	31,898.70	1.003%	58.133%	22,152.84	1.771%	52.791%	69.447%
2003	32,678.48	2.445%	61.998%	22,576.71	1.913%	55.715%	69.087%
2004	34,197.63	4.649%	69.529%	23,355.83	3.451%	61.089%	68.297%
2005	35,448.93	3.659%	75.732%	23,962.20	2.596%	65.271%	67.596%
2006	37,078.27	4.596%	83.810%	24,891.59	3.879%	71.681%	67.133%
2007	38,760.95	4.538%	92.151%	25,737.20	3.397%	77.513%	66.400%
2008	39,652.61	2.300%	96.571%	26,514.38	3.020%	82.874%	66.867%
2009	39,054.62	-1.508%	93.607%	26,261.29	-0.955%	81.128%	67.242%
2010 ^b	39,959.30	2.316%	98.092%	26,363.55	0.389%	81.833%	65.976%
2011	41,211.36	3.133%	104.299%	26,965.43	2.283%	85.985%	65.432%
2012	42,498.21	3.123%	110.678%	27,519.10	2.053%	89.803%	64.754%
2013	43,041.39	1.278%	113.371%	28,031.02	1.860%	93.334%	65.126%
2014	44,569.20	3.550%	120.945%	28,851.21	2.926%	98.991%	64.734%
2015	46,119.78	3.479%	128.631%	29,930.13	3.740%	106.433%	64.897%
2016	46,640.94	1.130%	131.215%	30,533.31	2.015%	110.593%	65.465%
2017	48,251.57	3.453%	139.199%	31,561.49	3.367%	117.684%	65.410%

^a Median net compensation is estimated.

^bPercentage change in average compensation for 2010 is different from the percentave change in the AWI due to improvements in the data edits we made for the AWI calculation.

Average and median net compensation are shown in the graph below. Also shown is the ratio of median to average amounts.



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City of Plainview Benefits Outline

	Full-Time	Part-Time ¹	49ers ²	LELS ²	Other
Paid Time Off (includes sick and vacation time)	X	X ³	X	X	
PTO Conversion	X				
PERA (set by State Statute, % of wage)	7.5%	7.5%		Police- 16.2%	
10.5 Paid Holidays	X		X	X	
Floating Holiday			X ⁴		
Bereavement/Funeral Leave (3 – 5 days paid)	3 days		3 - 5 days	3 - 5 days	
Professional Organization Fees / Training (<i>varies by position</i>)			X	POST	
Time-and-a-Half Overtime Wage / Comp. Time	Non-Exempt Only		X	X	
Health Insurance – Employee	X			X	
Health Insurance – Dependents (City pays \$125/mo.)	X			X	
Term Life Insurance	X		X	X	
49ers Health & Welfare Package: • Health • Dental • Vision			X		
Clothing / Uniform Allowance			\$600	\$775	PW Director Police Chief
Short Term Disability	X				
Cell Phone Reimbursement					PW Employees City Admin.
Employee Assistance Plan (phone counseling)	Available for all Employees to use.				
Injury on Duty pay (up to 720 hours)				X	
Deferred Compensation (<i>payroll deduction – no cost to City</i>)	X				
AFLAC (<i>payroll deduction – no cost to City</i>) • Dental • Med/Flex Plan	X	X			

¹ Most benefits available only to regular part-time employees, not seasonal workers.

² 49ers & LELS generally also receive regular Full-Time benefits. Noted in these columns are those items called for in union contracts.

³ Part-time employees who work an average of 20 hours per week or more receive a pro-rated amount of PTO.

⁴ Only Employees w/ 10+ years of service



INFORMATION MEMO

Local Government Pay Equity Act: An Overview

Learn about Minnesota law requirements to analyze city employee pay structure for evidence of gender inequity. How to use a job evaluation system to determine the comparable work value of each employee class. State requirements for a pay equity implementation report. Maintaining equitable pay relationships; effects of noncompliance.

RELEVANT LINKS:

[Minn. Stat. §§ 471.998 - .999.](#)
[Minn. Stat. § 471.992 subd. 1.](#)
[Minn. R. 3920.0200.](#)

For information on types of pay systems see [HR Reference Manual, Chapter 4.](#)

[Minn. R. 3920.0100 subp. 8.](#)
[Minn. Stat. § 471.994.](#)

I. History

In 1984 the Minnesota Legislature passed a bill extending pay equity to all local governments in the State. The law requires each local government to analyze its pay structure for evidence of inequities, and to report this information to the Department of Management and Budget (the “Department”) every three years. Most Minnesota cities are also subject to the Equal Pay for Equal Work Law, which is a different law from the Pay Equity Act but also prohibits discrimination in pay based on sex.

II. Concept of pay equity

Compensation programs have three parts:

- Pay level—the level an employer pays in comparison to other employers.
- Pay structure—the relationships among jobs in an organization.
- Pay method—the set of policies and procedures for paying individual employees.

Pay equity is designed to address the problem of a wage structure in which there is one pay pattern for jobs performed mostly by men and another pay pattern for jobs performed mostly by women. Pay equity primarily affects pay structure, not pay level or pay method. An employer can still have a pay level that is different than other employers. The city can still pay more to recognize individuals’ seniority and performance. One way to do this is to establish salary ranges for each job class and reward employees for seniority, performance, or both by moving them through the salary range.

III. Job evaluation system

Every city must use a job evaluation system to determine the comparable work value of the work performed by each class of its employees. System options are:

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

MN Mgmt. & Budget, [State Job Match Job Evaluation System](#).

[Minn. Stat. § 471.994.](#)

[Minn. Stat. § 471.994.](#)

[Minn. Stat. § 471.997.](#)

[Minn. Stat. § 471.994.](#)

[Minn. Stat. § 471.995.](#)

[Minn. Stat. § 471.992 subd. 2.](#)

[Minn. Stat. § 471.9966.](#)

- Use the state job match.
- Use or modify systems developed by other public employers.
- Design your own system.
- Purchase a privately-owned (consultant's) system.

Regardless of what job evaluation system is used, a city should be prepared to explain to the state's Pay Equity Coordinator the criteria considered within their job evaluation system, how the points are awarded and the objective basis for the system, to ensure there is no inherent bias against female job classes.

No matter what job evaluation system is used, it must be updated to account for:

- New employee classes.
- Any changes in factors affecting the comparable work value of existing classes.

In addition, when substantially modifying your job evaluation system or adopting a new system you must notify the Commissioner of the Department of Management and Budget (the "Commissioner"). Cities should note that the results of any job evaluation system and subsequent reports may be used in any proceeding or action alleging discrimination.

IV. Pay equity and bargaining units

Pay equity laws directly address some issues where collective bargaining and pay equity laws intersect:

- Cities must meet and confer with the exclusive representatives of their employees on the development or selection of a job evaluation system.
- A report containing the results of the job evaluation system must be provided to the exclusive representatives of the employees to be used by both parties in contract negotiations.
- In interest arbitration (for any class other than balanced) the arbitrator shall consider pay equity, including results of a job evaluation study and any employee objections to said study, together with other standards appropriate to interest arbitration.
- The provisions of the Pay Equity Act do not diminish a city's duty to bargain in good faith.

V. Pay equity implementation report

Cities with one or more employees must file a pay equity implementation report every three years as required by the Department.

RELEVANT LINKS:

[Minn. R. 3920.0100 subp. 5.](#)
[Minn. Stat. § 179A.03 subd. 14.](#)
[MN Mgmt. & Budget, Local Government Pay Equity.](#)

[Minn. Stat. § 13.03.](#)

[Minn. R. 3920.0300 subp. 5.](#)

[Minn. R. 3920.0400.](#)

[Minn. R. 3920.0800 subp.1, 3.](#)

[Minn. R. 3920.0800 subp. 1.](#)
and
[Minn. R. 3920.1000 subp. 3.](#)

[Minn. Stat. § 471.9981 subd. 7.](#)
[Minn. R. 3920.1200.](#)

Generally, an employee is one who works in a position a minimum of 67 days per year (100 days in the case of a student) and works an average of at least 14 hours per week during the weeks they are scheduled to work.”

