EMPIRE CITY COUNCIL AGENDA
April 28, 2026 - 7:00 PM, Empire City Hall

A. Call Meeting to Order and Flag Pledge

B. Roll Call

C. Approve the Agenda

D. Consent Agenda
- D.1 Minutes of the 4/14/2026 City Council Meeting; 4/27/2026 Park & Rec. Commission Meeting
- D.2 Bill List as of 4/28/2026
- D.3 Cash Balance Report as of 4/28/2026
- D.4 Consider Approving Mobile Food Unit Licenses

E. Visitors

The Visitors Forum is intended to afford the public the opportunity to address concerns to the City Council. Each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private agendas. The Council may discuss but will not take formal action on visitors' forum presentations.

F. Committee Reports:

Maintenance / Sewer and Water / Road and Bridges
1. Maintenance Report
2. Information on Proposed Salt Storage Facility at Maintenance Shop Property

Law Enforcement

Park & Rec

Engineering
1. Engineering Report / Water Tower Timeline Update

Planning
2. Information on Draft Ordinance for Reasonable Accommodations Requests

G. Old Business

H. New Business
- H.1 Information on Flint Hills Community Advisory Council
- H.2 Consider Adopting Position Classification & Compensation Study
- H.3 Consider Adopting Amendments to the City's Personnel Policy and Position Job Descriptions
- H.4 Consider Amendments to the 2026 Budget
- H.5 Consider Development of Formal Position Reclassification and Review Policy

I. Meetings: Planning Commission Meeting 5/5/2026, 8PM; Park & Rec. Commission Meeting 5/11/2026, 7PM; City Council Meeting 5/12/2026 7PM; Food Truck Night 5/15/2026, 5-8PM

J. FYI

K. Adjournment

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Minutes of the 4/14/2026 City Council Meeting; 4/27/2026 Park & Rec. Commission Meeting

Attachment(s): *4 14 26 Council Minutes.pdf*
PR Minutes 4 27 26.pdf

CITY OF EMPIRE

Empire City Council Meeting Minutes
April 14, 2026, Empire City Hall

The meeting of the Empire City Council was called to order by Mayor Melanie Lee at 7:00 PM.

Present were: Council Members: Eric Hanson; Danny Rubio; Marla Vagts; Mark Page. Also present were Hanah Martin, Dakota County Sheriff's Deputy; Captain Iliff, Dakota County Sheriffs' Office; Jerod Waltman, Maintenance Supervisor; Charles Seipel-Teng, Clerk-Administrator.

A. Call Meeting to Order and Flag Pledge

B. Roll Call

C. Approve the Agenda

Eric Hanson made a motion to approve. Marla Vagts seconded. Motion carried 5-0

D. Consent Agenda

D.1 Minutes of the 3/24/2026 City Council Meeting; 4/4/2026 Park & Rec. Commission Meeting; 4/7/2026 Planning Commission Meeting

D.2 Bill List as of 4/14/2026

D.3 Profit & Loss/ Budget Comparison Report as of 4/14/2026

D.4 Consider Adopting Resolution 2026-4A, Accepting the Resignation of Melanie McCracken

D.5 Consider Permitting Use of City Hall Parking Lot for 5K Event

Danny Rubio made a motion to approve. Mark Page seconded. Motion carried 5-0

E. Visitors

None.

F. Committee Reports:

Maintenance / Sewer and Water / Road and Bridges

Jerod Waltman reported that street sweeping will take place next week and hydrant flushing will take place the last week of April. New flow meters at the water tower pump house will be installed the first week of May. Mark Page indicated that there may be a missing street sign at the intersection of Highway 66 and Biscayne Ave. The City Council reviewed the quarterly results for radiochemical monitoring (Well #3). The results came in higher than testing parameters. If the next quarterly test is high, the City will need to send out notifications.

Law Enforcement

Deputy Martin presented Statistics Reports for March 2026 and noted other items that have taken place since the last City Council meeting. The Hop with a Cop event went really well and had a great turn out despite the cooler weather. Captain Iliff noted that bike patrol will begin on Empire trails before summer.

Park & Rec

No Report.

Engineering

No Report.

Planning

1. **Consider Adopting Ordinance No. 2026-7, An Ordinance Amending Ordinance No. 400(Communication Towers) and Summary for Publication**

   Charles Seipel-Teng reported that the Planning Commission held a public hearing on the proposed amendments to Section 6.17 of the Zoning Ordinance at their April 7th meeting. After the hearing, the Commission recommended that the ordinance not permit for the exception for accessory structures for on-site equipment storage.

   Proposed amendments to this section of the ordinance include allowing exemptions from the IUP process for towers supporting personal wireless service antennas and armature radio antennas as long as they meet the other provisions of the ordinance; limiting the number of towers on any AG or residential parcel to one; requiring all towers to be set back at least one-quarter mile from the nearest structure with dwelling units, except for public utility towers in public rights of way and personal wireless or amateur radio antennas; and requires RF testing before and after tower construction at the nearest lot line.

   Eric Hanson noted that the would like staff to further review the requirements for personal wireless and armature radio antennas to determine if the other provisions in the ordinance should apply to these types of antennas. Staff directed staff to reference FCC regulations relating to these antennas to make sure the ordinance does not impose undo restrictions on them.

2. Consider Adopting Ordinance No. 2026-8, An Ordinance Amending Ordinance No. 400 (Signs) and Summary for Publication

Charles Seipel-Teng reported that the Planning Commission held a public hearing on the proposed amendments to Section 6.21 of the Zoning Ordinance at their April 7th meeting. The Planning Commission has recommended that the ordinance be amended to place a sq. ft. size limit on exterior wall signs and staff have provided ordinance examples from other cities in Dakota County. The Commission felt that some signs that comply with the current language limiting their size to 15 – 25% of the wall area may be too large and recommended that the ordinance limit the size to 100 sq. ft. in AG and Residential districts and 200-300 sq. ft. in Commercial and Industrial Districts, in addition to the percentage requirements, whichever is less.

It was the consensus of the City Council that they do not have concerns regarding the current language in the Zoning Ordinance relating to the size of exterior wall signs and recommended that staff keep this item in mind for a future City Council work session discussion item.

3. Information on Draft Ordinance for Reasonable Accommodations Requests

Charles Seipel-Teng reported that the City's attorney is recommending that the City consider a policy in the form of an ordinance that provides a process for considering reasonable accommodations under the Fair Housing Amendment Act. Often, these requests pertain to requirements of the Zoning Ordinance.

Because these requests typically involve zoning regulations this memo has been shared with the Planning Commission for input and discussion. The Commission discussed example instances for which an application for reasonable requests would apply. The Planning Commission recommended that staff check with neighboring cities to see if they have similar ordinances and to consider including language regarding an appeals process for neighboring properties that might be impacted by the approval of a request. The Commission has requested further review. City Council can discuss and determine how it would like to proceed with this recommendation.

Staff have reached out to the cities of Rosemount and Farmington on how they handle these requests and neither city has an adopted ordinance or policy to handle these concerns, but other cities in the metro do. City Council asked if Council should review these requests. Seipel-Teng indicated that it would be nice to have the backing of the City Council when making decisions to grant or deny an application, however there may be concerns about data privacy. Council directed staff to touch base with the City's attorney for advice on staff vs. Council review.

G. Old Business

G.1 Consider Approving Application for Large Assembly at Watt Munisotaram (April 18, 2026)

Charles Seipel-Teng indicated that staff have received all requested information for the application and recommend approval. Captain Iliff noted that they will have some of their most

experienced deputies on site for the event and do not anticipate any issues. The Sheriff's Office is comfortable with the application information provided.

Marla Vagts made a motion to approve. Eric Hanson seconded. Motion carried 5-0

H. New Business

H.1 Presentation of Draft Compensation & Classification Study (Michael Mooney, Abdo)

Michael Mooney provided information on the draft study. The study includes a scoring recommendation for existing positions, a market analysis for pay ranges, a proposed compensation model, and proposed costs for implementation. The market analysis looked at wages from Empire's peer cities for the Clerk-Admin., Deputy Clerk, and Maintenance Supervisor positions and incorporated wages from larger cities in the area for Maintenance Worker positions.

The plan recommends a step and grade compensation model for all positions with an additional 3% COLA increase in 2026, as the wages in the model are from 2025.

City Council discussed the recommendations in the draft study. Eric Hanson noted that he is opposed to grating wage increases without a merit-based approach. Michael noted that the City would be within its rights to prevent an employee from moving up a step or reprimand an employee that is not performing adequately.

Danny Rubio noted that he appreciates that the study provides clear direction on how employees should be compensated and allows the City to be competitive when hiring for new positions.

The City Council recommended that the study be brought forward at the April 28th City Council meeting with the following recommendations: the 3% COLA increase and step increases based on anniversary dates be considered in 2026; licensing for maintenance workers be included in the base pay and no longer as a stipend. Staff will bring forward proposed amendments to the 2026 Budget that incorporate the recommendations of the study and City Council, with the assumption that wage recommendations take effect May 1st. Staff will also provide information on proposed amendments to the City's Personnel Policy and job descriptions.

H.2 Proposal for Compensation & Classification Manual

City Council discussed how staff can carry forward new policy recommendations if the compensation and classification study recommendations are adopted. Michael Mooney indicated that if the City hires for a newly created position or needs to modify a job description, he can review and score the job description at a small cost to the City.

In the original proposal for the study, a supplemental Position Reclassification and Review Policy can be provided that provides more detail on how the study recommendations should be carried out and how appeals to the recommendations can be handled. Staff will provide more information on how this policy can assist at the next City Council Meeting.

I. Meetings: Planning Commission Meeting 4/21/2026, 8PM; Park & Rec. Commission Meeting 4/27/2026, 7PM; City Council Meeting 4/28/2026, 7PM

J. FYI

J.1 Charter Communications - Price Changes Effective April 29, 2026

K. Adjournment

Mark Page made a motion to adjourn. Danny Rubio seconded. Motion carried 5-0. The City Council Meeting ended at 9:02 PM.

_____

Melanie Lee, Mayor

_____

Charles Seipel-Teng, Clerk - Administrator

Park and Recreation Minutes

April 27th, 2026

The meeting was called to order by Chair Fahey. Present were Kacie Fahey, Amanda Stender, Lisa Klemmensen, Nicole Bower, AB Morales, Tanya Huffman, Dawn McCracken and Mark Page.

The Committee prepped all the thank you cards for Dawn to mail following the egg hunt. All food truck vendors have been confirmed! The event will run from 5-8 pm on Friday, May 15th, 2026 and will be hosted rain or shine. Parks Committee members can email Dawn to sign-up for their volunteer slot if they haven't already. Farmington will provide a speaker and music, weather permitting.

Parks Committee members who haven't yet signed up for their summer entertainment volunteer slot can reach out to Dawn via email to do so.

The Metropolitan Mosquito Control District offered to host a table at Celebration to educate the community about mosquitoes and ticks and how to stay safe and healthy outdoors. The Committee approved given this is a Parks sponsored event and all our Empire trails.

Dawn continues to coordinate vendors for Celebration. She will continue to move to-do items further and updates will be provided at future meetings. As Committee input is needed, it will also be included in upcoming meetings.

Congratulations to Dawn on her upcoming retirement! Huge thanks from the Committee for her hard work and dedication to our community. She'll be greatly missed!

The meeting was adjourned!

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Bill List as of 4/28/2026

Attachment(s): *Bill List.pdf*
_Claim RegisterÂ©.pdf

City of Empire

Claims List for Approval (April 15- April 28, 2026)

Invoices Paid Previous to Claims List Batch

15-Apr-26	EFT	United States Treasury	Federal Withholding	4,360.78
15-Apr-26	EFT	Minnesota Dept. of Revenue	State Withholding	804.53
15-Apr-26	EFT	PERA	Retirement	2,476.43
16-Apr-26	5020	Charles Seipel-Teng	Med. Flex Reimbursement	240.00
21-Apr-26	28695	Automatic Systems Co.	Remaining Balance Inv. 44509	146.67
		SEE ATTACHED CLAIMS REGISTER REPORT		**117,716.39**

Subtotal	125,744.80
Payroll	12,311.20
Total	**138,056.00**

CITY OF EMPIRE

*Claim Register©

04282026

APRIL 2026

Claim Type

Claim# 6277 *Sunbelt Rentals, Inc.*

Cash Payment	E 101-45000-580	Other Equipment	Lift Rental			$451.67
Invoice 182107110-0002						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$451.67

Claim# 6280 *Heritage Landscape Supply*

Cash Payment	E 101-45000-208	Other Supplies	Stelzel Field Bases			$503.04
Invoice 0026280507						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$503.04

Claim# 6282 *Delta Dental of Minnesota*

Cash Payment	E 101-41510-132	Dental	Admin Dental			$45.18
Invoice						
Cash Payment	E 101-45000-132	Dental	Parks Dental			$74.23
Invoice						
Cash Payment	E 101-43000-132	Dental	Roads Dental			$74.23
Invoice						
Cash Payment	E 600-49400-132	Dental	Water Dental			$74.24
Invoice						
Cash Payment	G 101-21026	Dental Insurance	Dental Withholding			$87.16
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$355.04

Claim# 6283 *Granicus*

Cash Payment	E 101-41510-309	EDP, Software and Desig	Annual Peak Agenda Software			$3,801.97
Invoice 228535						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$3,801.97

Claim# 6284 *Advanced Light and Sound*

Cash Payment	E 101-41510-201	Accessories	Salto Key Tags			$79.00
Invoice 11014						
Transaction Date	4/28/2026		Checking	10100	**Total**	$79.00

Claim# 6286 *CIT*

Cash Payment	E 101-41000-300	Professional Services	Managed Services			$153.60
Invoice 513767						
Cash Payment	E 101-41000-300	Professional Services	Microsoft 365 Agreement			$214.20
Invoice 513426						
Transaction Date	4/28/2026		Checking	10100	**Total**	$367.80

Claim# 6287 *Deborah DeBellis*

Cash Payment	E 101-45000-392	Program Expenses	2026 Celebration Face Painting			$1,692.50
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$1,692.50

Claim# 6289 *Triple E Water & Sewer LLC*

Cash Payment	R 101-41000-32261	Right of Way Permit	Partial Refund 2026-6			$125.50
Invoice						
Cash Payment	R 101-41000-32215	Plumbing	Refund Permit Emp 26-000041			$125.00
Invoice						
Cash Payment	R 101-41000-34950	State Surcharge (Bldg.	Refundd Permit Emp 26-000041			$1.00
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$251.50

CITY OF EMPIRE

*Claim Register©

04282026

APRIL 2026

Claim#	6290 *Carpenter St. Croix Valley Nature C*					
Cash Payment	E 101-45000-392	Program Expenses	June 14 Summer Entertainment			$285.00
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$285.00
Claim#	6291 *USAble Life*					
Cash Payment	E 101-41510-133	Life	Life & Disability Ins.			$207.16
Invoice						
Cash Payment	E 101-45000-133	Life				$43.43
Invoice						
Cash Payment	E 101-43000-133	Life				$43.43
Invoice						
Cash Payment	E 600-49400-133	Life				$43.44
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$337.46
Claim#	6292 *City of Farmington*					
Cash Payment	E 101-41000-312	Fire Contract	Q1 2026 Fire Contract			$83,994.03
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$83,994.03
Claim#	6293 *Vermillion Elevator, Inc*					
Cash Payment	E 101-45000-225	Landscaping Materials	Lawn Mix (Parks)			$175.00
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$175.00
Claim#	6294 *Independent Black Dirt*					
Cash Payment	E 101-43000-224	Street Maintenance Materi	Blvd. Patching Soil			$135.00
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$135.00
Claim#	6295 *Hawkins Water Treatment*					
Cash Payment	E 600-49400-216	Chemical Products	Chlorine Cylinder			$10.00
Invoice	7390276					
Transaction Date	4/28/2026		Checking	10100	**Total**	$10.00
Claim#	6296 *TJ Dvorak Mechanical*					
Cash Payment	E 600-49400-402	Repair & Maintenance	Hydrant Parts			$150.00
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$150.00
Claim#	6297 *Sanford Services, LLC*					
Cash Payment	E 101-43000-402	Repair & Maintenance	2026 Spring Sweeping			$1,550.00
Invoice	5406					
Transaction Date	4/28/2026		Checking	10100	**Total**	$1,550.00
Claim#	6298 *Bolton & Menk*					
Cash Payment	E 101-41000-303	Engineering Fees	Engineering- General			$15,784.50
Invoice						
Cash Payment	E 101-43000-303	Engineering Fees	Engineering-Streets & Stormwater			$925.00
Invoice						
Cash Payment	E 600-49400-303	Engineering Fees	Engineering-Water/Sewer			$4,735.00
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$21,444.50

CITY OF EMPIRE

*Claim Register©

04282026

APRIL 2026

Claim#	6299 *Xcel Energy*					
Cash Payment	E 101-41000-381	Electric Utilities	51-6291687-0 Town Hall			$0.00
Invoice						
Cash Payment	E 101-41000-381	Electric Utilities	51-9344076-7 Maint. Bldg.			$0.00
Invoice						
Cash Payment	E 101-45000-381	Electric Utilities	51-0203701-8 Ballfield			$316.00
Invoice						
Cash Payment	E 101-43000-381	Electric Utilities	51-6005472-6 Street Lgt.			$0.00
Invoice						
Cash Payment	E 101-43000-381	Electric Utilities	51-8372975-3 Street Lgt.			$10.13
Invoice						
Cash Payment	E 600-49400-381	Electric Utilities	51-7928991-1 Well			$0.00
Invoice						
Cash Payment	E 600-49400-381	Electric Utilities	51-5015068-6 Well			$0.00
Invoice						
Cash Payment	E 600-49400-381	Electric Utilities	51-4664833-7 Tower			$217.37
Invoice						
Cash Payment	E 600-49450-381	Electric Utilities	51-6960047-5 Lift Station			$0.00
Invoice						
Cash Payment	E 101-43000-381	Electric Utilities	51-001330188-0 170th St. Roundabout			$75.32
Invoice						
Transaction Date	4/28/2026	Due 12:00:00 AM	Checking	10100	**Total**	$618.82
Claim#	6300 *Wex Bank*					
Cash Payment	E 101-43000-212	Motor Fuels	Fuel Card			$876.56
Invoice						
Transaction Date	4/28/2026		Checking	10100	**Total**	$876.56
Claim#	6301 *GB Technologies*					
Cash Payment	E 101-41000-300	Professional Services	Annual Sprinkler Inspection & Testing			$637.50
Invoice	19247					
Transaction Date	4/28/2026		Checking	10100	**Total**	$637.50
	Claim Type				**Total**	**$117,716.39**

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$117,716.39
Total	$117,716.39

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Cash Balance Report as of 4/28/2026

Attachment(s): Cash Account Balances 2026.pdf

CITY OF EMPIRE CASH BALANCES		**CITY OF EMPIRE CASH BALANCES**		
1/1/2026		*AS OF 4/28/2026*		
GENERAL FUND		GENERAL FUND		Int. Rate
GENERAL CHECKING	$21,165.66	GENERAL CHECKING	$64,667.90	0.05%
GENERAL SAVINGS	$1,699,470.40	GENERAL SAVINGS	$661,357.67	0.75%
TOTAL GENERAL	**$1,720,636.06**	TOTAL GENERAL	**$726,025.57**	
ROAD & BRIDGE SAVINGS	**$255,704.50**	ROAD & BRIDGE SAVINGS	**$256,019.75**	0.50%
CERTIFICATES OF DEPOSIT (MATURITY)		CERTIFICATES OF DEPOSIT		
12 MONTH CD (1/24/27)	$1,723,388.67	12 MONTH CD	$4,725,713.86	3.90%
	$1,723,388.67	24 MONTH CD	$699,531.77	4.00%
	$1,723,388.67	24 MONTH CD 2	$699,531.77	4.00%
24 MONTH CD (12/13/27)	$693,376.86	MN 4M FUND (1/29/31)	$500,000.00	3.90%
24 MONTH CD 2 (12/13/27)	$693,376.86			
TOTAL CD	**$6,556,919.73**	TOTAL CD	**$6,624,777.40**	
TOTAL CHECKING & SAVINGS	**$8,533,260.29**	**TOTAL CHECKING & SAVINGS**	**$7,606,822.72**	
ESCROW CHECKING	$16,809.65	ESCROW CHECKING	$16,809.65	
ESCROW SAVINGS	$10,108.17	ESCROW SAVINGS	$10,110.66	0.10%
TOTAL ESCROW	**$26,917.82**	**TOTAL ESCROW**	**$26,920.31**	
FLEX CHECKING	**$1,562.71**	FLEX CHECKING	**$1,351.17**	0.05%
12 MONTH CD (SOLAR ESCROW 5	**$132,987.46**	12 MONTH CD (SOLAR ESCROW	**$134,361.79**	4.10%
TOTAL	**$8,694,728.28**	**TOTAL**	**$7,769,455.99**	
DEBT		**DEBT**		
2019 STREET GO BOND	$1,200,000.00	2019 STREET GO BOND	$915,000.00	
TOTAL DEBT	**$1,200,000.00**	**TOTAL DEBT**	**$915,000.00**	
TOTAL EQUITY	**$7,494,728.28**	**TOTAL EQUITY**	**$6,854,455.99**	

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Approving Mobile Food Unit Licenses

Mobile Food Unit License Applications for:
Native American Mini Donuts - May 15, Empire Food Truck Night
Ol' Smokey BBQ- May 15, Empire Food Truck Night

Attachment(s): *Native American Mini donuts.pdf*
OL' SMOKEY BBQ.pdf

Empire

APPLICATION FOR MOBLIE FOOD UNIT (MFU) LICENSE
(Apply at least 14 regular business days prior to conducting business)

Check One:

One Event (1-3days) License $50.00 X Seasonal License $125 ____

Business:
Name of Business: Native American Mini Donuts

Phone: 612-615-4976 (personal) Email: [redacted]

Mailing Address: (1786 Big Lake Rd)
Cloquet, MN 55720 or business address:
28125, Cty Rd 93, Laporte, MN 564

Applicant:
Full Legal Name: Cindy (First) Rae (Middle) Klasen (Last) OR Granny's Mini Donu

Name/DBA Native American Mini Donuts, LLC

Phone: 612-615-4976 Email: [redacted]

Mailing Address: Same as above: 1786 Big Lake Rd Cloquet, MN 55720
or Business Address: 28125 Cty Rd 93, Laporte, MN

Brief physical description of the MFU, which may include physical layout plan and dimensions, photographs, equipment types, manufacture, and model numbers, axle weight, license plate numbers, and VINs (Vehicle Size shall not exceed thirteen feet and six inches (13' 6") feet in height and thirty-seven (37) feet in length):

Li'l Orbits 2400, Trailer 8.5x16, 12½ ft tall, Physical Layout -
we serve on the right side of the trailer.

Brief description of the nature of the MFU (cart, truck, ice cream truck, etc.), goods to be sold, and method of operation:

Trailer - selling fresh from the fryer (gluten free option) mini donuts, hot coffee, water, hot chocolate,

Brief description of the nature, character, and contents of advertising to be done: ?

I can advertise on my Facebook.

Have you been convicted of any felony, gross misdemeanor, misdemeanor, or municipal ordinance violation involving activities relating to the operation of the MFU?

_____ Yes ____✓__NO

If yes, describe the nature of the offense and the punishment or penalty assessed:

N/A

Ice Cream Truck vendors will be required to undergo a criminal background check at the cost of the applicant.

Length of time of operation in Empire and location(s) of operation (a maximum of four locations and not to exceed 21 days per location). Attach a list of dates and locations if needed.

5:00-8:00 p.m. 19200 Centerfield Court Farmington, MN

ATTACHMENTS REQUIRED:

- Copy of Applicant Photo ID
- Note of Written Permission of Property Owner or Lessee
- Minnesota Department of Health (MDH) License, including conditions of MDH license. Licensed by Dept. of Health
- List of dates of operation and locations (If needed)

5/15/26

3385 197TH ST. WEST • FARMINGTON, MN 55024 •(651) 463-4494 • FAX (651) 463-4620

MOBLIE FOOD UNIT RULES OF OPERATION:

- MFUs shall be kept in a neat and orderly manner. Further, the applicant is responsible for the disposal of all waste and litter generated by the operation of the MFU and shall clean all such waste and litter before moving from the location. Trash and/or recycling collection and cleanup must be provided by the applicant.
- Licenses are only good for the property at which it was issued.
- All licenses expire after the last date noted on the application or December 31st of the application year, whichever date comes first.
- MFUs must provide independent power supply which is screened from view. Generators are permitted.
- MFUs may not maintain or use outside sound amplifying equipment, televisions, or other similar visual entertainment devices, or noisemakers such as bells, horns, or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.
- MFUs cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
- MFUs shall be located on asphalt or concrete surface. The City may waive the MFU site surfacing requirements when the license is approved for operation within a park.
- MFUs must close during adverse weather conditions when shelter is not provided.
- MFUs are permitted to operate between the hours of 8:00 A.M. 10:00 P.M.
- A copy of the MDH and City License MN Dept. of Agric. License
- License must be displayed in an easily visible location on the MFU.

Cindy Klasen — Signature of Applicant

4-10-26 — Date

Signature of Property Owner

Date

19200 Centerfield Court
Farmington, MN
5:00 p.m - 8:00 pm 6/15/26

3385 197TH ST. WEST • FARMINGTON, MN 55024 • (651) 463-4494 • FAX (651) 463-4620

APPLICATION FOR MOBLIE FOOD UNIT (MFU) LICENSE
(Apply at least 14 regular business days prior to conducting business)

Check One:

One Event (1-3days) License $50.00 X Seasonal License $125____

Business:
Name of Business: 01' Smoky BBQ

Phone: 612-242-9919 Email:

Mailing Address: 14590 Biscayne Way West
Rosemount, MN 55068

Applicant:
Full Legal Name: Dustin (First) Douglas (Middle) Stone (Last)

Name/DBA 01' Smoky BBQ

Phone: 612-242-9919 Email:

Mailing Address: 14590 Biscayne Way W
Rosemount, MN 55068

Brief physical description of the MFU, which may include physical layout plan and dimensions, photographs, equipment types, manufacture, and model numbers, axle weight, license plate numbers, and VINs (Vehicle Size shall not exceed thirteen feet and six inches (13' 6") feet in height and thirty-seven (37) feet in length):

Standard Full size "VPS" style step van. 11' height 25' long 8' wide
2002 Chevy Workhorse - YDA 0285

Brief description of the nature of the MFU (cart, truck, ice cream truck, etc.), goods to be sold, and method of operation:

BBQ

Brief description of the nature, character, and contents of advertising to be done:

Social Media

Have you been convicted of any felony, gross misdemeanor, misdemeanor, or municipal ordinance violation involving activities relating to the operation of the MFU?

_____ Yes X NO

If yes, describe the nature of the offense and the punishment or penalty assessed:

—

Ice Cream Truck vendors will be required to undergo a criminal background check at the cost of the applicant.

Length of time of operation in Empire and location(s) of operation (a maximum of four locations and not to exceed 21 days per location). Attach a list of dates and locations if needed.

5-15-26 5-8pm Empire/Farmington Food truck Festival - Dawn McCracken

ATTACHMENTS **REQUIRED:**

- Copy of Applicant Photo ID
- Note of Written Permission of Property Owner or Lessee
- Minnesota Department of Health (MDH) License, including conditions of MDH license.
- List of dates of operation and locations (If needed)

MOBLIE FOOD UNIT RULES OF OPERATION:

- MFUs shall be kept in a neat and orderly manner. Further, the applicant is responsible for the disposal of all waste and litter generated by the operation of the MFU and shall clean all such waste and litter before moving from the location. Trash and/or recycling collection and cleanup must be provided by the applicant.
- Licenses are only good for the property at which it was issued.
- All licenses expire after the last date noted on the application or December 31st of the application year, whichever date comes first.
- MFUs must provide independent power supply which is screened from view. Generators are permitted.
- MFUs may not maintain or use outside sound amplifying equipment, televisions, or other similar visual entertainment devices, or noisemakers such as bells, horns, or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.
- MFUs cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
- MFUs shall be located on asphalt or concrete surface. The City may waive the MFU site surfacing requirements when the license is approved for operation within a park.
- MFUs must close during adverse weather conditions when shelter is not provided.
- MFUs are permitted to operate between the hours of 8:00 A.M. 10:00 P.M.
- A copy of the MDH and City
- License must be displayed in an easily visible location on the MFU.

Signature of Applicant — Date: 4-6-26

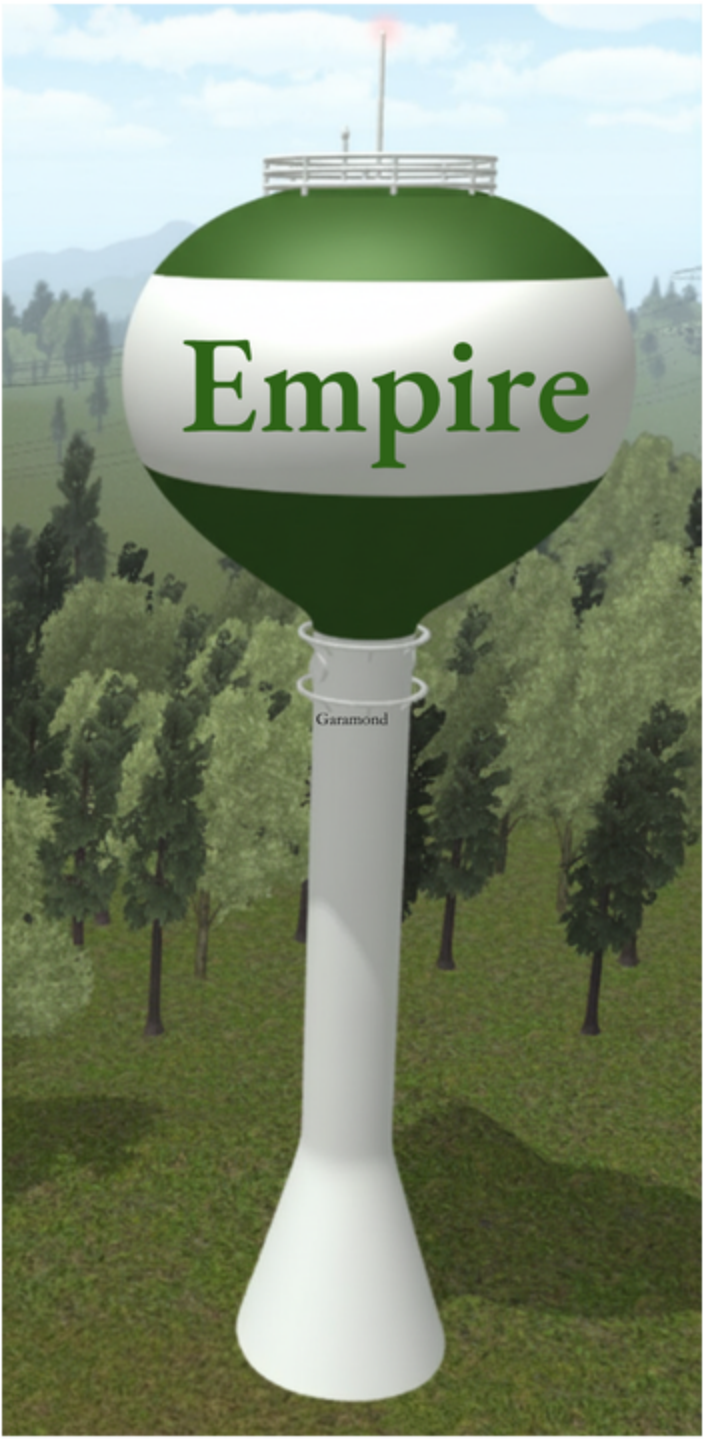
Signature of Property Owner — Date

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Jerod Waltman, Maintenance
RE:	1. Maintenance Report

For the continued water tower repainting discussion, attached is a rendering of proposed color scheme for the existing water tower from KLM. The Capital Improvements Plan calls for the repainting and cleaning of this tower in 2027.

Attachment(s): Tower.png


Empire
Garamond

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Jerod Waltman, Maintenance
RE:	2. Information on Proposed Salt Storage Facility at Maintenance Shop Property

The Maintenance Department is seeking approval to amend the 2026 Budget to reallocate capital improvement funds from the purchase of a proposed Woodchipper we had previously budgeted for at a proposed cost of $25,000, to a Salt Storage Shed. The proposed shed will be located at the north end of the Public Works Building with the opening facing east.

The reasoning for this change is that Dakota County, where the City obtains its road salt, would like a more secure facility with less access by outside entities. This new policy went into effect this past winter. Therefore, Empire would have an increased amount of time with salt sitting on its trucks with extreme overtime duration. Tarping salt on the asphalt parking lot is also not a good idea over longer periods of time because when snow melts or rain falls, even though the salt pile is tarped, we still have runoff down the storm drains. This also takes more time with constantly loading and unloading product.

I've come up with two scenarios, one in which we put the canopy up ourselves, and the other in which we have the company we purchase the canopy from and have them erect the canopy. Keep in mind both the block and the asphalt are included in each cost estimate.

In addition to receiving quotes for materials, we have received estimates for the canopy section of the proposed shed from Greystone Construction and Rasmar. Staff would construct the block wall on which the canopy would be placed. The City has the option to also install the canopy (Rasmar and first Greystone Construction option). This option would require the rental of a lift. The last option from Greystone calls for their construction team to install the canopy.

Itemized Cost Estimate

- Bunker Block 2' X 2' X 6' $60.00 per block 54 blocks Total=$3,240.00
- Asphalt Pad 34' X 50" 3" Bituminous Pavement= $13,428.00
- Rasmar Industries 26' Wide 48' Long 12' High Storage Building not installed= $11,006.20.
- Greystone Construction 26' Wide 45' Long 12' High Storage Building not installed= $11,940.00.
- (Alternate) Greystone Construction Building Installed= $26,582.00

Rasmar Industries Total not installed= $27,674.20.

Greystone Construction Total not installed= $28,608.00.

Greystone Construction Total installed= $43,250.00.

Attached are quotes and related drawings from Rasmar and Greystone Construction (materials only option and construction option), as well as the asphalt paving quote from McNamara Construction.

The proposed Budget amendment item is under New Business.

Attachment(s): *Rasmar quote 4-6-26.pdf*
Rasmar Specs.pdf
Greystone Materials Only Budget Proposal - Salt Storage - 4-17-26.pdf
Greystone Constructed Option.pdf
Asphalt Paving Quote - Empire Maintenance Facility Salt Shed.pdf
Salt Shed.pdf

RASMAR INDUSTRIES
3450 State Route 219
New Bremen, Ohio 45869
www.rasmarindustries.com
phone: 419-852-7765
Email: portableshelters@roadrunner.com

Quotation / proposal
Quotation date: 4/6/2026
Quotation number: WM040626-12
Quotation effective 10 days from above date

Company name City of Empire
Customer name: Jerod Waltman
Shipping address: 2577 Vermillion River Trail
Farmington, MN 55024
Customer phone: 651-319-6317

Thank you for the opportunity to quote one of our wall mount storage buildings!!! Please feel free to contact us if you have any additional questions.