The information in the report is public. The form that cities must use is provided by the Department and requires that the following information be submitted:

- A list of all job classes in the political subdivision.
- The number of employees in each class.
- The number of female employees in each class.
- An identification of each class as male-dominated, female-dominated, or balanced.
- The comparable work value of each class as determined by the job evaluation system.
- The minimum and maximum monthly salary for each class and the amount of time in employment required to qualify for the maximum.
- Any additional cash compensation.
- Whether or not job classes are eligible for benefits, or if the jurisdiction's contribution limit for benefits is different for any male-dominated and female-dominated classes of comparable work value.
- Any other information requested by the commissioner.

Based on the pay equity implementation report and any other information requested by the Department, a number of tests are used to analyze the information submitted and determine compliance/noncompliance.

VI. Noncompliance

If a city is found not in compliance, a notice will be issued to that city. A city in disagreement with such a finding may notify the Commissioner and will be given a defined period of time during which additional information may be submitted for reconsideration of the finding.

In the event compliance is not achieved within the defined time period set by the commissioner, the commissioner will notify the city and the commissioner of revenue the city is subject to a five percent reduction in the aid that would otherwise be payable to that city, or to a fine of \$100 per day, whichever is greatest.

Cities may appeal the imposition of a penalty by filing a notice of appeal with the commissioner within 30 days of the commissioner’s notification to the city of the penalty. No penalty may be imposed while an appeal is pending.

RELEVANT LINKS:

[Minn. R. § 3920.1300.](#)

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800.925.1122
651.281.1200
HRbenefits@lmc.org

VII. Maintaining pay equity

Cities must maintain equitable pay relationships and submit additional reports as required by the department, generally every third year. The Department monitors compliance on an ongoing basis and reports to the legislature annually. The procedures for imposing or appealing penalties still apply to those cities found in compliance at one time, but found not in compliance at a future date.

VIII. Further assistance

Cities may contact the Pay Equity Coordinator for specific assistance. The League's Human Resources and Benefits Department will also discuss with you any additional questions you may have.

Current Rates Compared to Actual and Projected SSA COLA

Current Rates Continued										
	2017	2018	2019	2020	2021	2022		OVERALL	OVERALL	OVERALL
	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%		2017-2020	2017-2021	2017-2022
\$ 20,000	20,550	21,115	21,696	22,292	22,905	23,535		11.46%	14.53%	17.68%
\$ 25,000	25,688	26,394	27,120	27,866	28,632	29,419		11.46%	14.53%	17.68%
\$ 30,000	30,825	31,673	32,544	33,439	34,358	35,303		11.46%	14.53%	17.68%
\$ 35,000	35,963	36,951	37,968	39,012	40,085	41,187		11.46%	14.53%	17.68%
\$ 40,000	41,100	42,230	43,392	44,585	45,811	47,071		11.46%	14.53%	17.68%
\$ 45,000	46,238	47,509	48,816	50,158	51,537	52,955		11.46%	14.53%	17.68%
\$ 50,000	51,375	52,788	54,239	55,731	57,264	58,838		11.46%	14.53%	17.68%
\$ 55,000	56,513	58,067	59,663	61,304	62,990	64,722		11.46%	14.53%	17.68%
\$ 60,000	61,650	63,345	65,087	66,877	68,716	70,606		11.46%	14.53%	17.68%
\$ 65,000	66,788	68,624	70,511	72,450	74,443	76,490		11.46%	14.53%	17.68%
\$ 70,000	71,925	73,903	75,935	78,023	80,169	82,374		11.46%	14.53%	17.68%
\$ 75,000	77,063	79,182	81,359	83,597	85,896	88,258		11.46%	14.53%	17.68%
\$ 80,000	82,200	84,461	86,783	89,170	91,622	94,141		11.46%	14.53%	17.68%
\$ 85,000	87,338	89,739	92,207	94,743	97,348	100,025		11.46%	14.53%	17.68%
\$ 90,000	92,475	95,018	97,631	100,316	103,075	105,909		11.46%	14.53%	17.68%

Using SSA COLA									
2017	2018	2019	2020	2021	2022		OVERALL	OVERALL	OVERALL
0.30%	2%	2.80%	2.60%	2.60%	2.60%		2017-2020	2017-2021	2017-2022
20,060	20,461	21,034	21,581	22,142	22,718		7.91%	10.71%	13.59%
25,075	25,577	26,293	26,976	27,678	28,397		7.91%	10.71%	13.59%
30,090	30,692	31,551	32,372	33,213	34,077		7.91%	10.71%	13.59%
35,105	35,807	36,810	37,767	38,749	39,756		7.91%	10.71%	13.59%
40,120	40,922	42,068	43,162	44,284	45,436		7.91%	10.71%	13.59%
45,135	46,038	47,327	48,557	49,820	51,115		7.91%	10.71%	13.59%
50,150	51,153	52,585	53,953	55,355	56,795		7.91%	10.71%	13.59%
55,165	56,268	57,844	59,348	60,891	62,474		7.91%	10.71%	13.59%
60,180	61,384	63,102	64,743	66,426	68,153		7.91%	10.71%	13.59%
65,195	66,499	68,361	70,138	71,962	73,833		7.91%	10.71%	13.59%
70,210	71,614	73,619	75,534	77,497	79,512		7.91%	10.71%	13.59%
75,225	76,730	78,878	80,929	83,033	85,192		7.91%	10.71%	13.59%
80,240	81,845	84,136	86,324	88,568	90,871		7.91%	10.71%	13.59%
85,255	86,960	89,395	91,719	94,104	96,551		7.91%	10.71%	13.59%
90,270	92,075	94,654	97,115	99,639	102,230		7.91%	10.71%	13.59%



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: Pay Scale Step Implementation	AGENDA SECTION: Discussion
PREPARED BY: Clarissa Hadler, City Administrator Vicki Axley, Finance Director	AGENDA NO. 4.D.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

Staff is looking for clarification on Pay Scale Step Implementation. The 49ers contract states that employees are to be “stepped up” on January 1 of each year. This has also apparently been the practice in the organization for as long as anyone can remember.

However, in our experience employees are generally stepped up on their anniversary date. Here are a few strategies we could implement and some of the implications of each;

1. Current practice: On January 1 (at the same time as the new wage scale takes effect)
 - o Consistent with 49ers contract.
 - o Consistent with earlier practice.
2. On employee anniversary date, following a satisfactory (or more stringent standard) review.
 - o Consistent with practices in other organizations.
 - o Employees receive increases based on experience in the organization.
 - o Equitable in that all staff have to wait a full year for a certain step, instead of some waiting a longer period than others.
 - o Satisfactory review ensures individuals who do not perform well do not get increases.
 - o Change isn’t always well-received, so introducing this practice on existing staff may not go over well.
3. On July 1 for anniversary dates Jan – June or January 1 for anniversary dates July – Dec.
 - o Not consistent w/ 49ers, but somewhat more equitable.
 - o Not 100% equitable within each group.
4. Use transitional policy to implement for new and/or existing employees.

Below is a table of positions that are not yet, and will not be in 2019, fully “stepped up”.