Part # / model	Quantity	Description/detail	Price (each)	Total
CS00830R3W	1	**Building size / shape / series:** 26' wide x **48' long** x 12' high round wall mount storage building - Commercial Series **(USA made)** ****Rafter / arch spacing**: **3' on center (see note below regarding harsh weather regions)** ****Rafter frame tube:** 1.9" diameter round galvanized structural (14 gauge) steel tubing **(USA made)** ****Main cover material:** 12.5 oz/yd2 (24) mil thickness coated woven polyethylene **(USA made)** ***white exterior** / white interior *includes tension ratchets and straps *thermally fused watertight seams *single piece main cover *6' wide non-transparent white skylight across top center on green, gray, and tan covers only	$8,395.00	$8,395.00
		Front end panel: open (no panel or framing)	NA	NA
CS103953	1	**Rear end panel frame:** 26' wide x 12' high galvanized structural steel end frame **(USA made)** **fastening hardware included **no door opening (10' wide x 9' high opening without assembly of (1) vertical steel component)	$975.00	$975.00
CS106647W	1	**Rear end panel cover:** 26' wide x 12' high solid end panel (no door) with matching main cover material **(USA made)** **fastening hardware included **rectangular piece to be trimmed by customer	$625.00	$625.00
CS104302	34	**Concrete / wood / steel foot plates:** 4" x 5 1/2" zinc plated steel flat based mounting plates **fastening hardware included **(1) foot plate per leg of the structure **each plate includes (4) predrilled 9/16" holes	included	included
FAW520	136	**Concrete anchors:** 1/2" x 4 1/4" zinc plated concrete wedge anchors	$1.70	$231.20
CS103553	1	**Air flow vent:** 12" x 18" vent for rear wall	$40.00	$40.00
		Sales tax		NA

		Shipping to above address		$740.00
		Grand total		**$11,006.20**

This quotation is subject to errors and omissions

Construction and assembly information:

* Detailed instructions provided with each unit
* Package includes all hardware required for assembly
* Quoted pricing does not include site preparation, installation, equipment rental, and wall mounting materials
* Customer to mount on concrete bin block wall
* MUST be mounted on equal height and level walls for all sides
* Height of quoted structure is 12' high from grade level. Customer wall height not included in quoted height
* Outside edge of customer wall must be "flush" with edge of building (26'4"- 26'8" outside to outside is optimal)
* This structure cannot be mounted directly on grade level (wall mounting required)
* Our 3' rafter / arch spacing units are recommended for harsh weather regions

Shipping and delivery information:

* Estimated shipping time 8 - 12 business days from the day of the order
* Customer must be present at delivery and capable of receiving by LTL freight on enclosed semi trailer
* Customer is responsible for any charges associated with delivery location change
* Shipping cost does not include a lift gate. Note that lift gates are not advantageous due to large pallet size
* Products are shipped on large oversized pallets. Forklift or similar equipment is strongly recommended for unloading.
* It is the customer's responsibility to unload the freight from the delivery truck.

Payment terms and conditions:

* All payments must be US dollars
* Payments accepted by credit card, debit card, business check, personal check, paypal, and electronic transfer
* All checks must "clear" prior to product shipment for "advance / up front" payments
* New credit accounts subject to credit application approval, 70% down payment, and net 20 day balance payment
* Canadian customers are responsible for any tariffs, taxes, and brokerage fees associated with border shipments
* **Payments received by credit card, debit card, and paypal and assessed a 3% charge to Grand Total above**

Custom orders:

* Custom orders cannot be altered, changed, cancelled, or returned

Warranty information:

*15 year manufacturer prorated warranty on main cover

26' wide x 12' high wall mount storage building details (MADE IN THE USA)





Frame: 1.9" triple galvanized round structural steel tubing
Main cover: 12.5 oz/yd2 (24 mil thickness) woven polyethylene
Cover color options: White (standard); green, gray, tan available for additional cost
Leg spacing: 4' (3' recommended for harsh weather regions)
Available lengths: 24', 36', 48' (custom lengths available for additional cost and manufacturing lead time)

- Can be assembled on bin blocks, poured walls, wood header walls and other arrangements with proper outside to outside wall measurement (26'4" - 26'8")
- Comprehensive instruction manual included which each unit
- Package includes all hardware required for assembly
- Covers are thermally fused at the seams for a watertight seal
- Can be equipped with vertical steel end framing and end panels (see page 9)
- Joint cross connectors and corner struts for superior rigidity
- Ratchet tension system keeps cover tight to the frame
- Includes flat based mounting feet for each leg (see page 6)
- 15 year manufacturer prorated warranty on cover

Photos above may not represent specific size which is being quoted to customer.

Example photos



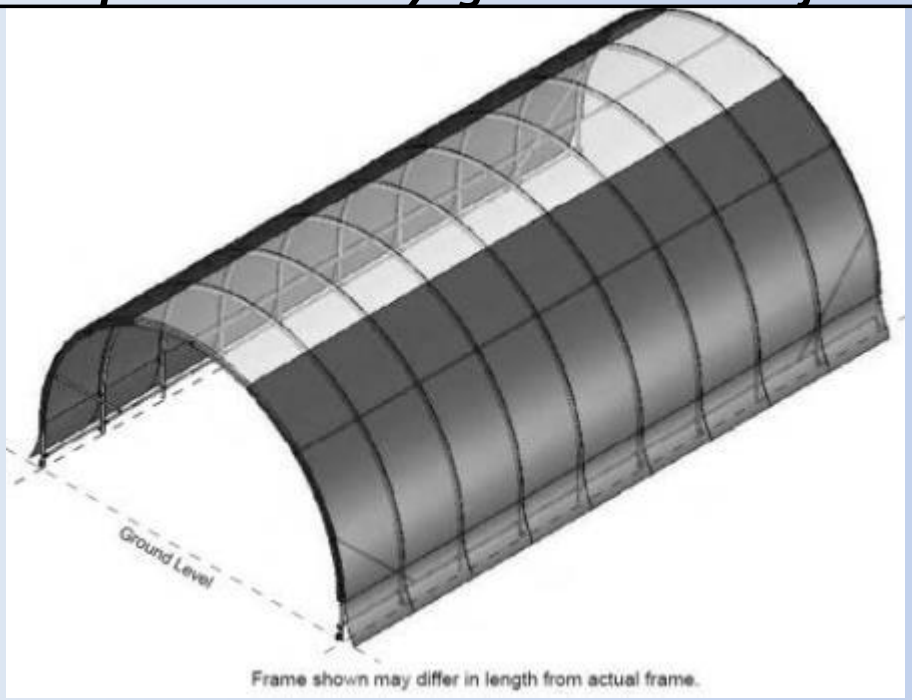






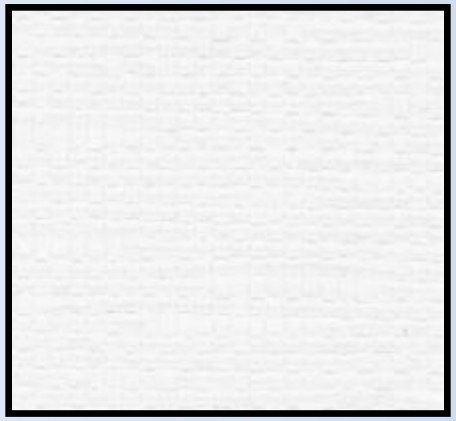
Photos above may not represent specific size which is being quoted to customer.

Color options with skylight orientation for non white colors



- 26’ wide x 36’ long x 12’ high with 4’ rafter spacing shown
- Green, gray, and tan units include **non transparent** 6’ wide skylight across top center for additional interior lighting
- White is same material as the skylight
- Interiors are white regardless of exterior color

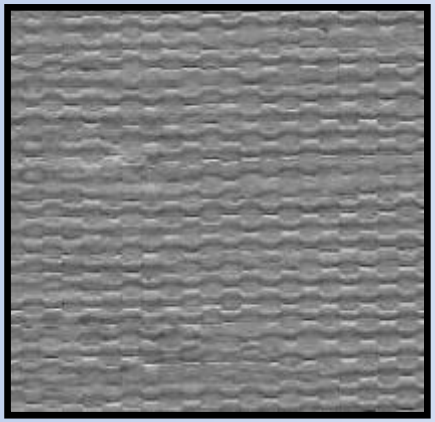
White



Green



Gray

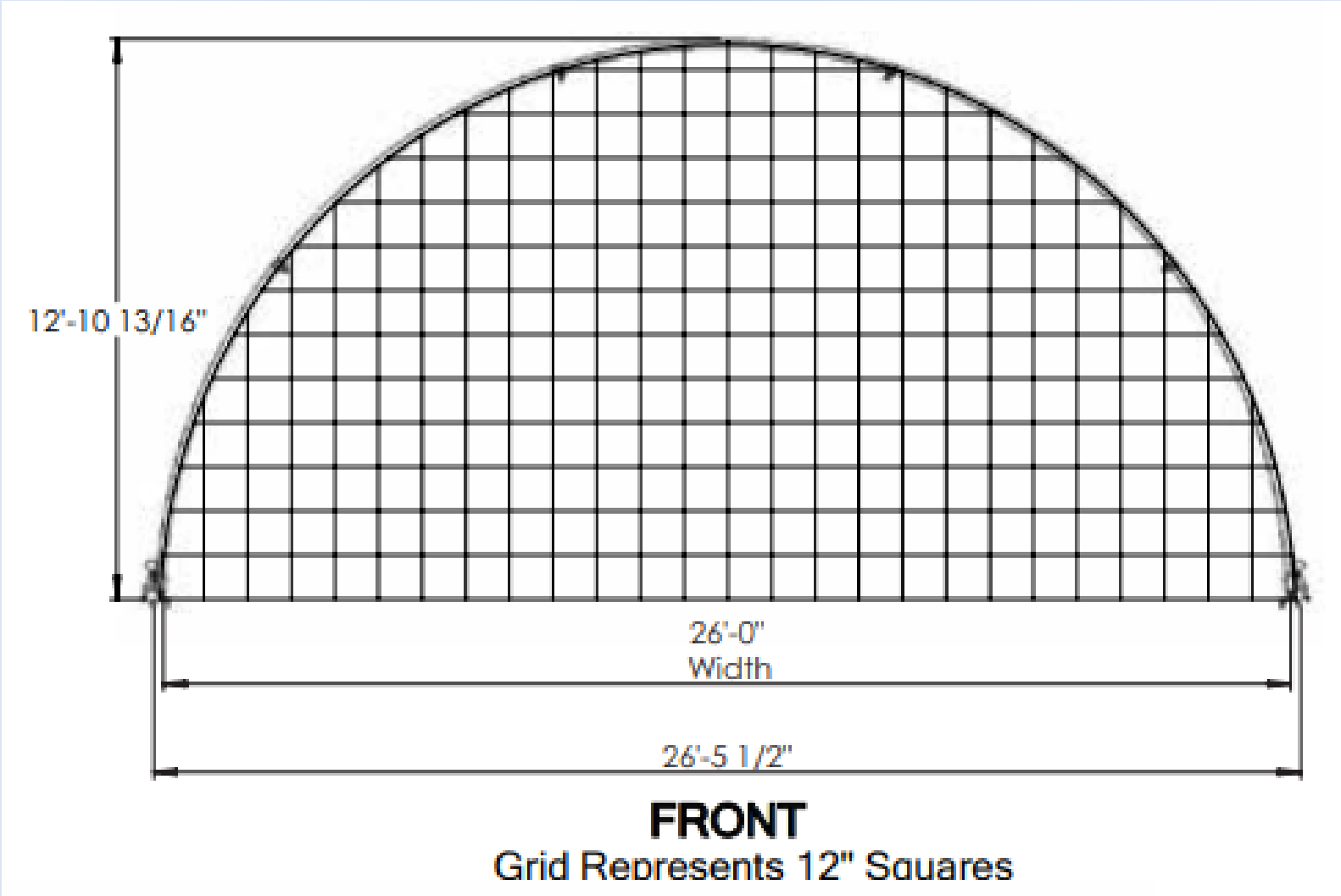


Tan



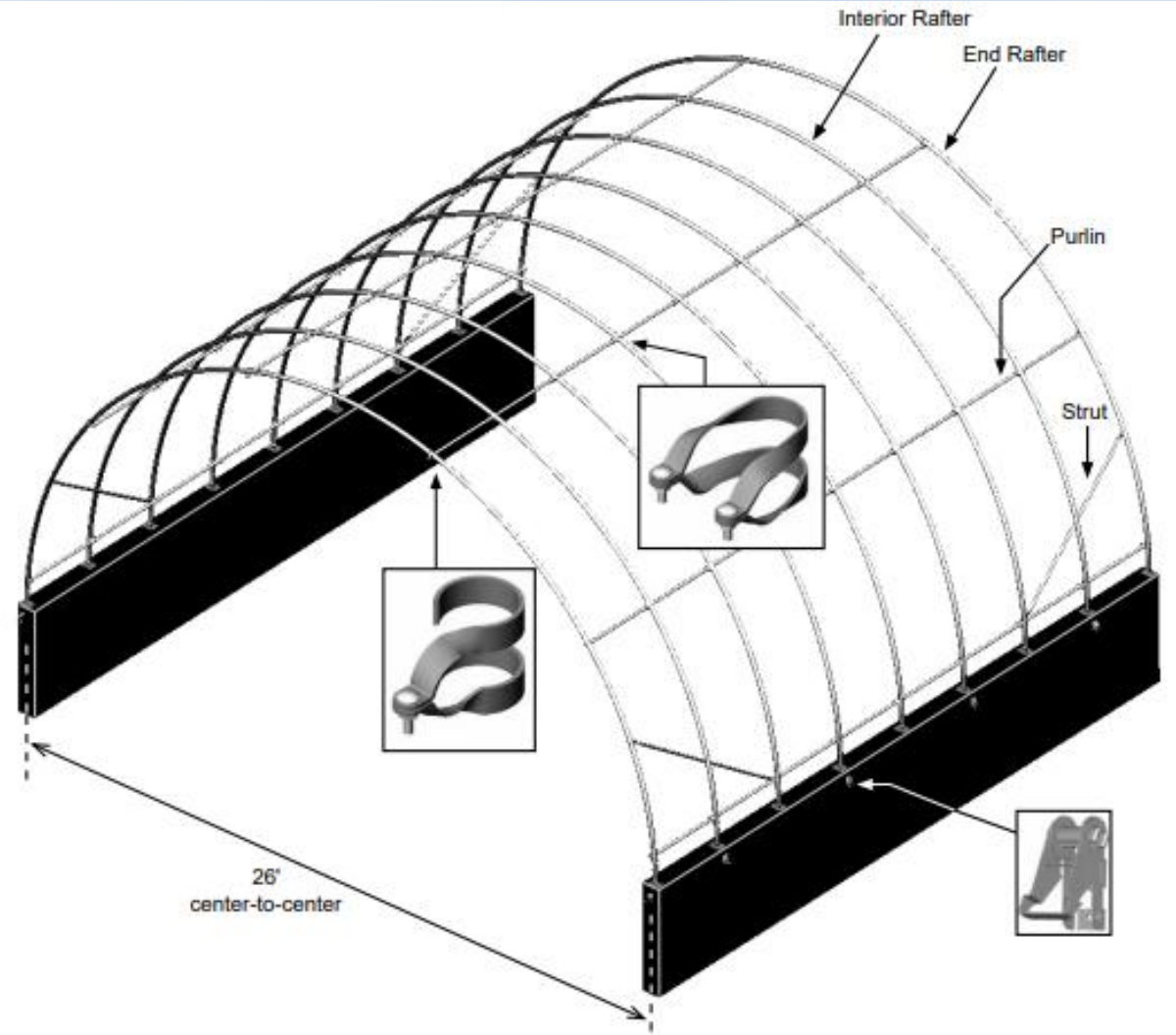
Available exterior colors are white, green, gray, and tan

End profile diagram for internal clearances



Above diagram represents profile shape of arch if resting on grade level (no walls).

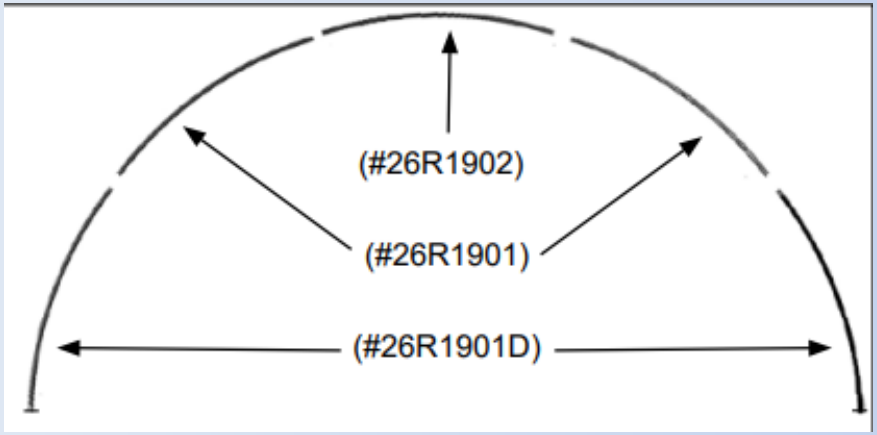
3D frame construction diagram with connection points

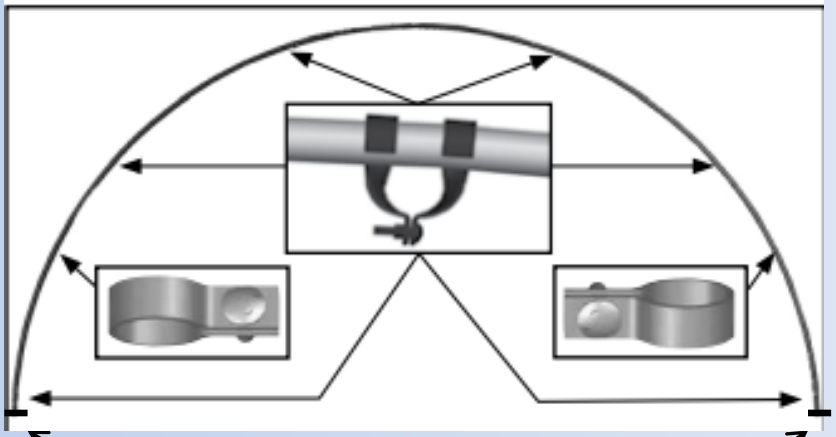


Above diagram is representation only and may not be specific size which is being quoted to customer.

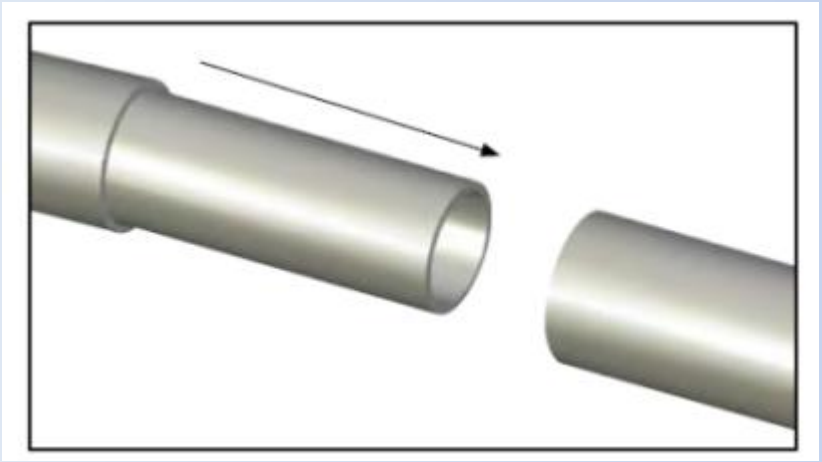
RASMAR
PROTECTING YOUR INVESTMENT

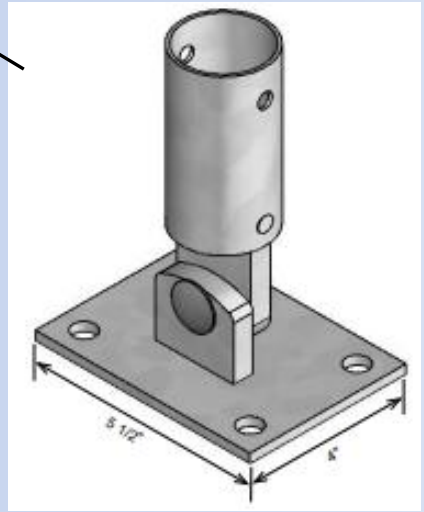
Rafter construction diagrams





Each rafter consists of (6) galvanized steel tubes (above diagram) that are “slip fit” together (below diagram) and secured with fasteners

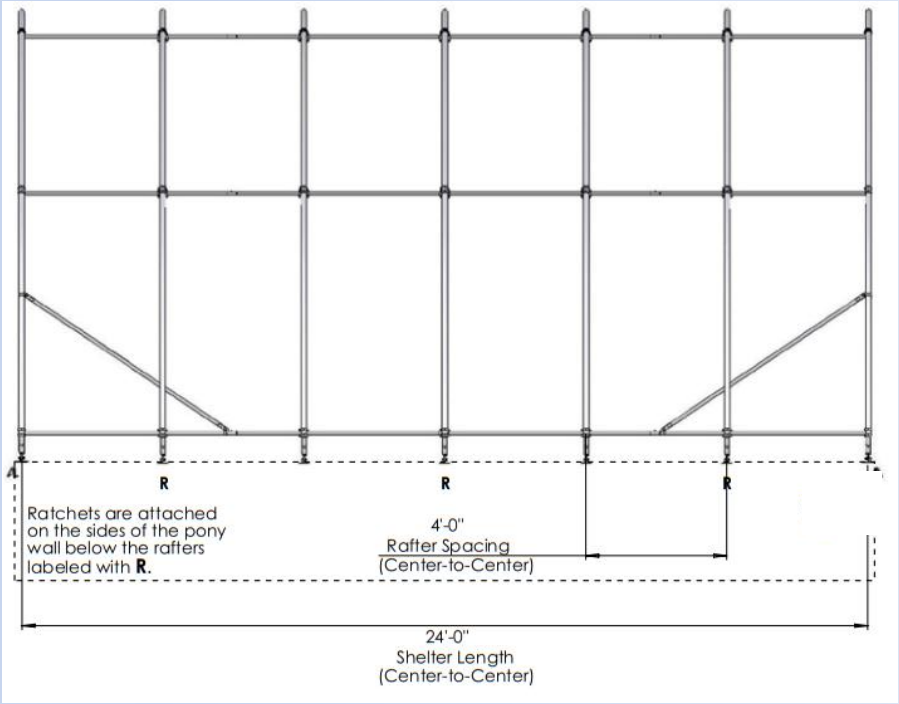




Rafters are connected with cross member purlins with hardware in top right diagram. Foot plates (bottom diagram) are mounted to the bottom of each rafter

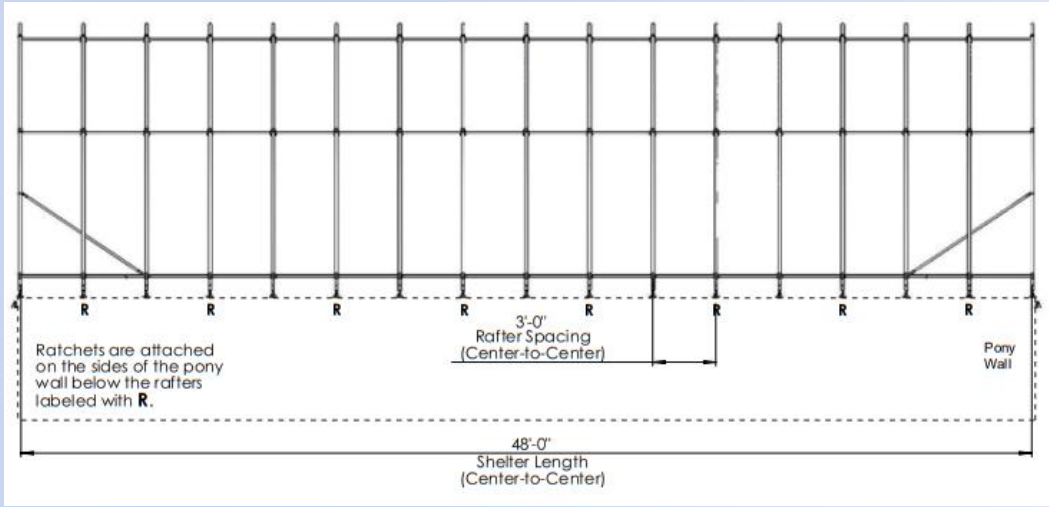
Side profile frame construction

24’ long building side profile with 4’ leg spacing



Dashed lines represent customer constructed wall

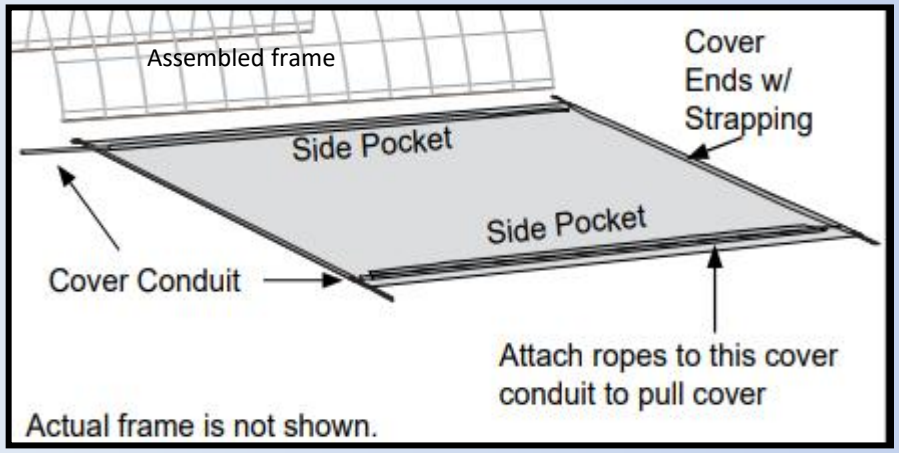
48’ long building side profile with 3’ leg spacing

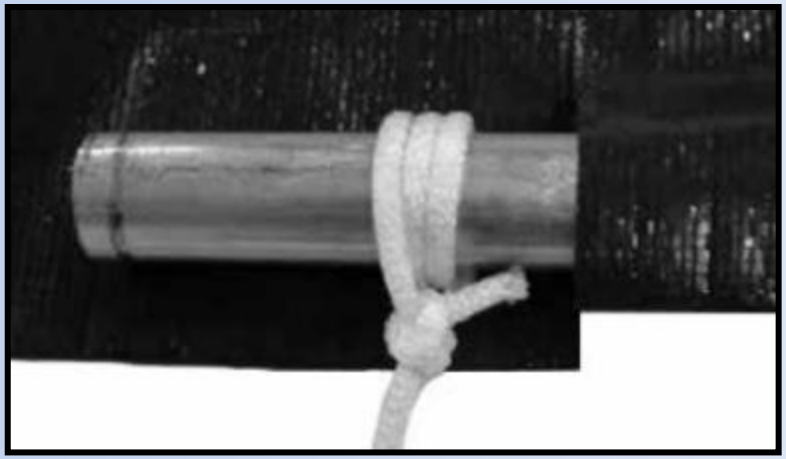


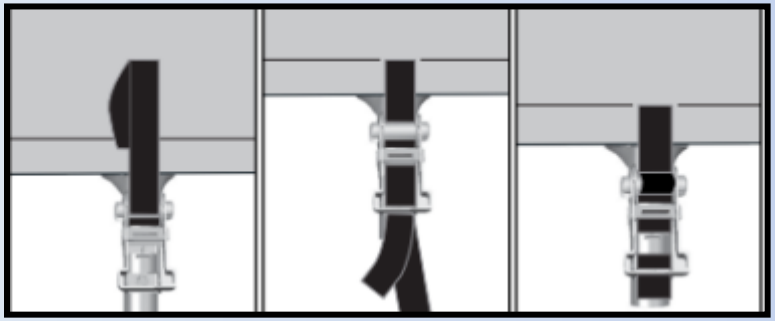
Ratchets are secured to the outside of the wall as noted by “R” in the diagrams

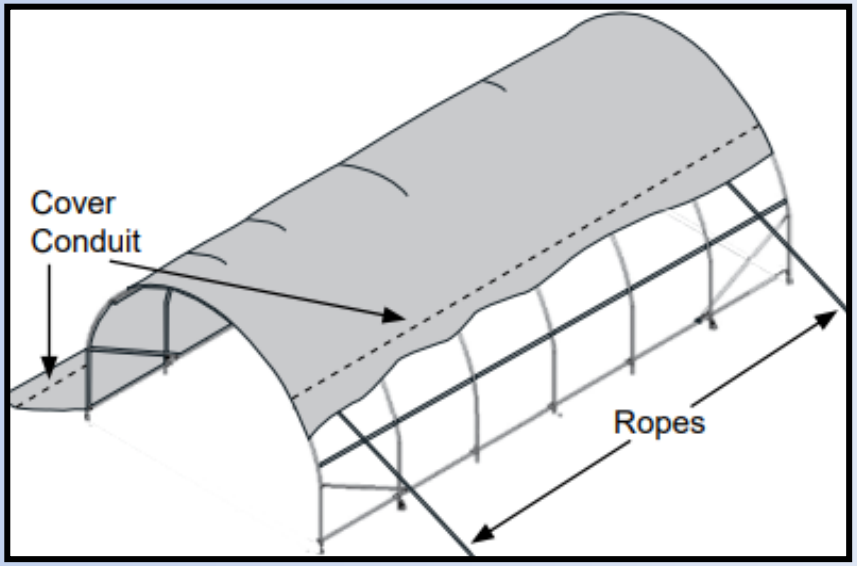
RASMAR
PROTECTING YOUR INVESTMENT

Main cover installation information





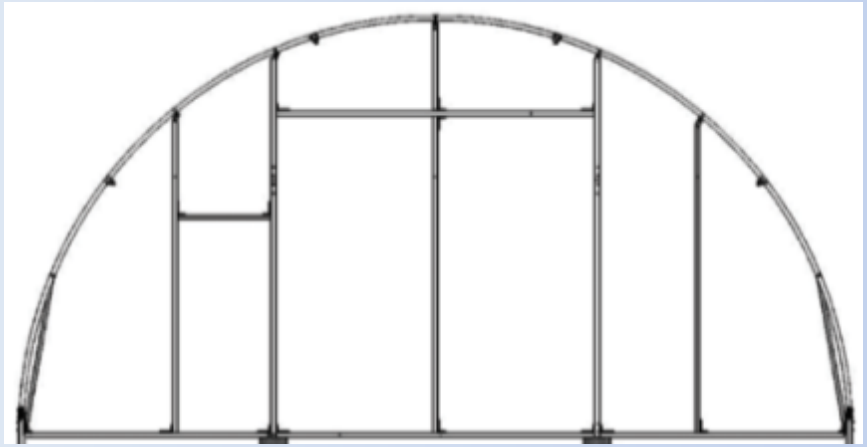




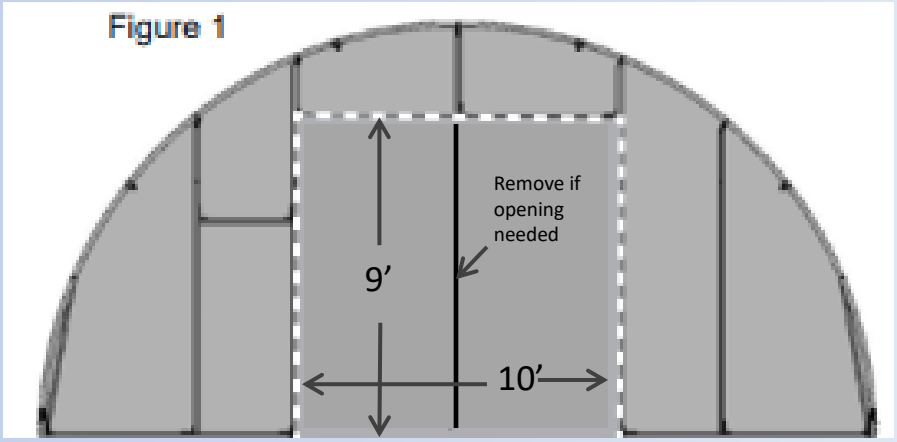
*Cover conduit steel tube is inserted into the side pockets of the cover (top left diagram) and placed on the side of the assembled frame.
*Rope is wrapped around cover conduit (top right diagram)
*Cover is pulled over the frame using the ropes (bottom right diagram)
*Ratchets are attached to the frame and straps wrap around conduit within the cover and tensioned (bottom left diagram)

RASMAR
PROTECTING YOUR INVESTMENT

End panel enclosure framing and cover (optional accessories)



No door diagram (solid wall)

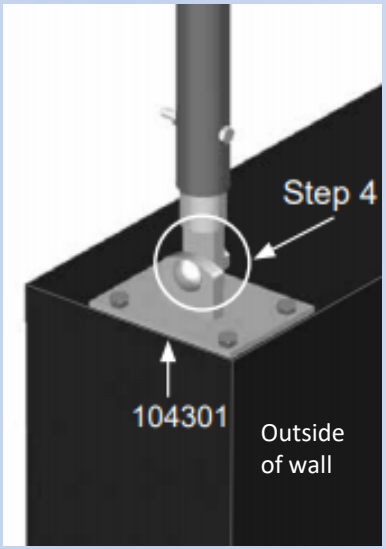


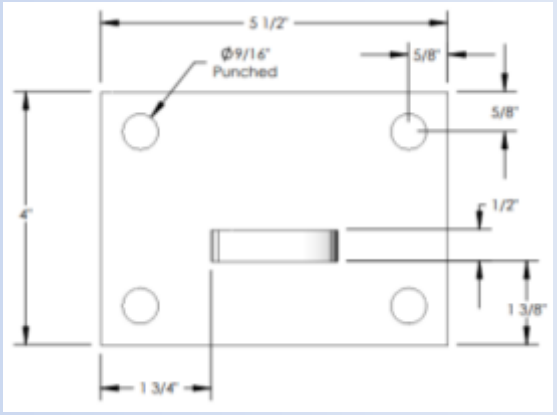
No door diagram and cover panel installed

*End framing consists of square galvanized structural steel tubing and 12.5 oz/yd2 (24) mil cover panel with fastening hardware
*Steel end framing is highly recommended with purchase of cover panel
*10’ wide x 9’ high door opening without installation of center vertical steel member in Figure #1
*Steel end framing and cover panel can be purchased together or separately

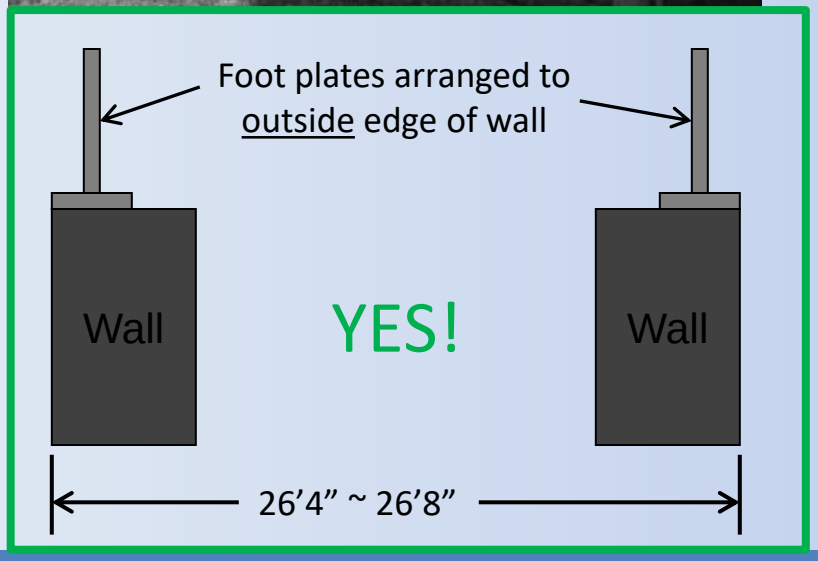
Anchoring information

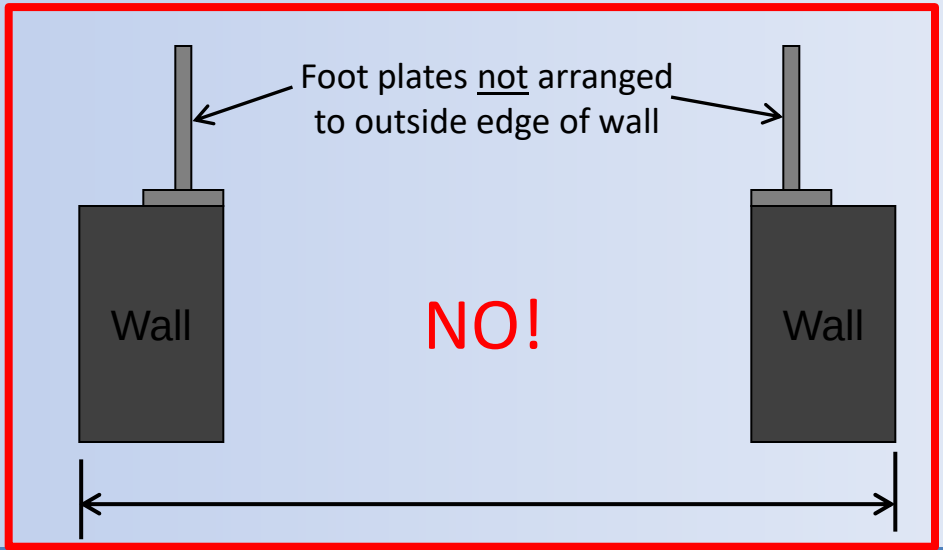






Foot plate fastens to wall using (4) predrilled holes





Foot plates included with the building purchase. Plates are 4" x 5 ½" (see top right drawing). Outside edges of wall must be arranged as noted above

GREYSTONE
CONSTRUCTION

April 15, 2026

Jared Waltman
City of Empire
2577 Vermillion River Trail
Farmington, MN

Re: Budget – Salt Storage Building

Mr. Waltman,

Thank you for the opportunity to provide a budget to furnish and install a salt storage building in Empire, MN. A few of the advantages the Greystone team brings to the project include:

- **Design-Build Experience** – Greystone has offered design-build and general construction services for over 35 years.
- **Fabric Building Expertise** – Greystone has sold and installed fabric buildings for over 25 years. We've successfully completed thousands of fabric building projects.
- **Galvanized Steel** – Fabric building frames are galvanized.
- **Self-Performed Work** – Greystone has the capability to self-perform the concrete and building installation with our own crews. Often times this allows us to provide the most competitive pricing, maintain quality and hold schedule.