January	1/17/2018	LIBRARY ASSISTANT
January	1/24/2018	CITY ADMINISTRATOR
January	1/24/2018	LIQUOR STORE MANAGER
March	3/9/2010	BARTENDER
March	3/13/2016	POLICE OFFICER
April	4/23/2018	LIBRARY ASSISTANT
May	5/2/2016	PUBLIC WORKS ASSISTANT
June	6/26/2018	BARTENDER
July	7/14/2015	LIBRARY ASSISTANT
September	9/11/2012	CHILDREN'S LIBRARIAN
September	9/19/2016	BARTENDER
September	9/12/2017	BARTENDER
November	11/13/2017	FINANCE DIRECTOR

Also, there is the question of the 6 month training period and transition from Step 1 to Step 2. The pay scale implies an automatic increase after 6 months. Was that the Council's intent? Is it safe to assume that employees that start at a step higher than Step 1 would not receive an increase after 6 months?

Let's look at the example of what happens if someone is hired in June and July;

Month Hired	Date Hired	6 Month Step 2	Policy 1 (Jan 1 Step)	Policy 2 (Ann. Date)
June	6/30/2018	12/30/2018	1/1/2019	6/26/2019
July	7/14/2018	1/14/2019	1/1/2020	7/14/2019

Staff requests Council direction moving forward. Staff plans to document practices moving forward so that it is clear in the future.



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: Snow & Ice Policy	AGENDA SECTION: Discussion
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 4.E.
ATTACHMENTS: Snow & ice policy revised 2018	APPROVED BY:
RECOMMENDED ACTION: Discussion	

The snow & ice policy has been revised and information given to you on this topic. If you would like more information than what I have provided, please get in touch with me & I will try to make it available for the workshop on Tuesday the 27th of November. Public Works is happy to do whatever the city council decides.

CITY OF PLAINVIEW, MINNESOTA

SNOW PLOWING/ICE CONTROL MAINTENANCE POLICY

Original September 1997

Revised September 2007

Revised November 2018

INTRODUCTION

The City of Plainview assumes basic responsibility for the plowing of snow and the control of ice on the city streets. Reasonable snow and ice controls necessary for routine travel and emergency services. The city will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will utilize city employees, city equipment, and/or private contractors when necessary to provide this service.

EQUIPMENT

The city shall acquire, maintain, repair, and replace equipment on a regular basis as the city's established budget shall allow. To provide for utilization of equipment in a cost-effective manner, the city may use, 2-city trucks, front end loader with plow & or bucket, tool-cat with broom, blower, and brush. They also have a Grasshopper that is equipped with a blower and a pickup with a plow. All of these have their place for snow removal & ice control.

Whenever existing snow removal heavy equipment is broken down in excess of 8 hours during snow removal, the Public Works Director may rent equipment. The City Administrator or his/her designee shall be notified of this decision immediately. A written report to include equipment down, reason for renting, estimated rental period rental company, rental machine identification, rental rate and estimate of the total cost shall be submitted within 48 hours after the completion of the rental returned.

When the Public Works Director determines that the policy levels of service cannot be provided by city forces, he shall report to the City Administrator or his/her designee the following information:

1. Additional time required to provide desired levels of service using just city forces.
2. Additional equipment and/or manpower support required to achieve desired levels of service.
3. Estimated number of hours for equipment and/or manpower that will be required.

The City Administrator or his/her designee will take the following action:

1. Determine the availability of the contractor equipment.
2. Estimate the cost of contracted service required.
3. Determine availability of funds to meet estimated costs.
4. Based on the information supplied, the City Administrator or his/her designee shall determine whether to contract for additional service/equipment or accept the reduced levels of service.

If contracted service or equipment is secured, the City Administrator or his/her designee shall provide the Public Works Liaison with a report containing the following information:

1. Purpose of contracting snow removal.
2. Estimated time & cost of contracted services.
3. Time & date the contract began.

In the absence of the City Administrator, the Public Works Director shall full authority under this section and shall communicate any decisions or actions resulting in extraordinary expenditures. Extraordinary expenditures are defined as greater than \$5,000.00.

MINIMUM LEVELS OF SERVICE

The following are minimum levels of service that can be expected. The city will strive to achieve better results if possible.

Snow & or ice control may be terminated at any time the Public Works Director or his/her designee determine that rising temperatures, visibility, and or the rate of accumulation make the control unsafe, ineffective, or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation reaches 2" or more or when ice occurs on city streets and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep these routes open to traffic, if possible, during a storm; however, it is not the intent to keep them snow & ice free.
2. All city streets shall be open to traffic (2 lanes) within 12 hours after the snow has subsided.
3. Downtown city streets shall generally be plowed to the center. The Public Works Director or his/her designee may elect to plow downtown streets during an evening or early morning hours to avoid traffic and parked car congestion. City owned parking lots are generally plowed at the same time as the downtown streets. Snow maybe piled for removal form parking lots when snow is hauled from the downtown.
4. Downtown snow hauling will begin at the discretion of the Public Works Director or his/her designee. At certain times of the year for the following reasons the snow may be left to melt. The area to stock pile snow is full, the ground is no longer frozen, the amount of snow windrowed, and there are warm temperatures coming.
5. All city streets & alleys shall be opened to functional traffic patterns within three (3) working days after a snowstorm subsides.
6. Salt & sand operations will be utilized to provide bare pavement when conditions allow for this to happen on all city streets. There maybe general snow pack on residential streets because of traffic and temperature.
7. Snow depth at the corners of intersections shall be reduced to 36 inches or less following other necessary operations. The Public Works Director or his/her designee shall have the authority to determine the scheduling and priority of this function.
8. Certain streets within the city are maintained by MNDOT and fall under MNDOT policies.
9. Certain streets within the city are maintained county roads and are maintained by Wabasha County.

METHOD OF PLOWING SNOW

Snow will be plowed in a manner to minimize traffic obstructions. Apart from the Central Business District, the snow will be plowed from the center of the street outward. For narrow streets or alleys, the Public Works Director or his/her designee may choose to plow from one side to the other. Snow shall be plowed and pushed from left to right and discharged on the edge of the street or adjacent right-of-way, without regard for sidewalks and/or driveways. The city shall not be responsible for plowing snow from any sidewalks and/or driveways. Plow routes are set up by the Public Works Director or his/her designee and may be changed at any time.

HAULING OF SNOW

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by blowing it into trucks and hauling the snow away. Timing of the hauling will be at the discretion of the Public Works Director or his/her designee.

WEATHER CONDITIONS

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment and are effective. Factors that may delay snow and ice operations include: Severe cold, significant winds, limited visibility, rapid accumulation, timing of the snow/ice, direction of the wind, nature of the snow such as wet/sticky, dry fluffy, and the temperature during the event.

DISPATCHING OF EQUIPMENT

Dispatching of equipment shall be determined by the Public Works Director or his/her designee. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call out. If on a specific situation, the response time shall be as soon as possible if people and equipment are available and it is more than 4 hours until a work shift is to begin. Once a work-shift has

ended, the Public Works Director and his/her designee has the discretion of responding immediately to other specific situations or waiting until a new shift begins.

For emergency vehicles responding to emergency situations (fire, police, medical) within the city, necessary men and equipment will be dispatched as soon as possible.

WORK SCHEDULE FOR SNOW PLOW OPERATORS

Snow plow operators will be expected to work eight-hour shifts. In snow emergencies, operators sometimes work in excess of eight-hour shifts. However, because of budget and safety concern, no operator will work more than a twelve-hour shift in any 24-hour period. Operators will take a fifteen-minute break every 2-hours with a half hour break after four-hours. After a twelve-hour day, the operators will be replaced if additional qualified personnel are available.

Please note that this may be different, depending on the Local 49's contract.

DAMAGE TO PERSONAL PROPERTY

Only those properties (mailboxes) which are installed properly and allowed by city ordinance to be adjacent to streets and damaged by actual contact with city equipment will be considered for repair or replacement at the city's expense. Damage to trees, shrubbery, sprinkler heads, landscape lighting and other landscaping will not be considered for compensation. Lawns that are scraped or gorged by city equipment will be repaired by top-dressing and seeding the following spring. Residents are requested to assist by watering areas that are repaired.

Damage to personal vehicles will be considered only if they are legally parked and only if contacted by city equipment.

MAIL DELIVERY

The plow operators make every effort to remove snow as close to the curb-line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect

conditions and minimize damage to mailboxes with the size and type of equipment that the City operates. Therefore, the final cleaning adjacent to mail boxes is the responsibility of each resident.

PLOWING OF PRIVATE PROPERTY

Unless there is direct benefit to city operations or unless emergency vehicles need access, there will be no plowing of private property with city equipment.

CONCERNS

Concerns regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's concern procedures. Concerns involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time shall not exceed twenty-four (24) hours, for any concern. Concern responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all concerns and upgrade this policy as necessary in consideration of constraints of our resources. Concerns are to be called into 534-3701, or there is a submit a concern on the City's web page.

4" SNOWFALL PROCEDURE

The procedure starts the day before we plow.

1. Bennett & Sons called to line up 4 trucks to start on 2nd avenue NW by the school. 6:00 am start.
2. Agri Power called to line up the blower to blow the windrowed snow into the trucks. 6:00 am start
3. All City equipment checked over. Fuel, oil, grease, windows cleaned, all lights working.
4. Both trucks loaded with sand/salt mixture.
5. At midnight the city comes in to blow/sweep the streets that are going to be windrowed. 2 people.
6. 3:00 am the person in the sidewalk blower goes to get in a truck. Another person comes in and gets in the other truck. The final person comes in and takes the loader with a plow on it. The person with the sweeper continues to sweep sidewalks. Then starts liquor store, library, city hall, fire hall, & ambulance building. Finishing up with sidewalks & trails usually done by noon or shortly there-after.
7. Truck 1 starts in the SW part of the city but also opens an avenue & street in the SE so that traffic can move and that they only must go 2 blocks to get to a plowed street. This truck continues to plow SW until completed. Then it moves to the SE section of the city. The city is divided into 4 sections by Highway 247/East Broadway. The other section line is highway 42 north/south. Plowing is done with these sections by about 8-9 am. Then this truck goes and sand/salts this route. This truck also sands parking lots & windrowed streets after the snow is picked up. Done by noon.
8. Truck 2 is in the northeast section of the city on first, second, & fifth avenue. Traffic can now flow in the NE section of the city. This truck now does first & second avenue NW. Then the truck finishes the rest of this section of the NW. The truck proceeds to Parkside & Anastacia in the NW. Parkside & Anastacia are sanded. This truck now goes to finish the NE section of the city. This truck finishes plowing around 10:00 am. The truck now sands the plowed streets. Cemetery is plowed and sanded by truck 2. Done by noon.
9. The loader starts out by opening the Trailhead & Orchard manor Drive. After those are done the loader plows the blacktop & crushed rock alleys. The liquor store & library lots are next. Plowing then starts on 2,3,4,5,6, NW & SW streets that get windrowed. First & second avenues are next. The windrowed portions of those. Last is Highway 247 from highway 42 to 7th street SW. Hopefully done by 6:00 am because it is time to stack the snow being hauled by the trucks. Done by 11:00 am usually. The loader finishes by pushing back dead-ends and cul-de-sacs. Done by noon or shortly there-after.

PROJECTED INCREASED COSTS

1. City streets snow blown & trucked away 3 hours= \$2714.00
 2. Cul-de-sacs snow blown & hauled away 4 hours=\$2536.00
 3. Alleys snow blown & hauled away 2 hours=\$2686.00
- | | | |
|---|-----------|-------------------------|
| Total costs with added cul-de-sacs & alleys | \$7636.00 | 63.5 % greater than # 1 |
| Total costs with added cul-de-sacs | \$5250.00 | 48.3 % greater than # 1 |
| Total costs with added alleys | \$5400.00 | 49.7 % greater than # 1 |

The budget would have to increase between 49.7 & 63.5% based on these added options. These are dollars per snow event. These can be multiplied by 10-15 snow events per year.



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Snow Plowing Policy Review	AGENDA SECTION: New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 8.F.
ATTACHMENTS: Comparisons, League Model, Plainview policy, Mayors concerns	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion and Council Direction.	

**** 4 other cities were contacted that had state highways in their city. It is quite interesting how similar all 5 cities are in taking care of state highways. The differences include who does the work and the timing of the work.

**** Snow plowing standards review. January 15, 1988. A minimum set of standards was set in 1988. There were many changes to this review in 1997 due to the number of equipment the number of employees and trying to provide the best of what we work with and what is dealt to us.

**** Next look at the League of Minnesota Snow Plowing Policy, updated June 2018. It mirrors our policy. Why, because that is what I used after attending a class put on by the league in September 1997. Before submitting this to the city council for adoption I sent this to the presenter. He concluded it was an exceptional policy for a small city.

**** The current policy had revisions back in September 2004. Mainly because of the number of people that were plowing, added subdivisions that changed routes, and newer equipment.

**** Roger's concerns.

*** Dollar amount for change and benefits to who and why others don't receive the benefit.

**** I have given you a lot of information, if you have questions feel free to contact me. The choice is yours if you wish to change the policy. At times, change comes with an increased budget.

CITY OF PLAINVIEW

241 West Broadway
P.O. Box 606
Plainview, MN 55964-0606



The Heart of Greenwood Prairie

TO: Mike Hamilton, Merlin Bratberg, Council Members
FROM: Donald F. Koverman, City Administrator
SUBJECT: Snow Plowing Standards Review
DATE: January 15, 1988

The City has 45.1 miles of roads to maintain within the corporation limits. In as much as the current snow plowing standards have not been reviewed for the past four (4) or five (5) years, I thought it might be useful to review these guidelines to determine whether they reflect current community values.

Upon researching the current standards I find the present goal of the snow plowing program is best stated in the following manner:

Goal = To provide a snow plowing program which will allow vehicle traffic to safely utilize city streets while minimizing operational cost.

Implementing this snow plowing program requires answering three (3) fundamental questions:

1. When?
2. Where?
3. How?

1. When?

Mike Burgdorf considers sixteen (16) different factors in answering the question...when to begin to plow the snow. Often, because of the nature of the specific snow, some factors are weighed more than others. Some of these factors considered are:

1. temperature before snow falls
2. temperature when plowing
3. anticipated temperature after snow fall
4. current wind speeds
5. anticipated wind speeds after plowing
6. direction of wind currently
7. anticipated wind shifts
8. time of day of the snowfall
9. amount of the traffic during the snow fall - plowing program
10. amount of snowbirds (if appropriate)
11. driving conditions during the plowing of the snow
12. nature of the snow such as wet, sticky, dry or fluffy

Snow Plowing Standards Review - Cont.

Consequently, each snow fall is looked at individually and the question of "when" is treated on an individual basis.

2. Where?

The Department of Public Works currently divides the City into three (3) priority levels. While this priority ranking exists, it is important to note that unless extreme conditions exist, there is not a significant amount of lag time between the plowing of snow for priority #1 versus priority #3.

The priority levels are:

Priority #1

1. Broadway (State Road)
2. Business District
3. School Area
4. Fire Station Area

Base Street

5. *10th Street*

Priority #2

1. Neighborhood primary streets
 2. Feeder streets to main roads
- (Note: these are primarily the east to west streets)

*Base Street
Intersections*

Priority #3

1. Subdivision streets
2. All north to south neighborhood streets
3. Alleys

3. How?

Currently Mike uses the following resources to plow the streets:

1. 2 men running equipment with a third man (usually Mike) coming in for shift relief, administrative and coordination work.
2. Equipment used:
 - a) one (1) truck
 - b) one (1) plow road grader
3. Materials used:
 - a) salt = salt most effective 0 to 20 above
 - b) sand = sand used for traction and has no temperature problems
4. The blades are set to street level and only lifted when there are manhole covers set above street level.
5. Clean up is primarily left to higher temperatures - with the melting snow running off to the storm sewers

The general rule is that the more traveled the street is - the sooner the street will be free of snow/ice.