Let us know if you have any questions. We look forward to discussing our next steps.

Sincerely,

Nate Lamusga
Business Development Manager

GREYSTONE
CONSTRUCTION

Scope of Work & Pricing

to be performed by Greystone Construction

Furnish Materials Only Budget Price:

- 26'x45' Non-Engineered Single Pipe Fabric Building
- Truss spacing 5' on center
- 12 ounce, 23 mil polyethylene Non-FR fabric
    - Single piece cover design
- Building not designed for wind and snow loads
- (1) Fabric end wall with mesh vent in back end
- (1) open end wall
- Building to be installed **by others** on concrete bunker block foundations. **Blocks furnished and installed by others**
- Freight allowance of $1500 included
    - Contract will be updated to reflect actual freight amount at time of shipment
    - Unload by others
- Provide all necessary labor and equipment to complete items noted above

Furnish Materials Only Budget Price: $11,940

Tariffs in effect as of the date of this proposal are included in our price; tariffs are subject to change and are assessed when the order crosses the border, not when the order is placed.

See exclusions on last page

Market Provisions:

- Greystone is committed to being your trusted team partner on your project. We are asking all of our clients recognize the volatility of our markets and understand we are providing current pricing for budgeting purposes with the need to adjust final project pricing based on the markets at the actual time of the order. It's important to provide you with the best value for your project, and we do not want to speculate where the actual market rates will be at the time of procurement and/or delivery.
- Pricing is based on current market conditions and does not include changes to tariffs, surcharges, price escalation, or fees (Tariffs). Cost of Tariffs will be applied at the actual time of border crossing into the United States. (i.e., many wholesalers and manufacturers are not committing to pre-determined pricing for pre-ordered materials. These materials are priced at the time of the delivery.) Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement and/or delivery. Any savings or additional cost would be communicated with Owner prior to procurement and/or delivery.
- Price increases will be assigned as contingency. Unless Greystone specifically outlines a contingency value in our proposal or scope of work, it is recommended that the Owner carry a contingency.
- Construction schedule may be affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner. Evaluation of alternatives will be reviewed, and the contract schedule or costs may be adjusted accordingly.
- Unless noted otherwise budget pricing is valid for 15 days

GREYSTONE
CONSTRUCTION

Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Building structural engineering
- Foundation structural engineering, including but not limited to anchor bolt design and embedment details.
- Permits & Fees
- Sales tax
- Unload and install
- Prevailing wage rates and Union labor
- Payment and performance bonds
- Emergency Responder Communication Enhancement System
- Cat II occupancy and FR Fabric
- US Steel – Building is fabricated in Canada using Canadian steel
- Foundations and anchor bolts
- Lumber and fasteners to attach buffer board to top of blocks
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed entire building footprint is clear along with 50’ clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Bunker panel toe extensions, dowels, or earth anchors unless noted otherwise
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Doors – Overhead & personnel
- Insulation, interior liner panel or stainless steel cables
- All electrical & mechanical systems
- All winter conditions

GREYSTONE
CONSTRUCTION

April 15, 2026

Jared Waltman
City of Empire
2577 Vermillion River Trail
Farmington, MN

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Business Development Manager

GREYSTONE
CONSTRUCTION

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- (1) Fabric end wall with mesh vent in back end
- (1) open end wall
- Building to be installed on concrete bunker block foundations. Blocks furnished and installed by others
- Galvanized anchor bolts
- Cover Termination and labor to install
- Freight allowance of $1500 included
    - Contract will be updated to reflect actual freight amount at time of shipment
- Provide all necessary labor and equipment to complete items noted above

Furnish & Install Budget Price: $26,582

Tariffs in effect as of the date of this proposal are included in our price; tariffs are subject to change and are assessed when the order crosses the border, not when the order is placed.

See exclusions on last page

Market Provisions:

- Greystone is committed to being your trusted team partner on your project. We are asking all of our clients recognize the volatility of our markets and understand we are providing current pricing for budgeting purposes with the need to adjust final project pricing based on the markets at the actual time of the order. It's important to provide you with the best value for your project, and we do not want to speculate where the actual market rates will be at the time of procurement and/or delivery.
- Pricing is based on current market conditions and does not include changes to tariffs, surcharges, price escalation, or fees (Tariffs). Cost of Tariffs will be applied at the actual time of border crossing into the United States. (i.e., many wholesalers and manufacturers are not committing to pre-determined pricing for pre-ordered materials. These materials are priced at the time of the delivery.) Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement and/or delivery. Any savings or additional cost would be communicated with Owner prior to procurement and/or delivery.
- Price increases will be assigned as contingency. Unless Greystone specifically outlines a contingency value in our proposal or scope of work, it is recommended that the Owner carry a contingency.
- Construction schedule may be affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner. Evaluation of alternatives will be reviewed, and the contract schedule or costs may be adjusted accordingly.
- Unless noted otherwise budget pricing is valid for 15 days

GREYSTONE
CONSTRUCTION

Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Building structural engineering
- Foundation structural engineering, including but not limited to anchor bolt design and embedment details.
- Permits & Fees
- Prevailing wage rates and Union labor
- Payment and performance bonds
- Emergency Responder Communication Enhancement System
- Cat II occupancy and FR Fabric
- US Steel – Building is fabricated in Canada using Canadian steel
- Foundations
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed entire building footprint is clear along with 50’ clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Bunker panel toe extensions, dowels, or earth anchors unless noted otherwise
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Doors – Overhead & personnel
- Insulation, interior liner panel or stainless steel cables
- All electrical & mechanical systems
- All winter conditions

McNamara Contracting, Inc.
16700 Chippendale Avenue
Rosemount, MN 55068
Phone: 651.322.5500 Fax: 651.322.5550
www.mcnamaracontracting.com

To:	City Of Empire	**Contact:**	
Address:	3385 197th Street	**Phone:**	
	Farmington, MN 55024	**Fax:**	
Project Name:	Empire Maintenance Facility Grading & Asphalt Paving	**Bid Number:**	
Project Location:		**Bid Date:**	4/7/2026
Addendum #:	-		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Bituminous Millings (Estimated QTY) (20 Ton Load)	60.00	TON	$30.00	$1,800.00
2	Fine Grading	171.00	SY	$20.50	$3,505.50
3	3" Bituminous Pavement SPWEA330C(R)	171.00	SY	$47.50	$8,122.50

Total Bid Price: $13,428.00

Notes:

- The above pricing is for milling delivery, fine grading, and bituminous installation ONLY and EXCLUDES: utility adjusts, patching of utility adjusts, traffic control, flag persons (if flag persons are necessary for us to safely complete our work they are to be furnished by others), saw cutting, removals, excavation, soil correction, winter conditions, pavement markings (temporary and/or permanent), test rolling, sweeping prior to bituminous installation, warranty of bituminous due to failures of the aggregate base and/or subgrade, warranty of bituminous due to insuffcient positive drainage in the aggregate base and/or subgrade, retainage beyond what owner holds from prime contractor, permits, DBE/SBE participation
- Quote includes a total of 2 Mobilizations. Additional mobilizations will be invoiced at $1,000 per each with no deduct should fewer mobilizations be necessary.
- Bond is included at 0.15%
- We reserve the right to approve the area we will be paving prior to mobilizing to the job. This may include, but is not limited to, being present for test rolling, string lining, and/or any other density and/or grade tests prior to mobilizing for our work.
- Quote assumes fully loaded 4 and/or 5 axle dump trucks will have access to all areas of our work. Further, this quote assumes that said fully loaded trucks will not be detrimental (cause rutting and/or deflection) to the material we are installing bituminous on top of.
- We reserve the right to negotiate the terms of any binding contract. This includes, but is not limited to, requiring that this quote and notes are included in said contract.

Payment Terms:

Payment due within 10 days after payment is made by Owner or within 30 days of invoice; whichever is sooner

ACCEPTED:	**CONFIRMED:**
The above prices, specifications and conditions are satisfactory and are hereby accepted.	**McNamara Contracting, Inc.**
Buyer: _____	
Signature: _____	**Authorized Signature:** _____
Date of Acceptance: _____	**Estimator:** Blake Conrad Blakec@mcnamaracontracting.com


20155
20195
2461
Salt
Shed
2577
200TH ST W
VERMILLION RIVER TRL
BISCAYNE AVE
2480
2675
20256

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Brian Hilgardner, Consulting Engineer
RE:	1. Engineering Report / Water Tower Timeline Update

Attachment(s): *Empire Water Tower Schedules.pdf*



Well and Water Tower Project

City of Empire

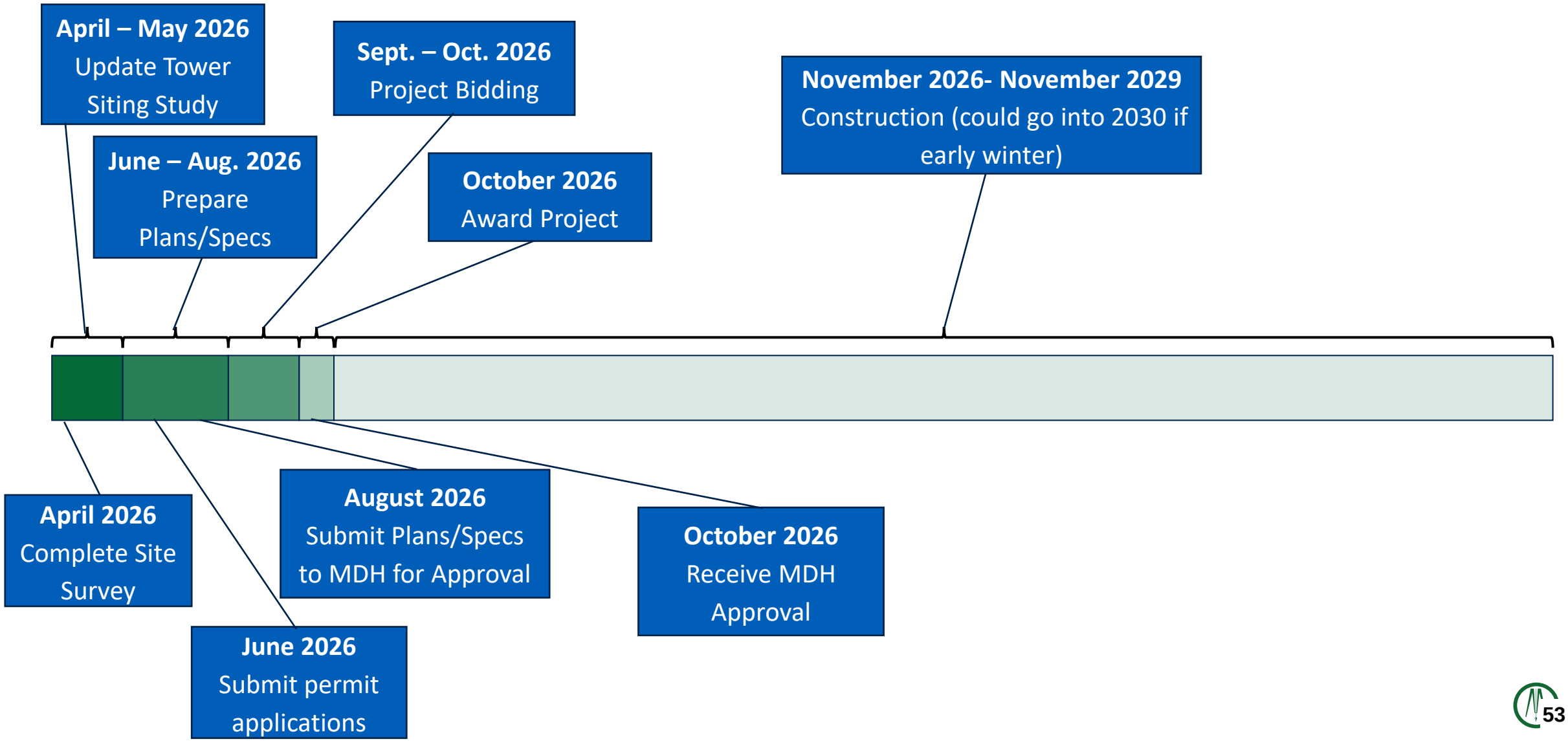
Council Meeting, April 28, 2026

Construction Duration

- Project Reference
  - 2 MG tower in Brooklyn Park
  - Awarded project this winter
  - Contractor submitted project schedule
  - **Project expected to be complete August 2029 (3 years)**
  - Contractor agrees this is typical construction times for towers at this time



Schedule (Fall 2026 Bidding)

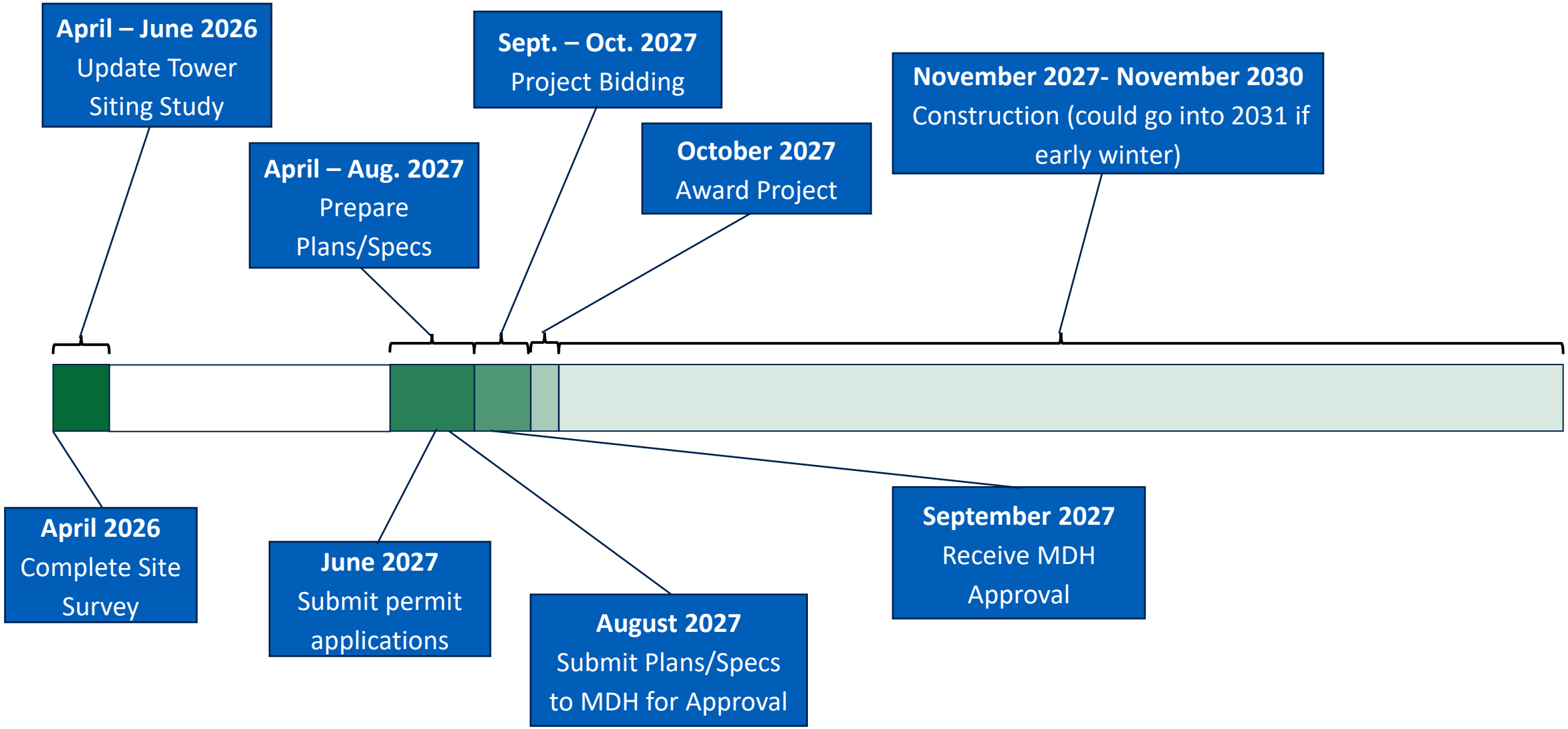


Schedule (Fall 2026 Bidding)

Item	Start	Finish
Update Tower Siting Study	April 2026	May 2026
Complete Site Survey	April 2026	
Submit Permit Applications	June 2026	
Prepare Plans and Specs	June 2026	August 2026
Submit Plans/Specs to MDH	August 2026	
Project Bidding	September 2026	October 2026
Receive MDH Approval	October 2026	
Award Project	October 2026	
Construction	November 2026	November 2029*

*Could bleed into 2030 if there are long winters

Schedule (Fall 2027 Bidding)



Schedule (Fall 2026 Bidding)

Item	Start	Finish
Update Tower Siting Study	April 2026	June 2026
Complete Site Survey	April 2026	
Submit Permit Applications	June 2027	
Prepare Plans and Specs	April 2027	August 2027
Submit Plans/Specs to MDH	August 2027	
Project Bidding	September 2027	October 2027
Receive MDH Approval	September 2027	
Award Project	October 2027	
Construction	November 2027	November 2030*

*Could bleed into 2030 if there are long winters

Thank you!

Questions?

BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	2. Information on Draft Ordinance for Reasonable Accommodations Requests

The City's attorney is recommending that the City consider adopting a policy, in the form of an ordinance, that provides a process for considering reasonable accommodations under the Fair Housing Amendment Act. Often times, these requests pertain to requirements of the Zoning Ordinance. A memo from the City's attorney is attached as well as a draft ordinance.

Because these requests typically involve zoning regulations this memo has been shared with the Planning Commission for input and discussion. The Commission discussed example instances for which an application for reasonable requests would apply. The Planning Commission recommended that staff check with neighboring cities to see if they have similar ordinances and to consider including language regarding an appeals process for neighboring properties that might be impacted by the approval of a request (Farmington and Rosemount do not).

The Planning Commission also inquired about the process of appeals from neighboring properties if the City were to grant a permit and if the City should consider notifying neighboring properties that an application such as this has been filed with the City. The response from our attorney is:

As written, only the aggrieved applicant who is denied an accommodation has the right to appeal. Having a third-party right to appeal could be complicated and I do not believe I have seen that mechanism included in other cities.

Regarding notice to neighbors, there is not a legal requirement to notify neighbors, but some cities make the political/policy decision to allow public comment on an accommodation request. For example, the City of Hopkins provides notice to properties within 500 ft of the property for which the request is made.

Note: The City of Hopkins notice requirement applies only to applications that require "land use approval". If Empire desires to include a notice requirement, it can be tailored to apply to departures from certain regulations, but doing so could increase the chance that someone claims that the policy discriminates against a certain disability over another.

The City could include this language in Section 3 of the draft ordinance.

At the April 14 City Council Meeting, Council inquired about having applications come to the City Council instead of directly to staff. I indicated that it would be nice to have the backing of the City

Council when making a decision on an application, however the information on the request would then be included in the public City Council packet.

Our attorney's response:

My strong recommendation is that staff make the initial decision that can then be appealed to the council. This is because of the legal process that could unfold should an aggrieved applicant appeal the city's decision. Having staff make the initial decision allows the city to establish a cleaner and clearer record on why they decision was made following the required criteria. It also means that if there is a lawsuit, the initial decision was made by a single person who has made one set of comments and not a group of people who have made a series of comments. One approach litigants take taking comments from councilmembers that may be benign or made with good intentions that could be considered discriminatory (e.g., linking stereotypes associated with alcoholism such as violent behavior as a reason a sober home should not be allowed).

Having staff make the decision does not announce to the public information regarding the accommodation, you are correct, but some if not all of the information related to the request would be classified as "public data". This is not what you asked, but I wanted to flag.

The City Council should discuss this recommendation and determine they have any additional questions or if the draft ordinance should considered for adoption.

Attachment(s): *Reasonable_Accomodation_Memo.docx*
Draft Reasonable Accomodations Ordinance.pdf

Kennedy & Graven
CHARTERED

Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299

(612) 337-9300 telephone
(612) 337-9310 fax
http://www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

MEMORANDUM

DATE: April 2, 2026

FROM: Joseph L. Sathe

RE: Reasonable Accommodation Process

This memorandum provides a general overview of the applicability of the federal Fair Housing Amendment Act to situations involving congregate housing in violation of a local zoning ordinance. It is not intended to address or evaluate any specific situation.

I. The Fair Housing Amendment Act Generally

The Fair Housing Amendment Act (the "Act") was passed by Congress in 1988 in an effort to revamp and refocus the Fair Housing Act of 1968. The Act prohibits discrimination against people with disabilities in housing matters.

The Act has a fairly extensive definition of "disability," which has adopted the range of items generally used in other civil rights matters.[1] Among the things that qualify as a disability under the Act are alcoholism and drug addiction, except that current users of illegal controlled substances or makers of those substances are not considered "disabled" within the meaning of the Act.[2]

The Act has two prongs. First, it prohibits discriminatory conduct in housing. This can include local land use or zoning laws that prohibit certain activities which affect disabled persons. Under the Act, a person may be able to show that a law is discriminatory on its face (under all circumstances) and therefore invalid. However, if the law is not facially discriminatory, the disabled person may request a "reasonable accommodation" from the zoning regulations.

II. Applicability of Local Law

The first prong of the Act prohibits facially discriminatory laws. Included in this is any law that unfairly treats those with disabilities differently than other groups of people. An example provided by the United States Department of Justice ("DOJ"), which has authority to investigate and sue on behalf of aggrieved parties, deals directly with laws on occupancy limits. According to the DOJ, a law is not discriminatory if it applies identically to all groups, regardless of disability. For

[1] While the Act uses the term "handicap," modern sources have substituted the term "disability" which carries an identical legal meaning.
[2] *See* Department of Justice FAQ on the Act, available at http://www.justice.gov/crt/about/hce/final8_1.php and last accessed on April 7, 2015.

instance, a local ordinance that limits the number of unrelated persons living together to X or fewer will not be facially discriminatory so long as it makes no mention of disability. In contrast, a law that allows X or more unrelated persons to live together unless it is for the purpose of alcoholism treatment would likely be facially discriminatory and invalid under the Act.

Most local laws are not facially discriminatory and are permitted under the Act. In these cases, a person claiming the rights and benefits afforded by the Act must request a "reasonable accommodation" from the local government.

III. Reasonable Accommodation

"Reasonable accommodation" under the Act is a two-part issue. First, there is a requirement that the disabled person or representative make a request for an accommodation. Additionally, the local government must consider the request and either approve or deny it.

a. Procedure

Accommodations are generally requests for specific departures from established regulations (e.g., occupancy limits, side-yard setback requirements, etc).If a city has not adopted a reasonable accommodation ordinance or policy it should do so to ensure requested follow applicable rules and best practices. Additionally, a best practice is consider an approved accommodation as a "limited license" and not as a conditional use permit or variance.

b. Consideration

The protections and benefits of the Act are not all-inclusive. Local governments have not been denied their ability to apply local land use and zoning laws simply by virtue of a person's disability. Instead, local governments should review the requested accommodation to determine whether it is reasonable.

The DOJ has developed a two-prong test to be used to determine if an accommodation is "reasonable" under the act. First, the local government should determine if the request would impose an undue burden or expense on the local government. That can be financial or administrative.

The DOJ has pointed out that what is "reasonable" in one instance may not be "reasonable" in another, so these decisions must be made on a case-by-case basis following a careful review. The DOJ has also noted that cities can, and should, engage in a dialogue with individuals requesting a variance. If there is a legitimate question about the possible consequences of granting a variance, the city should ask that the requesting party address those concerns. For instance, if there is a concern about parking, the city may require the requestor to develop a plan addressing the parking issues. Failure to address a legitimate question by the council may provide a legal basis for the city to deny the request.

The second prong of the test requires the city to determine if the proposed accommodation creates a fundamental alteration in the zoning scheme. While "fundamental alteration" is not defined in

the law, these decisions will look again to what the accommodation calls for, and how that fits into the overall zoning scheme or comprehensive plan. The city should take care to carefully consider the request and provide a clear, factual basis for an approval or denial.

IV. Conclusion

Local governments should be cognizant of their responsibilities under the Act. While zoning laws that are facially discriminatory are prohibited, universally applicable rules require that the person covered by the Act request a reasonable accommodation. In doing so, the local government should consider not only whether the accommodation would create an undue burden or expense but also whether granting the accommodation would fundamentally alter the zoning scheme. If the answer to either of these questions is yes, as supported by legitimate evidence, the local government is within its right under the Act to deny the accommodation.

ORDINANCE NO. 170

AN ORDINANCE
ESTABLISHING A REASONABLE ACCOMMODATION PROCESS IN ACCORDANCE WITH THE FAIR HOUSING ACT

THE CITY COUNCIL OF THE CITY OF EMPIRE, MINNESOTA, ORDAINS:

Section 1. Purpose. It is the policy of the city, pursuant to the Federal Fair Housing Amendments Act of 1988 to provide reasonable accommodation in the application of zoning and other regulations for qualified persons with disabilities seeking fair and equal access to housing. Reasonable accommodation means providing a qualified person with flexibility in the application of land use, zoning and other regulations or policies (including the modification or waiver of certain requirements), when it is necessary to eliminate barriers to fair housing opportunities. The purpose of this article is to establish a process for making and acting upon requests for reasonable accommodation.

Section 2. Definitions.

Subdivision 1. "Accommodation specialist" means the city staff person appointed by the city administrator or their designee to coordinate and administer the reasonable accommodation process outlined in this section.

Subd. 2. "Qualified person" means any individual with a disability, their representative, or a developer or provider of housing for an individual with a disability.

Subd. 3. "Disability" means those disabilities which are recognized under applicable federal law.

Subd. 4. "Reasonable accommodation" means the process by which the city may provide a qualified person flexibility in the application of land use, zoning, or other regulations.

Section 3. Initiation of reasonable accommodation request. Any qualified person who requests a reasonable accommodation in the form of modification in the application of a zoning or other regulation which may act as a barrier to fair housing opportunities due to the disability of existing or proposed residents, may do so on an application form provided by the city's accommodation specialist. The application shall include a detailed explanation of why the accommodation is reasonably necessary to make the specific housing available to the person(s), including information establishing that the applicant is disabled under applicable laws, as well as other information required by the accommodation specialist to make the determination. If the project for which the request is being made also requires an additional land use review or approval, the applicant shall file the request concurrently with the land use review.

Section 4. Accommodation specialist: Required findings. Subdivision 1. The accommodation specialist, in consultation with other appropriate city staff, shall have the authority to consider and act on requests for reasonable accommodation. The accommodation specialist shall issue a written decision in which the request is approved, approved subject to conditions, or denied. In making

the decision as to whether an accommodation is reasonable, the following factors shall be considered:

a) Special need created by the disability;

b) Potential benefit that can be accomplished by the requested accommodation;

c) Need for the requested accommodation, including alternatives that may provide an equivalent level of benefit;

d) Physical attributes of and any proposed changes to the subject property and structures;

e) Potential impact on surrounding uses;

f) Whether the requested accommodation would constitute a fundamental alteration of the zoning regulations, policies, or procedures of the city, and/or nature of the area in which the accommodation is being requested;

g) Whether the requested accommodation would impose an undue financial or administrative burden on the city;

h) Whether the requested accommodation is likely to have any negative impacts on the health, safety, or general welfare of members of the community, and

i) Any other factor that may be determined to have a bearing on the request.

Subd. 2. Conditions. Any approval issued under this section may include such reasonable conditions that the accommodation specialist deems necessary to mitigate any adverse impacts that the granting of such reasonable accommodation may produce or amplify.

Section 5. Notice of decision. The written decision of the accommodation specialist shall be mailed to the applicant within five business days of such decision being made. All written decisions shall give notice of the right to appeal a decision of the accommodation specialist pursuant to subsection 8. The decision of the accommodation specialist shall constitute the final decision of the city, unless appealed according to the procedures and within the time limits provided in subsection 8. Only the aggrieved applicant of the written reasonable accommodation determination has a right to appeal the decision. A reasonable accommodation approved under this section shall become effective on the first calendar day following expiration of the right to appeal.

Section 6. Applicability. Any approved request shall constitute a limited license which shall allow the property owner or occupant to continue to rely upon such accommodation only so long as they own or occupy the property. Approval of a reasonable accommodation does not constitute a property right, does not run with the land, and does not provide future owners or occupants any rights to rely upon such accommodation approvals. Only the person who applied for such

reasonable accommodation, and who is specifically named in the city's approval of such accommodation, shall be entitled to the benefits and protections thereof. The holder of an approved reasonable accommodation license hereunder shall, on or before January 1st of each year, provide the city with an updated affirmation that the reasonable accommodation is still necessary. In the event that the accommodations specialist has reasonable cause to believe that the factors supporting the original approval of a reasonable accommodation have changed, the accommodation specialist may request additional information from the license holder. Failure to annually reaffirm the need for the reasonable accommodation, or failure to provide information reasonably requested by the accommodation specialist shall result in automatic termination of the reasonable accommodation upon written notice by the accommodation specialist.

Section 7. Conditions and guarantees. Prior to the issuance of any permits relative to an approved reasonable accommodation request, the accommodation specialist may require the applicant to record a covenant acknowledging and agreeing to comply with the terms and conditions established in the determination.

Section 8. Appeals. Any decision reached by the accommodation specialist pursuant to this section 8 shall be subject to appeal to the city council by those persons with a right to appeal as provided herein. All appeals shall be initiated by submitting a notice of appeal, in writing, to the accommodation specialist within 30 days of the date upon which the decision was made. Upon notice of appeal, the city administrator or their designee shall present such appeal to the city council for action within 30 days. Following a hearing on such appeal, the city council shall issue its findings, in writing, within 30 days.

Section 9. Effective Date. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Empire, Minnesota, this __ day of ____, 2026.

ATTEST: _____
Melanie Lee, Mayor

_____
Charles Seipel-Teng, City Clerk-Administrator

Summary published in the _____ edition of the Dakota County Tribune.

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Information on Flint Hills Community Advisory Council

Kevin Carroll with the Flint Hills Resources Community Advisory Council (CAC) has requested to be on the agenda to speak with the City of Empire regarding the Advisory Council and an existing vacancy for an Empire representative.

More information about the discussion is attached. More information about the Advisory Council can be found here: https://www.flinthillscac.org/

Attachment(s): Flint Hills Memo.pdf

Dear Mr. Seipel-Teng,

I called to speak with you recently, but you were in a meeting at that time; one of your staff members suggested that I send you an email.

I am a longtime neighbor of Empire, having lived in Rosemount since 1988. I was a member of the Rosemount Port Authority Commission from 1993 to 1998, and the Rosemount City Council from 1996 to 1999. I was also the Community Development Director in Farmington from 2001 to 2006, during which time I frequently met with Empire Township board members to discuss matters of common interest. I have been employed by the City of Minneapolis from 2006 to the present.

I am a member of the Flint Hills Resources Community Advisory Council [CAC]. Its original organizing documents indicated that one of its members should be a resident of Empire Township [now, City of Empire]. **There is currently no Empire representative on the CAC**, and the CAC would like to be able to fill that vacancy.

If possible, I would like to make a brief presentation to the Empire City Council and/or the Empire Planning Commission regarding the aforementioned vacancy. I would likely be accompanied by a representative of Flint Hills Resources. I/we would describe the purpose and function(s) of the CAC and answer questions (if any). Our hope is that the Council members and/or Planning Commission members would then help us spread the word among their various friends, neighbors, relatives and co-workers regarding the current Empire vacancy.

It is my understanding that your City Council meets on the second and fourth Tuesday of each month at 7:00 p.m. (in which case the next two meetings will be on **April 28** and **May 12**) and that your Planning Commission meets on the first and third Tuesday at 8:00 pm (in which case the next two meetings will be on **May 5** and **May 19**).

Please give me a call at your convenience so that we can discuss the possibility of an appearance at one (or more) of these upcoming meetings. Thanks!

Kevin Carroll
Business Development -- Principal Project Coordinator
City of Minneapolis – Community Planning and Economic Development

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Adopting Position Classification & Compensation Study

The study (the Plan) includes a scoring recommendation for existing positions, a market analysis for pay ranges, a proposed compensation model, and proposed costs for implementation.

Abdo has also worked with staff to provide recommendations for amendments to the existing job descriptions for existing positions.

The proposed Plan, as recommended by the City's Personnel Committee, was presented and discussed at the April 14th City Council meeting.

City Council discussion resulted in the recommendation for the Study to be considered at this meeting and if adopted, the following items be approved as they relate to the Study:

1. The Plan recommends an additional 3% COLA increase for 2026. The recommendation is to approve the 3% COLA increase, effective May 1, 2026 (see Budget Amendment).
2. The Plan recommends that employees move up a step at their anniversary date. City Council recommendation is that this process become effective May 1, 2026. Employee reviews will be conducted prior to an employee's anniversary date (see Budget Amendment, and Personnel Policy Amendment).
3. For maintenance workers, the recommendation is that licensing (DOT license, water & sewer licensing) be included in the base pay instead of as additional stipend, effective May 1, 2026. (See Personnel Policy Amendment).

Items that are proposed to be carried out with the adoption of the Plan and included as separate agenda items for consideration include:

1. Considering amendments to the 2026 Budget to implement compensation adjustments.
2. Consider amending existing job descriptions.
3. Consider amendments to the City's Personnel Policy.
4. Consider working with Abdo for the Development of a Formal Position Reclassification and Review Policy

Attached to this agenda item is also the Plan Administration Guidelines document that summarizes the general guidelines for implementing the plan recommendations. There are a few follow-up items that should be considered.

1. The City should consider how often the market will be reviewed to maintain a competitive standing and when doing so, the City should determine where it wants to be positioned in comparison to the market.
2. The City should consider the target range for hiring new employees. Traditionally, starting pay has been a recommendation of the Personnel Committee.

Attachment(s): *FINAL Draft Report.pdf*
Plan Administration Guidelines.pdf



Position Classification & Compensation Study Report

City of Empire

Empire, Minnesota
April 28, 2026

Abdo
Lighting the path forward

Edina Office
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Mankato Office
100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

April 28, 2026

City of Empire
3385 197th St.
Farmington, MN 55024

Executive Summary

Abdo was contracted by the City of Empire to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including an analysis of the current municipal compensation markets and a review of current and potential Minnesota Pay Equity compliance requirements

The City has not previously conducted a formal independent position classification and compensation study, and has only recently grown enough in size to require Pay Equity Compliance. In addition, the City of Empire neighbors several large cities and finds challenge in attracting and retaining quality talent.

The City is looking to grow and add new positions in the coming years and have the goal to be well-aligned with the market prior to undertaking any large expansion of their workforce.

As part of our study, Abdo worked closely with the City to review updated position descriptions provided for each current and proposed future position and conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using a model similar to the State of Minnesota Hay Study. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence and impact on City operations for each position.

To complete the evaluation and scoring of Empire positions, we reviewed the organizational structure, current job descriptions and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted of analyzing salary data from comparable local governments in Minnesota by reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2025 annual salary survey, appropriately aging the 2025 salary data for average 2026 cost of living increases.

The results of both the classification (position scoring) and compensation analysis follow.

Methodology

Historically, the City has primarily not had a formal compensation model for each position. Historically, the City has not been required to comply with MN Pay Equity, submitting their first report in 2025 as part of this Study and was found to be in compliance. The City will be required to submit their next Pay Equity Report for 2028.