These are the approaches utilized to answer the three (3) questions which in turn achieve the current snow plowing goal. What is the cost of this standard?

Plowing 1" - 5" snow (12 hours to plow streets)

Truck's labor, fuel, maintenance . . .	207.47
Plow road grader's labor, fuel, maintenance . . .	<u>199.76</u>
TOTAL	\$407.23

Plowing 6" - 12" snow (24 hours to plow streets)

Truck's labor, fuel, maintenance . . .	399.44
Plow road grader's labor, fuel, maintenance . . .	<u>379.52</u>
TOTAL	\$778.96

Sand and Salt (for both levels of snow). \$321.14

Blades for Truck \$243.68/set including changing

Blades for plow road grader \$203.26/set including changing

Blades last two (2) years depending on amount of snow to plow, hitting manhole covers and curbs.

Conclusion

In looking at changes in the plowing standards perhaps we really need to focus on the overall goal and the question of "how" and not necessarily the questions of "when" or "where".

If we inserted into the goal that the final results would be a "clean" or "snow free" street, how would we accomplish this and for what additional cost?

Snow Plowing Standards Review - Cont.

<u>Current Standard</u>		<u>"Clean" Streets Standard</u>
1"-5" snowfall	\$321.14 (Sand & salt)	\$511.19
	<u>\$407.23</u> (labor, fuel, maint.)	<u>\$407.23</u>
(\$16.15 per mile)	\$728.37	\$918.42 (\$20.36 per mile)
6"-12" snowfall	\$321.14 (Sand & salt)	\$511.19
	<u>\$778.96</u> (labor, fuel, maint.)	<u>\$778.96</u>
(\$24.39 per mile)	\$1100.10	\$1290.15 (\$28.60 per mile)

The difference in current standards between 1"-5" and 6"-12" snow is \$371.73, the difference in "Clean Street" Standard between 1"-5" snow and 6"-12" snow is also \$371.73. Comparing the costs of current standards to "Clean Street" Standards is \$190.05.

Underlining assumptions are:

- no overtime is used.
- average snow fall (no extremes).
- only sand and salt is used.
- high temperatures are utilized to melt balance of snow, with run off going into storm drains (rather than being picked up with our snow removal program).

Another consideration for a "Clean Street" Standard would be at what temperature should this standard begin? Currently the data presented utilizes sand/salt chemicals. As stated previously, salt works 0 to 20 above temperatures. There is a calcium chloride chemical which is effective -5 to 0 temperatures. Utilizing this chemical would allow for earlier "Clean up". The costs involved are:

\$12.00 per bag (2 bags needed per load)
\$24.00 per load (7 loads required for 45.1 miles)

The additional cost would be \$168.00 per snow. This would raise the total "Clean Street" cost to:

1"-5" snow	\$511.19	(Sand and salt)
	\$407.23	(Labor, fuel, maintenance)
	<u>\$168.00</u>	(Calcium)
TOTAL	\$1086.42	

Snow Plowing Standards Review - Cont.

6"-12" snow	\$511.19	(Sand and Salt)
	\$778.96	(Labor, fuel, maintenance)
	<u>\$168.00</u>	(Calcium)

TOTAL \$1458.15

Please review and advise. Thank you.

Donald F. Koverman,
City Administrator

CITY OF PLAINVIEW

241 West Broadway
P.O. Box 606
Plainview, MN 55964-0606



The Heart of Greenwood Prairie

TO: Mike Burgdorf, Public Works Director
FROM: Donald F. Koverman, City Administrator
SUBJECT: Snow Plowing Standards
DATE: January 29, 1988

As you are aware the City Council approved the snow plowing standards recommended by the Street subcommittee. Below please find a review for these standards:

STREET PRIORITY RANKINGS:

Priority #1

1. Broadway (State Road)
2. Business District
3. School Area
4. Fire Station
5. Hillcrest Nursing Home (2nd Avenue out to county road)
6. 10th Street and 2nd Avenue where the school buses are parked over night)

Priority #2

1. Neighborhood primary streets
2. Feeder streets to main roads
(Note: these are primarily the east to west streets)

Priority #3

1. subdivision streets
2. all north to south neighborhood streets
3. alleys

GOALS

1. For Priority #1 streets and intersections of Priority #2:
The Department of Public Works will provide a snow plowing program which will:
 - a. allow vehicle traffic to safely utilize city streets
 - b. provide a "snow free" or "clean street" quality standard (as soon as possible) after each snow fall
2. For the remaining Priority #2 streets and all of Priority #3 streets:
The Department of Public Works will provide a snow plowing program which will:
 - a. allow vehicle traffic to safely utilize city streets
 - b. to minimize operational costs, the Department will only plow these streets on an "as-needed" basis

Snow Plowing Standards-cont.

The Department will continue to utilize only sand and salt materials to achieve the above goals.

A handwritten signature in black ink, appearing to read 'D. F. Koverman', written over a horizontal line.

Donald F. Koverman,
City Administrator

DFK:cz

cc: Joe Kaupa, Police Chief

**SNOW PLOWING/ICE CONTROL
MAINTENANCE
POLICY**

CITY OF PLAINVIEW, MINNESOTA

Original September 1997
Revised September 2004

INTRODUCTION

The City of Plainview assumes basic responsibility for the plowing and snow and control of ice on city streets. Reasonable snow and ice control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will utilize city employees, city equipment and /or private contractor when necessary to provide this service.

EQUIPMENT

The city shall acquire, maintain, repair and replace equipment on a timely basis as the city's established budget shall allow. To provide for utilization of equipment in a cost effective manner, the city may use regular city trucks, ~~motor grader~~, front end loader, pickup and any other regular equipment as may be useful for control of snow and ice. Equipment that can be used only for snow and ice shall be acquired and utilized only if deemed absolutely essential.

Whenever existing snow removal heavy equipment is broken down in excess of eight hours during snow removal, the Public Works Director may rent equipment. The City Administrator or his designee shall be notified of this decision immediately. A Written report to include equipment down, reason for renting, estimated rental period, rental company, rental machine identification, rental rate and estimate of total cost shall be submitted within 48 hours after the completion of rental returned.

When the Public Works Director determines that the policy levels of service cannot be provided by city forces, he shall report to the City Administrator or his designee the following information:

1. Additional time required to provide desired levels of service using just city forces.
2. Additional equipment and/or manpower support required to achieve desired levels of service.
3. Estimated number of hours equipment and/or manpower will be required.

The City Administrator or his designee will then take the following action:

1. Determine availability of contractor equipment.
2. Estimate cost of contracted service required.
3. Determine availability of funds to meet estimated costs.
4. Based on information supplied, the City Administrator or his designee shall determine whether to contract for additional service or equipment, or accept reduced levels of service.

If contracted service or equipment is secured, the City Administrator or his designee shall provide the Public Works Subcommittee with a report containing the following information:

1. Purpose of contracting snow removal.
2. Estimated time and cost of contracted services.
3. Time and date contract began.

In the absence of the City Administrator, the Public Works Director shall have full authority under this section and shall communicate any decisions or actions resulting in extraordinary expenditures are defined as greater than \$5,000.00.

MINIMUM LEVELS OF SERVICE

The following are minimum levels of service that can be expected. The city will strive to achieve better results if possible.

Snow and/or ice control may be terminated at any time the Public Works Director or his designee determine that rising temperatures, visibility and/or the rate of accumulation make the control unsafe, ineffective, or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation reaches 2 inches or when ice occurs on city streets, and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep these routes open to traffic, if possible, during a storm; however, it is not the intent to keep them snow or ice free.
2. All city streets shall be open to traffic (two lanes) within 12 hours after the snow storm subsided.
3. Downtown city streets shall generally be plowed to the center. The Public Works Director or his designee may elect to plow downtown streets during evening or early morning hours to avoid traffic and parked vehicle congestion. City owned parking lots are generally plowed at the same time as downtown streets. Snow may be piled for removal from the parking lots when snow is hauled from downtown.
4. Downtown snow hauling will begin at the discretion of the Public Works Director or his designee. At certain times of the year or when there is no room to stock pile snow, it may be left to melt.
5. All public streets and alleys shall be opened to functional traffic patterns within three working days after a snowstorm subsides.
6. Salt and sand operations will be utilized to provide bare pavement when conditions allow for this on all city streets. There may be general snow pack on residential street because of traffic and temperature.
7. Snow depth at the corners of intersections shall be reduced to 36 inches or less following other necessary operations. The Public Works Director or his designee shall have the authority to determine the scheduling and priority of this function.

8. Certain streets within the city are maintained by the State and fall under State Maintenance policies.
9. Certain streets within the city are maintained by Wabasha County and fall under County Maintenance policies.

Method of Plowing Snow

Snow will be plowed in a manner so as to minimize traffic obstructions. With the exception of the Central Business District, the snow will be plowed from the center of the street outward. For narrow streets or alleys, the Public Works Director or his designee may choose to plow from one side to the other. Snow shall be plowed and pushed away from left to right and discharged on the edge of the street or on adjacent right-of-way without regard for sidewalks and/or driveways. The City shall not be responsible for plowing snow from any sidewalks and/or driveways. Plow routes are set up by the Public Works Director or his designee and may be changed at any time.

Hauling of Snow

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by hauling. Timing of such hauling shall be at the discretion of the Public Works Director or his designee.

Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay snow and ice control operations include: severe cold, significant winds, limited visibility and rapid accumulation of snow and ice, *timing of the snow/ice, direction of the wind, nature of the snow such as wet, sticky, dry, fluffy, and the temperature during the snow fall.*

Dispatching of Equipment

Dispatching of equipment shall be determined by the Public Works Director or his designee. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call out. If on a specific situation, the response shall be as soon as possible if people and equipment are available and it is more than 4 hours until a work shift is to begin. Once a work-shift has ended, the Public Works Director or his designee has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

For emergency vehicles responding to emergency situations (fire, medical, police) within the city, necessary men and equipment will be dispatched as soon as possible.

Work Schedule for Snow Plow Operators

Snow plow operators will be expected to work eight-hour shifts. In snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen minute break every two hours with a half-hour meal break after four hours. After a Twelve-hour day, the operators will be replaced if additional qualified personnel are available.

Damage to Personal Properties

Only those properties (mailboxes) which are installed properly and allowed by city ordinance to be adjacent to streets and damaged by actual contact with city equipment, will be considered for repair or replacement at city expense. Damage to trees, shrubbery, sprinkler heads, landscape lighting and other landscaping will not be considered for compensation. Lawns that are scraped or gorged by city equipment will be repaired by topdressing and seeding the following spring. Residents are requested to assist by watering the areas that are repaired.

Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by equipment.

Mail Delivery

The snow plow operators make every effort to remove snow as close to the curb-line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Plowing of Private Property

Unless there is direct benefit to city operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

Complaints

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources. Complaints are to be called into 534-3701.

Review of Policy

The city will keep on file comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider comments or complaints received since the last review.

SNOWPLOWING

TRUCK #1 ROUTE

1. 1ST Ave. S.W. from 1st St. S.W. to 7th St. S.W.
2. 7th St. S.W. from highway 42 to 2nd Ave. S.W.
3. 9th St. S.W. from Highway 247 to 2nd Ave. S.W.
4. 10th St. S.W. from 9th St. to Highway 42.
5. 2nd Ave. S.W. from 9th St. to 3rd St. S.W.
6. 3rd St. S.W. from 2nd Ave. S.W. to Highway 42.
7. 2nd Ave. S.W. from 3rd St. S.W. to Highway 42.
8. 2nd Ave. S.E. from Highway 42 to 4th St. S.E.
9. 4th St. S.E. from 2nd Ave. S.E. to East Broadway.
10. 4th Ave. S.E. and 4th St. S.E. to Dead End.
11. 3rd Ave. from Highway 42 to 1st St. S.W.
12. 1st St. S.W. from 3rd Ave. S.W. to Highway 247.
13. 1st St. N.W. from Highway 247 to 2nd Ave. NW.
14. 1st St. S.W. from 3rd Ave. S.W. to 4th Ave. S.W.
15. 4th Ave. S.W. from 1st St. S.W. to 2nd St. S.W.
16. 2nd St. S.W. from Dead End to 3rd Ave. S.W.
17. 3rd Ave. S.W. from 3rd St. to 1st St. S.W.
18. 4th St. S.W. from Highway 42 to 1st Ave. S.W.
19. 5th St. S.W. from 1st Ave. S.W. to 5th Ave. S.W.
20. 5th Ave. S.W. from 5th St. S.W. to 4th St. S.W.

21. 6th St. S.W. from 1st Ave. to Dead End.
22. 3rd Ave. S.W. from 6th St. S.W. to 7th St. S.W.
23. 7th St. S.W. from 3rd Ave. S.W. to Cul-de-sac.
24. 4th Ave. S.W. from 7th St. S.W. to 3rd St. S.W.
25. 3rd Ave. S.W. from 3rd St. S.W. to 5th St. S.W.
26. 8th St. S.W. from 2nd Ave. S.W. to Cul-de-sac.
27. 4th Ave. S.W. Cul-de-sac.
28. 4th Ave. S.W. from 8th St. S.W. to 10th St. S.W.
29. 2nd St. S.E. from 2nd Ave. S.E. to 3rd Ave. S.E.
30. 3rd Ave. S.E. West Cul-de-sac to East Cul-de-sac.
31. 3rd St. S.E. from 3rd Ave. S.E. to 4th Ave. S.E.
32. 5th Ave. S.E. from 4th St. S.E. to 2nd St. S.E.
33. 2nd St. S.E. from 4th Ave. S.E. to 6th Ave. S.E.
34. 6th Ave. S.E. from 2nd St. S.E. to East Dead End.

TRUCK #2 ROUTE

1. East Broadway from Highway 42 to East City Limits.
2. 8th St. N.E. from East Broadway to Dead End.
3. 6th St. N.E. from East Broadway to 1st Ave. N.E.
4. 2nd Ave. from East Dead End including 7th St. N.E., 4th Ave. N.E. and 5th St. N.E. to Dead End.
5. 1st Ave. N.E. from Dead End East of 6th St. N.E. to Highway 42.
6. 1st Ave. N.W. from Highway 42 to 3rd St. N.W.
7. 3rd St. N.E. from 1st Ave. N.W. to 2nd Ave. N.W.
8. 2nd Ave. N.E. from Eastwood Park to Highway 42.
9. 2nd Ave. N.W. from Highway 42 to 10th St. N.W.
10. 6th St. N.W. from 2nd Ave. N.W. to Fisk Acres Dead End.
11. 7th Ave. N.W. from 6th St. N.W. to County Road 8.
12. 4th Ave. N.W. from 6th St. N.W. to 9th St. N.W.
13. 9th St. N.W. from 4th Ave. N.W. to 3rd Ave. N.W.
14. 3rd Ave. N.W. from 9th St. N.W. to 8th St. N.W.
15. 8th St. N.W. from 2nd Ave. N.W. to 4th Ave. N.W.
16. 7th St. N.W. from 4th Ave. N.W. to Dead End.
17. 7th St. N.W. from 2nd Ave. N.W. to 3rd Ave. N.W.
18. 3rd Ave. N.W. from 6th St. N.W. to 8th St. N.W.
19. 3rd Ave. N.E. from Highway 42 to Dead End.
20. 5th Ave. N.E. from Dead End to Highway 42.