In recent years, the city has been experiencing growth relative to its larger city neighbors and are looking for ways to attract talent that would otherwise be drawn to those larger neighboring, while being mindful of budgetary and capacity constraints. In light of these organizational changes the City of Empire determined that a formal, independent, system-wide position reclassification and market wage analysis was necessary to assist in establishing a new, logical and justifiable employee wage and salary framework to build upon in the future and set the city up for success in future growth.

Scoring Analysis

This section reflects the review, analysis and scoring of all Empire positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using a plan adapted from the State of Minnesota Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

Know-How represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.

Findings and Recommendations

Position Points

Table 1 represents the total score assigned to each position based on the Methodology discussed.

Table 1: Position Classification and Point Assignment

Position Title	Department	Proposed Score
Deputy Clerk	Central Administration	212
Maintenance Worker	Public Works	227
Maintenance Supervisor	Public Works	334
Clerk-Administrator	Central Administration	412

Market Analysis

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the metro area.

The City of Empire is within 25 miles of the Minneapolis metro area and is in close proximity to several cities with populations of over 20,000, including Farmington, Lakeville and Rosemount. As a result, the City is likely competing for talented employees with these larger communities close to the metro area. The City should consider a competitive compensation scale, with room for growth, to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Empire. **It should be noted that the governments listed do not always have the exact type or number of positions as Empire and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

Table 2 - Market Survey

The Market Survey lists government agencies that were included in standard demographics for at least one existing position in the market analysis.

Note: Cities that appear **bolded** have a population of over 10,000 and were used to match the deputy clerk and maintenance worker, which are positions whose duties do not vary significantly between larger and smaller cities. Alternatively, only smaller cities were used in comparison for supervisory positions as the scope of these roles are more impacted by organization size. More information on the analysis between larger cities in proximity to the City of Empire and their designated peer group will be provided as part of **Appendix A**.

Afton	***Hastings***
Bayport	***Inver Grove Heights***
Centerville	*Lexington*
Circle Pines	*Lonsdale*
Columbus	*Newport*
Cottage Grove	***Northfield***
Credit River	*Oak Park Heights*
Elko New Market	*Rockford*
Excelsior	***Rosemount***
Farmington	*Saint Paul Park*
Greenfield	*Wayzata*
Hanover	*Montgomery*

The market analysis has been adjusted to reflect comparable 2025 wages for the local governments analyzed. Results, by individual position, of the market wage study is reflected in ***Table 3.***

Table 3 – 2025 Market Analysis

Position Title	Market Min	Market Max
Clerk-Administrator	$55.96	$74.64
Deputy Clerk	$29.40	$36.89
Maintenance Supervisor	$38.16	$48.91
Maintenance Worker	$29.26	$38.26

Key market wage analysis considerations and findings include:

- All market and City of Empire wage data is based on 2025 compensation scales.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will, presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- The League of Minnesota Cities Survey and other Market Survey results are reflective of 2025 wage data.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and have done so with a January 1, 2026, effective date. As a result, it should be noted that, should the City not elect to apply a 2026 COLA adjustment to their current compensation model or implement the proposed compensation scale updates, current market variances, as reflected in the following table, may continue to grow.

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Empire is motivated to attract and retain qualified talent to facilitate successful City operations and leadership.
- The City wishes to develop a more formalized pay structure across the entire organization that will be both compliant with Minnesota Pay Equity requirements and offer competitive pay for all positions, as well as accommodating for the city's desire to grow in the coming years.

The proposed compensation model reflects the following structural components:

- Step and grade model utilizes a total of 7 steps, including the start step, to achieve maximum compensation within a total of 14 grade levels.
- All 7 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed compensation scale is, on average, within 1% of market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, within of 1% market minimum pay averages for each position.
- The proposed scale includes a 9.00% adjustment between grades.
- The Standard Scale reflects a 4.50% adjustment between steps.
- The range within each Standard Scale grade (Step 1 through Step 7) is 30.00%.

Table 4 - Step and Grade Scale – Proposed 2026 Compensation Model

			Steps in Range						
Points Min	Points Max	Grade	1	2	3	4	5	6	7
1	80	1	19.00	19.86	20.75	21.68	22.66	23.68	24.74
81	100	2	20.71	21.64	22.62	23.63	24.70	25.81	26.97
101	140	3	22.57	23.59	24.65	25.76	26.92	28.13	29.40
141	180	4	24.61	25.71	26.87	28.08	29.34	30.66	32.04
181	200	5	26.82	28.03	29.29	30.61	31.98	33.42	34.93
201	240	6	29.23	30.55	31.92	33.36	34.86	36.43	38.07
241	280	7	31.86	33.30	34.80	36.36	38.00	39.71	41.50
281	320	8	34.73	36.30	37.93	39.64	41.42	43.28	45.23
321	345	9	37.86	39.56	41.34	43.20	45.15	47.18	49.30
346	360	10	41.27	43.12	45.06	47.09	49.21	51.42	53.74
361	380	11	44.98	47.00	49.12	51.33	53.64	56.05	58.58
381	400	12	49.03	51.23	53.54	55.95	58.47	61.10	63.85
401	430	13	53.44	55.85	58.36	60.98	63.73	66.60	69.59
431	450	14	58.25	60.87	63.61	66.47	69.46	72.59	75.86

Table 5 – Position Point & Grade Assignment with Minimum/Maximum

Position Title	Department	New Grade	New Min	New Max
Deputy Clerk	Central Administration	6	$29.23	$38.07
Maintenance Worker	Public Works	6	$29.23	$38.07
Maintenance Supervisor	Public Works	9	$37.86	$49.30
Clerk-Administrator	Central Administration	13	$53.44	$69.59

When comparing the proposed step and grade model to the current pay structure, the proposed scale establishes a clear minimum and maximum pay rate for each position. This will support the City in recruiting, retention, and pay equity compliance. Having a formal pay structure will better allow the City to compare their pay ranges to the market in future years, place new positions into an established plan, as well as manage pay compression proactively.

When comparing the proposed scale to market, the proposed scale is, on average, within 1% of market maximum and minimum averages.

In light of our comprehensive study, our recommendation would be as follows:

- Approve all proposed position scoring for each position; and
- Adopt the proposed 2025 step and grade plan, without a COLA, moving each individual employee to the next salary step, without a decrease in salary, and
- Utilize the step and grade scale to calculate and apply 2026 and all future annual approved cost of living increases (COLA) for all positions, effective each January 1st; and
- Utilize the step and grade scale to calculate and consistently apply 2026 and all future performance and/or longevity-based step increases (in addition to cost-of-living amounts).

It should also be noted that, if there were ever an instance that an employee was awarded a wage above their appropriate grade maximum step, the City should consider implementing a formal and documented longevity plan that meets the definition of exceptional service pay to accommodate these types of pay scale exceptions.

Pay Equity Compliance

The 2025 pay scale for the City of Empire was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be in compliance as of January 2026.

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance.

Position Review of Comparable Cities

As part of the overall compensation study, the City of Empire requested an overview, high-level analysis of the structures of cities with a similar population to Empire. The results have been provided in a tool separate from this report.

Implementation

The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.

- Should the City adopt a new step and grade plan, including position point assignments for all existing positions?
- What is the overall 2025 and 2026 cost of implementation, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary? See detailed implementation phases and costs below.

Phase 1:

If adopted, the proposed step and grade program, based on 2025 data, would place employees at the step that is closest to their current salary, without a decrease in salary, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Estimated costs of Phase 1 adoption are listed below. It should be noted that costs are annualized.

Phase 2:

The City has adopted a 3.00% COLA for the 2026 calendar year, effective January 1, 2026. However, the council may decide to make adjustments based upon the results of the compensation study, which would be estimated to go into effect May 1, 2026. This additional COLA would be applied to the newly adopted step and grade program, and all individuals would receive a 3.00% increase in pay. Estimated costs of Phase 2 adoption are listed below.

	Estimated Current 2026 Annual Payroll	$		388,800.00
Phase 1:	**Implementation Cost (Prorated for May 1 Implementation)**	**$**	**7,400.00**	**3%**
Phase 2:	**Additional 3% COLA (Prorated for May 1 Implementation)**	**$**	**8,000.00**	**3%**
	TOTAL	**$**	**15,400.00**	**6%**

Closing

Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of Empire for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.

Appendix A

Appendix A Table 1 – Market Analysis of Cities with population 6000 or below nearby the City of Empire:

Position Title	AVERAGE Market Min - Hourly	AVERAGE Hourly Market Max Hourly
Clerk-Administrator	$ 55.64	$ 74.68
Deputy Clerk	$ 26.53	$ 33.05
Maintenance Supervisor	$ 37.86	$ 48.67
Maintenance Worker	$ 28.29	$ 37.07

Afton	*Greenfield*
Bayport	*Hanover*
Centerville	*Lexington*
Circle Pines	*Lonsdale*
Columbus	*Newport*
Credit River	*Oak Park Heights*
Deephaven	*Rockford*
Elko New Market	*Saint Paul Park*
Excelsior	*Wayzata*

Appendix A Table 2 – Market Analysis of Cities within 15 miles of the City of Empire:

Position Title	AVERAGE Market Min - Hourly	AVERAGE Hourly Market Max Hourly
Clerk-Administrator	$ 78.83	$ 99.48
Deputy Clerk	$ 30.40	$ 38.23
Maintenance Supervisor	$ 43.22	$ 55.12
Maintenance Worker	$ 30.57	$ 39.56

Lakeville	*Northfield*
Rosemount	*Hastings*
Eagan	*Elko New Market*
Inver Grove Heights	*Credit River*
Saint Paul Park	*Farmington*

Plan Administration Guidelines

As part of the overall compensation study, the city requested information on how to administer their new compensation plan. Details are included below, as well as a few follow up items to be discussed and decided upon in the near future as part of implementation.

General Guidelines

As part of the new plan, an employee will receive a COLA increase every year, as well as a Step increase. The COLA increase is to be given every year at a date chosen by the City. Historically, your city has administered a COLA increase on **January 1st** and will continue to do so.

In addition to the COLA increase, the city determined that it would award a Step increase for acceptable performance, at the City's discretion, on the employee's **Anniversary Date**.

When an employee has reached the top of the 7-step scale and is at the maximum of their pay range, they will no longer be awarded Step increase and instead will only receive a COLA increase on January 1st of each calendar year.

The city will now be required to submit Pay Equity reporting every three years, per state compliance guidelines. The next Pay Equity report must be submitted in **2029**. Additional information regarding Minnesota's Pay Equity Guidelines can be found here.

For print: https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/

Follow-Up Items

While the new pay plan has been agreed upon by council for implementation in the near future, there are a few items the city will need to decide on regarding how to utilize the plan and maintain competitiveness.

The city should discuss and determine how often the market will be reviewed to maintain a competitive standing. Additionally, the city should create documentation regarding their target market position: if the city would like to be positioned at, above, or below the market level.

In addition, hiring decisions should be considered: what is the city's target range for what steps to hire employees on? The range of **1-3 Steps based on experience** is generally an acceptable practice.

We thank you for your collaboration throughout the compensation study, and do not hesitate to reach out if there are any remaining questions regarding the study or its deliverables.

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MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Adopting Amendments to the City's Personnel Policy and Position Job Descriptions

The draft amendments to the City's Personnel Policy include language that notes employee reviews will take place on the employee's anniversary date (page 11) and removes the separate licensing compensation for maintenance workers and roles the licensing into the job requirements (page 12).

The proposed revisions to the job descriptions include language about duties and physical requirements as recommended by Abdo through the development of the Compensation and Classification study process and are formatted so that each description follows the same format.

Attachment(s): *Personnel Policy Amendment.pdf*
CLERK ADMIN JOB DESCRIPTION.pdf
EMPIRE MAINTENANCE MANAGER JOB DESCRIPTION.pdf
DEPUTY CLERK JOB DESCRIPTION.pdf
MAINTENANCE WORKER JOB DESCRIPTION.pdf

CITY OF EMPIRE

EMPLOYEE POLICY HANDBOOK

Adopted: 12/12/2023 (*Amended ~~11/12/2025~~4/28/2026*)

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CITY OF EMPIRE PERSONNEL POLICY

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Empire. They should not be construed as contract terms. This policy is not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies.

Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. City attorney
3. Members of city boards, commissioners, and committees
4. Consultants and contractors
5. Volunteers

Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules upon hiring and such rules will be further explained and enforcement discussed with the employee and immediate supervisor.

EEO Policy Statement

The City of Empire is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Empire will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, disability, age, marital status, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Data Practices Advisory

Employee records are maintained in a location designated by the Clerk-Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Benefits
Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees
Employees who are eligible for at least a pro-rated portion of city provided benefits. Such employees must be year-round employees.

Demotion
The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

Employee
An individual who has successfully been hired by the city to carry out a job function as outlined in one of the City's job descriptions.

FICA (Federal Insurance Contributions Act)
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The city contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from those withholdings (e.g., police officers).

Full-time Employee
Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month.

Non-exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in a given workweek.

Part-time Employee
Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period
A period beginning at 12:00 a.m. (midnight) on the first day of the month through 11:59 p.m. on the 15th day of the month; and beginning at 12:00 a.m. (midnight) the 16th day of the month through 11:59 p.m. on the last day of the month.

PERA (Public Employees Retirement Association)
Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Promotion
Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify
Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee
Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Temporary Employee
Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period
A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job.

Transfer
Movement of an employee from one city position to another of equivalent pay.

JOB DESCRIPTIONS

Job descriptions shall be written for each employee. They will be kept on file and provided to each employee. Employees shall be expected to be able to accomplish the tasks listed on the job description and to have the skills required for such tasks.

Job descriptions will be reviewed periodically, and the tasks required of employees may be modified, added to, or eliminated at the discretion of the City Council.

JOB APPLICATIONS AND PERSONNEL FILES

An employee job application shall be filled out and maintained in a personnel file at all times. Personnel files shall be maintained by the clerk-administrator and kept in a file.

All personnel files and related material will be handled in strict compliance with the Minnesota Data Privacy Act. Access is restricted to the clerk-administrator and the individual employees.

An applicant for vacancy shall complete an employment application form as provided by the clerk-administrator and may also be required to submit a resume to supply pertinent information relative to the applicant's skills, education, experience, licenses and other background information needed to assess the applicant's qualifications.

Applications shall be received and screened by the city's personnel committee pursuant to an interview and scoring evaluation and those possessing the required qualifications will continue with the selection process. Any offer of employment may be conditioned upon consent to and the results of a criminal background and physical examination to further determine whether the applicant is suitable for the position advertised.

CITY WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Empire. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employs must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Empire. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Attendance & Absence

The operations and standards of service in the City of Empire require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that

have been set for them and the time required to be on the job. Understanding attendance requirements is an essential function for every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, or other city owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the department supervisor. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be perceived as actual conflict of interest.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Telephone/Cell Phone Use

City telephones are in place to conduct official City business. It is critical that employees be courteous, tactful, professional, and efficient on the telephone. Employees are expected to answer and return calls promptly.

All phones, city issued cell phones and pagers are the property of the City of Empire. The city maintains records of all external telephone calls including the number called and the duration of the call. These records may be used in disciplinary proceedings.

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee.

Except for use when necessary by means of a handless device, cell phones shall not be used when operating vehicles or machinery.

Violations of this policy will be reviewed on a case-by-case basis. An employee who spends an excessive amount of time on personal calls or who abuses or misuses a cell phone or otherwise violates this policy may be subject to discipline up to and including termination.

E-mail / Internet Use

The City of Empire provides e-mail and internet access to some city employees for use in performing their duties. The telephone equipment, computer equipment, software, electronic media and services used to supply e-mail and internet access to employees are the property of the city and are intended to be used for city business.

Electronic mail is a local government record, and the purpose of this policy is to provide for the generation, access and inspection of public records generated by using the city's e-mail system.

This policy covers all e-mail and internet usage that:

- Is accessed in or from the City's offices;
- Is accessed using remote access to the City's computer equipment or services;
- Is accessed using the City's computer equipment or any service paid for by the city; and
- Is used in a manner that identifies the user with the city or that refers to the city in any manner.

E-mail and internet services are provided for the city's business use. While occasional use of these services for personal, non-business use is acceptable, employees must demonstrate a sense of responsibility and may not abuse e-mail and internet privileges.

All communications sent by employees via e-mail must be respectful in tone and professional. E-mail may not be used for transmitting, retrieving or storing any communications of discriminatory or harassing nature, derogatory to an individual or group, obscene, or which are of defamatory or threatening nature.

The city has the capability to retrieve email messages even after they have been deleted or erased. Furthermore, the use of passwords on the e-mail system does not mean that messages stored on those systems are confidential from the city or may not be retrieved or reviewed by others.

Personal Communications and Use of Social Media

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public's trust in the city. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The city can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember what you write or post is public and will be so for a long time. It may also spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Empire expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying.
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account names or email names should not be tied to the city.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply or become a member in a political organization.

Accepting Gifts

Employees shall not accept, either directly or indirectly, any money, property, gift, gratuity, reward, loan, fee, discount, or special consideration or special accommodation, arising from, or offered because of their employment, or any activity connected with their employment with the city.

Employee Endorsements

No employee shall, in any manner or form, endorse, recommend, or advertise a product or service by using the City's name or the employee's name and/or title.

Smoking
All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, e-cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during breaks and only in areas designated for that purpose.

Drug Free Workplace
The City of Empire has a responsibility to maintain a drug-free workplace. The city also recognizes that drug dependency may be an illness. Consistent with this understanding, the city has an obligation to ensure that its employees perform their jobs efficiently, safely, and in a professional, business-like manner.

In accordance with federal law, the following rules represent the city's policy concerning alcohol and illegal drug use in the workplace. They will be enforced uniformly with respect to all employees:

1. No employee shall report to work or operate any equipment, machinery, or vehicle under the influence of alcohol, marijuana, cocaine, opiates, PCP, amphetamines, medically prescribed drugs or other controlled/uncontrolled substances that affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

2. No employee shall manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or while performing city business. Such action will be reported to appropriate law enforcement officials. An exception shall be made to any employee who uses a controlled/uncontrolled substance as part of a medical treatment required by a physician and that physician has advised the employee in writing that he/she is capable of performing his/her job, and the employee has informed the clerk-administrator, or personnel committee, of the otherwise prohibited use and provided written determination of the physician.

3. No employee shall consume alcoholic beverages during work hours. Employees are prohibited from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the city.