21. 8th Ave. N.W. from Highway 42 to Dead End.
22. 2nd St. N.W. /1st St. N.W. from 8th Ave. N.W. to 8th Ave. N.W.
23. 6th Ave. N.E. from 5th Ave. N.E. to Dead End Cul-de-sac.
24. 4th St. N.E. from 6th Ave. N.E. to 1st Ave. N.E.
25. 3rd St. N.E. from 1st Ave. to East Broadway.
26. 2nd St. N.E. from East Broadway to 5th Ave. N.E.
27. 1st St. N.E. from 5th Ave. N.E. to East Broadway.
28. 3rd St./4th Ave. N.E. from 5th Ave. NE to Cul-de-sac.
29. 5th St. N.E. from 1st Ave. N.E. to Broadway.
30. 6th St. S.E. from East Broadway to Dead End pickup route.
31. 3rd St. S.E. from East Broadway to 2nd Ave. S.E.
32. 2nd St. S.E. from 2nd Ave. S.E. to East Broadway.
33. 1st St. S.E. from 2nd Ave. S.E. to 1st Ave. S.E.
34. 1ST Ave. S.E. from 1st St. S.E. to Dead End.
35. 3rd Ave. N.E. East Dead End to Cul-de-sac.

GRADER ROUTE – WINDROW STREETS

1. 2nd St. S.W. from 1st Ave. S.W. to West Broadway.
2. 2nd St. N.W. from West Broadway to 1st Ave. NW.
3. 3rd St. N.W. from 1st Ave. N.W. to West Broadway.
4. 3rd St. S.W. from West Broadway to 2nd Ave. S.W.
5. 4th St. S.W. from 1st Ave. S.W. to West Broadway.
- *6. 4th St. N.W. from Broadway to 2nd Ave. N.W. (Sidewalk cleaned only to 1st Ave.)
- *7. 5th St. N.W. from 2nd Ave. N.W. to West Broadway. (Sidewalk cleaned only to 1st Ave.)
8. 5th St. S.W. from Broadway to 1st Ave. S.W.
9. 6th St. N.W. from 1st Ave. N.W. to 2nd Ave. N.W.
10. 1st Ave. N.W. from 6th St. N.W. to 3rd St. N.W.
11. 1st Ave. S.W. from 4th St. S.W. to 3rd St. S.W.
12. West Broadway from Highway 42 to 7th St. S.W.

* Items 6 & 7 are windrowed for 2 blocks, but the City only has the Sidewalks cleaned for 1 block because it is in the Business District.

PICKUP ROUTE

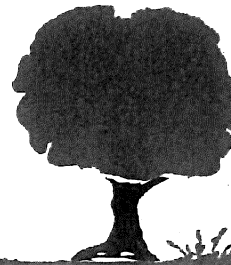
1. Orchard Manor
2. First alley North of West Broadway from Highway 42 to 4th St. N.W.
3. Alley North of first alley from Dead End to Highway 42.
4. 1st St. N.W. from 2nd Ave. N.W. to Dead End.
5. 2nd St. N.W. from 2nd Ave. N.W. to Dead End.
6. 4th St. N.W. from 2nd Ave. N.W. to Dead End.
7. 5th St. N.W. from 2nd Ave. N.W. to Cemetery.
8. Cemetery Roads.
9. Cul-de-sac 4th Ave. N.W.
10. Cul-de-sac 3rd Ave. N.W.
11. First alley South of West Broadway 1st St. S.W. to 7th St. S.W.
12. Alley South of first alley 7th St. S.W. to 1st Ave. S.W.
13. 6th St. S.W. from West Broadway to alley.
14. Cul-de-sac 6th Ave. N.E.
15. Cul-de-sac End of 6th Ave. N.E.
16. Cul-de-sac 4th Ave. N.E.
17. Cul-de-sac End of 4th Ave. N.E.
18. Alley off of 2nd Ave. N.E. between 1st and 2nd St. N.E. go North to Connie Johnson garage.
19. Alley from 2nd St. S.E. to 3rd St. S.E.
20. Cul-de-sac 1st St. S.E.

21. Corners 2nd Ave. S.E. and 4th St. S.E.
22. Cul-de-sac 4th Ave. S.W.
23. Cul-de-sac 8th St. S.W.
24. Cul-de-sac 7th St. S.W.
25. Cul-de-sac 3rd Ave. N.E.
26. Cul-de-sac 2nd Ave. N.E.
27. Road to LeVan Lift Station.
28. Cul-de-sac 7th St. N.W.

CITY OF PLAINVIEW

241 WEST BROADWAY • PLAINVIEW, MN 55964

MICHAEL L. BURGDORF - Public Works Director
507-534-3701
Cell: 507-273-6223
FAX: 507-534-0116
E-mail: m.burgdorf@plainviewmn.com



The Heart of Greenwood Prairie

SNOW REMOVAL COMPARISONS

Plainview- The state highway is plowed to the center by the city & reimbursed. The blower and trucks are hired by the state as are the trucks. The sidewalks from highway 42 to 5th street SW/NW have been cleared of snow & also put into the windrow with the snow from the highway. The city uses a 25% salt to 75% sand mixture for traction & to remove ice. Cul-de-sacs are plowed to the center of the cul-de-sac.

St. Charles- The state plows the snow to the curb. Later the state comes back and plows the snow away from the curb. After that the state omens in with the state blower and blows the snow into state trucks. The city uses a 33% salt to 67% sand mixture for deicing. Cul-de-sacs are plowed to the outsides on boulevards. If the boulevard becomes full, they haul out.

Lake City- The state plows the snow to the curb. Then the state plows away from the curb & the city blows the snow into city trucks. The city uses 100% salt. Cul-de-sacs are plowed to the outside. If the boulevards are full the snow gets hauled out.

Wabasha- The state highway is plowed curb to curb, no removal. The city uses 10 % salt & 90% sand. At times if needed they mix 50-50. Cul-de-sacs plowed to the outside. If the boulevards fill up, they haul out.

Zumbrota- State highway plowed curb to curb. Downtown windrowed, blow, and hauled away. The city uses a 25% salt mixture 75% sand. The do have access to salt where they can use straight salt. The cul-de-sacs are plowed to the outside. If the boulevard becomes full, they haul out.

Snowplowing, LMC Model Policy

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the Information Memo "Acquisition and Maintenance of City Streets."

City of _____, Minnesota Snowplowing Policy

1. Introduction

The city of _____, 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.

2. When Will the City Start Snow or Ice Control Operations?

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

- A. Snow accumulation of three (3) inches or more;
- 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 three (3) inches.

3. 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. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs 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.

4. Snow Removal

The Street 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.

5. 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 alleys and 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.

6. 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. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. 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. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 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, 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.

8. 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.

9. 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.

10. Sidewalks

The city will maintain some of the sidewalks in the city. The list of those sidewalks is attached. As there are a limited number of personnel available, the city will only maintain these sidewalks 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.

11. 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. If the city, in its discretion, determines that reimbursement or replacement is appropriate, the city may:

- 1) At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the city;
- 2) 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.

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 Streets 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 Street Superintendent 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.

RE: SNOW POLICY

Michael Burgdorf

Thu 11/8/2018 8:31 AM

To: Spencer Larson <s.larson@plainviewmn.com>;

From: Roger Ziebell <r.ziebell@plainviewmn.com>
Sent: Sunday, October 28, 2018 9:22 AM
To: Michael Burgdorf <m.burgdorf@plainviewmn.com>
Subject: SNOW POLICY

Mike,

My concerns on snow removal:

1. Plow before applying sand, don't apply sand/salt then plow 2 hours later. I don't know if we have ever plowed sand/salt off after applying it for 2 hours. Generally we apply sand/salt in the day so that the snow/ice stays loose to plow off the next day. Last season I seen the Public Works take 2-3 days to remove 1.5 inches of snow I am sorry if that happened. Please give me a date and I will look on the work orders to see what happened and why.
2. Apply sand/salt when there is ice or a snow glaze on roadways as soon as possible Sand/salt is applied after plowing. I feel it is more important to get the streets plowed so traffic can move than to apply sand/salt and slow the plowing process.
3. Windrow downtown streets and remove immediately when done regardless of the amount or future snow fall With some amounts of snow we may not be done plowing and the removal has started. Up around the school first for safety. You may want to call Robert Langanki of MNDOT who will put you in touch with his boss in reference to this statement.
4. Snow windrows will not be left in streets to melt, they must be removed Again you may need to get in touch Robert who will put you in touch with his supervisor.
5. Remove any snow piled in streets including Cul-de-Sacs. See the League of Minnesota Snow removal Policy. Page 1, number 3. Cost to do this is \$5,389.00 /snow event
6. In the downtown area snow must never be plowed against cars or curbs, always windrow and remove. It is only done during the day. It is safer for traffic and pedestrians.

7. I would also like to see the snow removed from alleys of downtown businesses either by plowing to the streets or windrow and remove. Why? There will be a safety issue as traffic in the alleys will spread the windrow and all of the windrow will not get blown off, but packed on the alley. Timing and cost would be the main factors. Timing these would have to be done ahead of the streets being plowed so that it is put into a windrow. Cost=windrow \$75.00 + Blower \$500.00 + trucks \$768.00 = \$1343.00 X 2 (north & south alley) = \$2686.00/ snow event.
8. City parking lots must be cleared before they open for business, in the case of the Liquor Store lot this should be cleaned before Mayo employees arrive. They are cleared 1 time, if it snows before opening and we are plowing, they will have to wait until we get back to them. The lots and sidewalks of the Liquor Store and Library must also be kept clean during business hours. Again they are. At what standards? This would include evenings, Saturdays and Sundays or any day they are open. At what standards? These lots and sidewalks are also to be kept clear of packed snow or ice by using salt only. Front & back doors as well as the sidewalks get salt only. Parking lots get sand & salt.
9. Avoid excessive use of sand, received several complaints last year Sorry, we didn't receive these concerns, so I can't fix if I don't know about it.
10. Every effort must be made to keep our streets clear of snow and ice Sorry you feel that way but we take great pride in our snowplowing.
11. We haven't been back billing other departments for snow and ice removal the past few years. Do you want us to start doing that again?
12. FYI. Some snow events we don't have a full crew. Sickness or vacation. That throws are timing off. We get all snow & ice removal taken care of it is just later in the day.

This is what I am concerned about now, but by our meeting in November I may have others and we will be discussing these items in November. The policy on snow hasn't been revised since 2004, 14 years is too long to go without revisions. There are several things that need to be changed. A policy is a procedure on how to do business and it must be kept up to date.

Roger Ziebell

Mayor of Plainview



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM:	Follow-up – Three Rivers Presentation	AGENDA SECTION:	Discussion
PREPARED BY:	Clarissa Hadler, City Administrator	AGENDA NO.	4.F.
ATTACHMENTS:		APPROVED BY:	cgh
RECOMMENDED ACTION: Discussion			

SUMMARY

At the last Council meeting, I meant to inquire if the Council would be interested in staff pursuing Three Rivers for Affordable Housing projects in the community. If so, Judith Jordan and I will engage in an ongoing discussion with Leah Hall regarding the possibilities and potential costs.



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: LMC Presentation – Feb. 2019	AGENDA SECTION: Update
PREPARED BY: Clarissa Hadler, City Administrator,	AGENDA NO. 5.A.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion	

SUMMARY

The League of Minnesota Cities Insurance Trust (LMCIT) has a new department, Collaboration Services, that will provide workshops to help city councils learn to work together, understand roles, be transparent, and avoid conflict. Pam Whitmore, a qualified neutral and experienced facilitator, offers personalized workshops and facilitated discussions to help get, and keep, your city on track. There is no charge for this service for LMCIT members.

I have asked Ms. Whitmore to pencil a date of February 19, 2019. She is willing to customize the presentation to suit the city's needs, so if Council has any feedback regarding topics, please let me know.

The department's web page also has some valuable resources council members may find useful;
<https://www.lmc.org/page/1/CollaborationServices.jsp?ssl=true>.



Executive Summary

City Council Work Session: November 27, 2018

AGENDA ITEM: Logo Feedback	AGENDA SECTION: Update
PREPARED BY: Clarissa Hadler, City Administrator,	AGENDA NO. 5.B.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Feedback	

SUMMARY

A team including staff members, EDA Director, and two community members have met a number of times in the past year to try to implement a new city brand and logo. The team has reviewed a number of options for both a tagline and logo, has arrived at the attached draft logo.

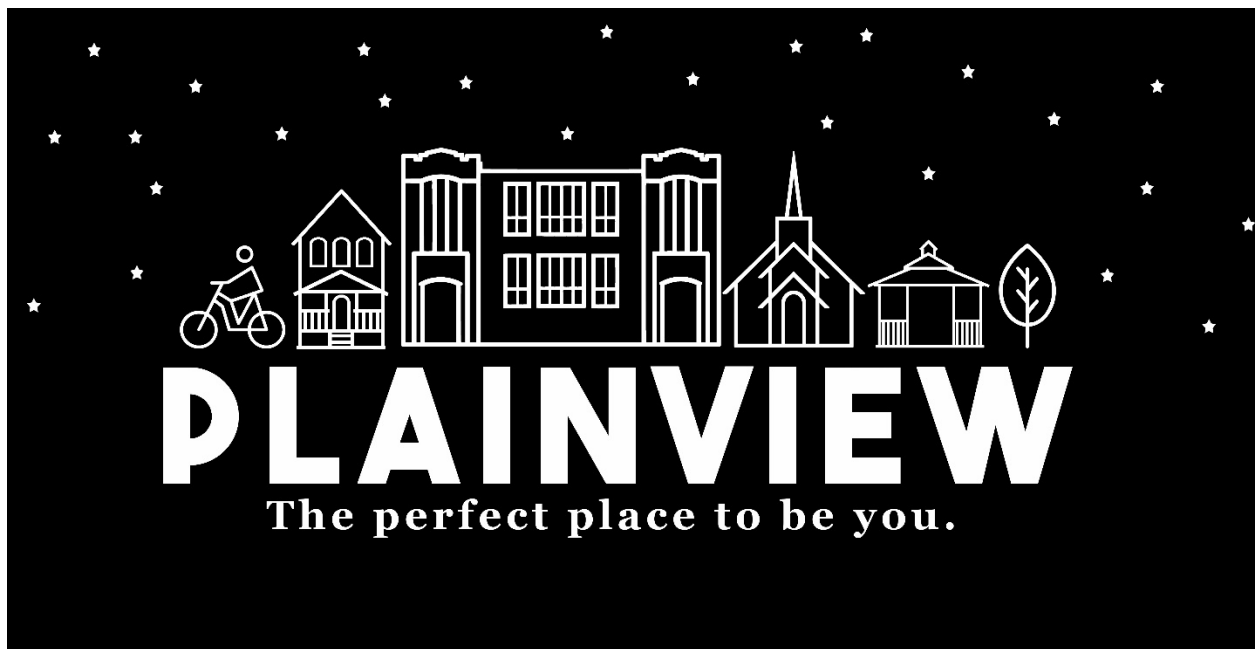
Our current goal is to get feedback from groups such as the EDA, PADCO and Council to verify that we are moving in the right direction. Our next step will be to gain public input through an online survey. We hope to be able to formally adopt the new brand in January.

The logo is shown in color, black-and-white and negative, to show how it might look with various uses.



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