4. The city recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

5. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Safety
The personal safety of each employee of the City of Empire and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, the City seeks to maintain a safe and hazard free environment.

In order to ensure the highest level of safety, employees are required to:

- Immediately report to their supervisor, clerk-administrator, or personnel committee all unsafe equipment, practices, or procedures that pose a threat to the safety of employees or others;
- Cooperate with and assist in the investigation of accidents to identify the causes and to prevent reoccurrence;
- Observe and promote safe work habits; and
- Report injuries to their supervisor, the clerk-administrator or personnel committee immediately.

Both Minnesota workers' compensation laws and the state and Federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to the clerk-administrator or personnel committee. The clerk-administrator is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Further, employees are required to report accidents resulting in vehicle, equipment, or property damage to the clerk-administrator or supervisor immediately. All accidents between city equipment and private vehicles or private property should be reported to the clerk-administrator or supervisor immediately. The employee, supervisor or clerk-administrator shall immediately notify the Dakota County Sheriff's department or other appropriate law enforcement agency so that a complete report and drawing of the accident can be preserved and filed. A copy of the Minnesota Motor Vehicle Accident report must be submitted to the city for all vehicle accidents.

Employees, who do not follow and abide by the city's safety policies, including the wearing of proper safety equipment, will be subject to discipline up to and including termination.

Firearms Prohibited

All employees are prohibited from carrying or possessing firearms on their person while acting in the course and scope of employment for the City. This policy does not apply where an employee is legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle.

Sexual Harassment Prohibited

It is the policy of the City of Empire to prohibit sexual harassment of all employees. This prohibition applies to all city personnel. It is not the purpose of this policy to intrude upon the personal lives of the employees or to interfere with social relationships.

However, sexual harassment has no place at the City of Empire and will not be permitted.
"Sexual Harassment" includes any unwelcome or offensive sexual advances, request for sexual favors and/or other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually related comments.

Any individual who believes that he or she is being subjected to sexual harassment of any kind by anyone connected with his or her work should report the matter promptly to his or her supervisor or department head. They will carefully investigate each complaint of sexual harassment.

It shall be the policy of the City of Empire to listen to any reasonable complaint, promptly investigate it, and take corrective action where appropriate. Violation of this policy by any individual can result in discipline up to and including termination. It is agreed by the employer that all employees have a right to a workplace free of verbal and/or physical sexual harassment.

HOURS OF WORK

The regular work week for full-time employees is 40 hours; Monday through Friday, except as otherwise approved by the City Council in accordance with the customs and needs of the individual departments.

Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Employees in part-time and temporary positions will not be permitted to work more than 28 hours/week; including hours worked and paid leave. All shifts, including schedule trades or picked-up shifts, must be pre-approved by their supervisor. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

City employees are subject to be called into work at any time for emergencies. Employees are required to work overtime as assigned.

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Departments with unique job or coverage requirements may have additional rules, issued by the City Council, on the use of meal breaks and rest periods.

PERFORMANCE EVALUATION

The primary objective of performance evaluations is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective open and ongoing communication between the City Council and staff members is important.

The City Council Personnel Committee, for the purpose of periodically evaluating the performance of city employees, will establish an objective performance review system. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, wage adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance data, including subjective assessments, are not. An employee may submit a written response which will be attached to the performance review. Performance reviews are to be scheduled on a regular

basis. In general, the goal is to conduct a performance review of each new employee during the third and sixth month of employment, after one year of service and every December thereafter. Regular employees will be reviewed at least annually, in December, or more frequently, as determined by the City Council. The form, with all required signatures, will be retained as part of the employee's personnel file.

Reviews of managing employees (Maintenance Supervisor and Clerk- Administrator) will be conducted by the City Council Personnel Committee. The Maintenance Supervisor will conduct reviews of maintenance staff, and the Clerk-Administrator will conduct the review of the Deputy Clerk. Any employee may also discuss questions or concerns about the review with a personnel committee representative. Reviews will take place prior to the employee's anniversary date.

Signing of the performance review document by the employee acknowledges the review has been discussed with the City Council and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement for travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Paychecks

Paychecks are issued twice per month. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks are typically issued using direct deposit. If not issued using direct deposit, paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the Clerk-Administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status etc.

Overtime/ Compensatory Time

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Council will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime.

Non-Exempt (Overtime – Eligible) Employees

All non-exempt overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one work week. Except for the Clerk-Administrator, all non-exempt overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 8 hours in one day (24-hour period). Overtime hours worked on observed holidays shall be paid at double time.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. The City Council may establish a different workweek based on the needs of a particular department.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date. The employee's supervisor must approve overtime hours in advance or as required to satisfy department work needs. Overtime is automatically authorized when emergencies and weather-related activities arise.

An Employee may elect to receive compensatory time rather than overtime. The compensatory time is also calculated at the rate of time-and-one half and is limited to a total of forty (40) hours per calendar year. Compensatory time must be used by the end of the calendar year.

All compensatory time and earned overtime hours will be marked as such on work sheets kept by the clerk-administrator, both when it is earned and when it is used. All compensatory time accrued will be paid at the end of the year or when the employee leaves employment with the city at the hourly pay rate the employee is earning at that time.

Maintenance License ~~Incentives~~Requirements

All maintenance personnel are required to have their Class A or B Drivers license and obtain their water license within one year of hire and sewer and pesticide licenses within two years of hire.

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~~In addition to regular pay, maintenance workers, excluding the maintenance supervisor, shall be eligible to receive additional pay, less withholding for federal and state income taxes, and FICA, for licenses obtained and maintained during their employment with the City of Empire. This additional pay for licenses shall be related to obtaining and maintaining the license only, and not considered when determining compensation changes from year to year. The additional pay for these licenses shall be provided at the following rates and will be discontinued if the employee no longer holds the license:~~

~~License Type:~~	~~Compensation Increase:~~
~~Water~~	~~$0.75 per hour~~
~~Sewer~~	~~$0.75 per hour~~
~~Class A or B~~	~~$0.50 per hour~~
~~Pesticide~~	~~$0.50 per hour~~

Reimbursement Allowances

Vehicle use and expenses: The City of Empire will reimburse the employee at the current Federal mileage rate and for any expenses receipted and which are approved for reimbursement.

Meals and lodging will be compensated by request, accompanied by a receipt. Meal allowance amounts will be reimbursed for up to $10/day for breakfast, $15/day for lunch and $20/day for dinner for city official or employee when attending city functions/meetings. Alcohol is not a reimbursable expense and shall not be consumed while engaged in city business.

All Maintenance Department employees will be eligible for an annual reimbursement in the amount of $150 upon the purchase of steel toed boots, provided that the boots are used for protection in performing city related tasks.

Professional Development
The city may from time-to-time budget and pay for professional dues and subscriptions for its employees as necessary for his/her full participation in associations and organizations relevant to his/her assigned duties. The city may budget and pay for direct expenses occurred by an employee for his/her attendance at any approved conference, meeting, seminar, or other such occasions undertaken to continue their professional growth and development. Any payment for the above-mentioned dues, subscriptions and professional development must be specifically pre-approved by the vote of the City Council.

TRAINING PERIOD

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration.

During training period, the City Council may terminate an employee anytime if, in the City Council's opinion, the employee is unable or unwilling to perform the duties of the position satisfactorily or that his habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination five working days before the termination takes effect and shall not have the right of appeal unless he is a veteran.

BENEFITS

Paid Holidays
The following calendar days and such other days as the City Council may designate, as mandated in Minn. Stat. 645.44 subd. 5, are deemed holidays with time off with full pay at eight (8) hours:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and the day after
Christmas Day

If the holiday falls on a Saturday, the previous Friday shall be designated as the official holiday and if the holiday falls on a Sunday, the following Monday shall be designated as the official holiday.

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

Mileage Reimbursement
Employees shall be reimbursed for every mile driven in his/her personal vehicle while on the exclusive business of the City of Empire. Any reimbursement for mileage shall be at the then current IRS mileage rate.

Health, Dental, Life Insurance
The city will contribute a monthly amount toward single coverage for health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the City Council.

For more information about coverage and eligibility requirements, employees should contact the clerk-administrator.

Retirement (PERA)
The city participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The city and the employee contribute to PERA each pay period as determined by state law.

Flex (Cafeteria) Plan
Full-time city employees are eligible to enroll into a Flex plan (Cafeteria Plan), to allow coverage for eligible insurance premiums, un-reimbursed medical expenses, and other eligible expenses.

Other Employee Paid Elective Insurance
Full-time city employees are eligible to enroll into supplemental elective insurance plans, paid through employee withholding, as may be approved by the City Council from time-to-time.

LEAVES

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Eligible full-time employees are entitled to sick pay at the rate of ten (10) days (eighty hours) per calendar year, prorated per contracted hours:

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at work could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to medical, dental or other care provider appointments.
- To care for an ill spouse, father, mother, sister or brother.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member.
- Submit a physician's statement upon request.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions on an employee's ability to work. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave may be transferred from one employee to another, per the city's Sick Leave Donation Policy, found in this Handbook.

Sick Leave Donation Policy

With the approval of the City Council, employees may donate up to 40 hours of accrued, unused sick time per year to a sick leave bank; from which an employee who has exhausted all available sick leave time because of a serious illness, or serious illness of a family member, can withdraw.

The total of all donated sick hours that can be received by an employee is 160 hours per year. Donations will be accounted for on the basis of an hour of leave donated equals an hour received, regardless of the pay rates of the donor and the recipient.

Donated leave may only be used by the recipient for loss of scheduled work hours. Donated leave cannot be used for severance pay, paid out in the form of cash, or used in any other manner than stated in this policy.

Only employees who are expected to return to work are eligible to receive donated leave. A recipient of donated leave is not expected to repay the donated leave. An employee's request to receive donated leave, and an employee's request to donate accrued sick leave, must be in writing and submitted to the clerk-administrator for consideration by the City Council. The City Council retains the right to approve or deny any request based on their determination of whether the recipient is eligible under the terms of this policy and whether granting the request would be in the best interest of the City.

*** Earned Sick and Safe Time (ESST)***

ESST is a subcategory of Sick Leave, however it is a right, not a privilege, per Minnesota law.
For eligible full-time employees, ESST shall accrue at the rate of ten (10) days (eighty hours) on January 1, 2024, or upon hire after January 1, 2024. For each following year, the employee shall begin the year with 80 hours of ESST and any sick leave accrued, not classified as ESST, shall be classified as regular sick leave. In no case shall an employee have a balance of more than 80 hours of ESST.
Eligible non-regular employees, including part-time employees who work less than 20 hours per week, temporary, and seasonal employees, who work at least 80 hours in a calendar year will earn 1 hour of ESST for every 30 hours worked up to a maximum of 48 hours per year. Accrual begins upon hire but cannot be used until an employee meets the 80 hours worked threshold. Earned and unused hours at year end will carry over into a new calendar year and the maximum balance shall not exceed 80 hours. Earned and unused hours are not eligible for cash out or conversion to any other form of payment at any time.

Elected officials and independent contractors are not eligible for ESST.

Accrued sick and safe leave can be used in accordance with MN Statute 181.9447 including:

- An employee's mental or physical illness or other health condition, including care, treatment, diagnosis, or preventive care.
- To care for a family member with a health condition, including care, treatment diagnosis or preventive care.
- Absence due to domestic abuse, sexual assault or stalking of the employee or employee's family member.
- Closure of the employee's place of business or to care for a family member whose school or place of business is closed due to weather or another public emergency.

- The employee's inability to telework due to health concerns or possibility of jeopardizing the health of others relating to potential transmission of communicable illness related to a public emergency.
- Any other reason allowable by state statute.

If need for leave is unforeseeable, employees are required to give notice of the need for leave as soon as practicable in writing to their supervisor. Leave more than three consecutive days may require reasonable documentation before leave is approved or as soon as practicable after leave is taken, if unforeseeable.

Employees must use accrued ESST prior to using accrued sick, or an unpaid leave of absence during a medical leave. Employees on an unpaid leave of absence will not accrue sick leave for ESST.

An employee returning from time off using accrued ESST is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off.

Employees who are re-hired within 180 days of separation shall have earned and unused ESST hours reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

"Family Member" Definition
For the purposes of this policy, "family member" is defined by MN Statute 181.9447 as:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Retaliation Notice
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Vacation Leave

Vacation Leave Schedule (Based on Eight (8) Hour Workdays)

Years of Service	Annual Accrual
0 – 5 Years	10 Days
6 – 10 Years	14 Days
11 – 15 Years	20 Days
16 + Years	28 Days

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule, prorated per contracted hours. Upon hire, an employee may, at the City Council's discretion, be allowed to advance in years of service, based on previous work experience.

After one year of service, eligible part-time employees will earn vacation leave at a rate to be calculated using the average number of weekly hours worked for the previous twelve (12) months.

The standard for this calculation will be based on one-week (5 days) of vacation provided for a twenty (20) hour work week. For part-time employees with more than ten (10) years of continuous service, the standard will be based on two weeks (10 days) of vacation provided for a twenty (20) hour work week. *Ex: 5 days of vacation standard: Employee averages 23 hours: 23-20=3 (3 = .15% of 20) 1.15% X 40 = 46 hours of vacation for the year.*

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked with the city. Employees who are rehired after terminating employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After one year of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Request for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the employee's supervisor. Vacation can be requested in increments as small as one (1) hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

At the end of the calendar year, employees will have the option to be compensated at their current regular rate of pay for any unused vacation time that has been earned prior to December 31st or carry over unused vacation time into the following year. If an employee elects to carry over unused vacation time into the following year, said vacation time must be used during the new calendar year. In no case will an employee be allowed to carry over two years of accrued vacation time into a new calendar year.

Employees leaving city employment in good standing will be compensated at their current regular rate of pay for any vacation time accrued, but not to exceed the number of hours earned by the employee during the year that the employee leaves employment with the city and prorated amount based on the date that employee leaves employment.

Bereavement Leave
In addition to leave provided by ESST above, regular full-time and regular part-time employees will be permitted to use up to three (3) working days (24 hours) with pay per the death of an immediate family member under the following classification: spouse, sibling, parent, child; and one (1) working day (8 hours) with pay per the death of a family member under the following classification: grandparent, aunt, uncle, brother-in-law, sister-in-law.

Military Leave
State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absences is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty
Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances
Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Job Related Injury or Illness
All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest medical facility for treatment and, as soon as possible notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Administrative Leave
Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Council.

Adoptive Parents
Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conferences
In accordance with Minnesota law, unpaid time off, up to a maximum of sixteen (16) hours annually, is available to all regular full-time and regular part-time employees for attendance at school conferences, classroom activities and pre-school activities that cannot be scheduled during non-working hours.

Voting/Elections

Employees are encouraged to vote and will be permitted the necessary time off. An employee will be allowed up to one (1) hour of time to vote in the morning of Election Day in case he/she is unable to vote before or after working hours. Pursuant to law, this leave is with pay. For purposes of this section, an "election" shall mean only a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or representative, or a presidential primary, as described in Minn. Stat. §§ 207A.01 and 204C.04.

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice. The full-time employee may utilize accrued vacation or compensatory time for an approved absence to be an election judge.

Regular Leave Without Pay

The City Council may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays and vacation or sick time. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue vacation and sick time based on actual hours worked.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave).

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees are entitled to leaves of absence for various reasons, including reasons protected by law. Depending upon an employee's situation, more than one form of leave may apply during the same period. There are many laws that address and/or otherwise relate to leave, and these laws are continually changing and being addressed by state and/or federal courts, agencies, and other decision makers. These laws include the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), Minnesota Human Rights Act (MHRA), Minnesota Paid Family and Medical Leave (PFML), Earned Sick and Safe Time (ESST), Minnesota Pregnancy and Parental Leave Law, workers' compensation, public safety duty disability law, and other laws. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis. If there is any inconsistency between city policy and the law, the city will follow the law.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in and/or inconsistent with the City's personnel policies.

Unauthorized Leave
Any absence for a day or part of a day that is not approved under this policy shall be without pay and the employee shall be subject to disciplinary action including discharge.

Any employee who is absent without authorized leave for three (3) consecutive working days shall be deemed to have automatically resigned, and he/she will lose any terminal leave benefits.

Minnesota Paid Leave (MNPL)

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Empire is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employees as follows: The city will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally (unless an employee lives in Minnesota, then the employee need not work at least 50% of the time in Minnesota to be eligible).
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined under Minnesota law at the time of your requested leave. As of January 1, 2026, this amount is 5.3% of the State's average annual wage, or $3,900. Currently, it is understood that all employment, not just employment at the city, is included in this calculation.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.

- Up to 12 weeks of family leave to:
    - Bond with a child through birth, adoption, or foster placement
    - Care for a family member with a serious health condition
    - Support a military family member called to active duty
    - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave for the time that they are eligible for MNPL leave, in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Clerk-Administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

A) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** hour. If eligible for intermittent leave, the city allows a maximum of 800 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member** includes:
    - Spouse or partner

- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
- Parent or person who raised you
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father, or mother)
- Anyone close to you who depends on you like family, even if not related by blood

- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

- **Notice**
  Prior to starting a claim with the State, employees should reach out to the Clerk-Administrator to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Pregnancy and Parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Clerk-Administrator.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments for your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 2 weeks for the duration that the employee may be out;

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received. For any payments requiring deductions, the City will obtain a written authorization for such deduction(s). There may be tax advantages and/or consequences for these various options, and it is the employee's obligation to understand these and decide accordingly.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days. Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Minnesota Pregnancy and Parenting Leave

Overview & Eligibility

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than 30 days, the employee should give as much notice as practicable.

Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with Minnesota paid leave (MNPL), FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Clerk-Administrator.

Job Reinstatement

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

FMLA LEAVE

NOTE: As a small employer, the City of Empire is not required to provide FMLA but elects to do so and keeps requirements regarding FMLA and its use in this policy.

Eligibility
To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city will not consider any service 7 years prior to the employee's most recent hire date.

- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Types of Leave Covered
Leave will be granted to all eligible employees (male and female) for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position; and
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

Definitions
- "Caring" for a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

- An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

- "Spouse" does not include domestic partners or common-law spouses.

- An eligible "parent" includes a biological parent or a person who was charged with parental rights, duties and responsibilities over the employee when the employee was under the age of 18; "parent" doesn't include in-laws.

- "Serious Health Condition" as defined under the FMLA means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;

- Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or child birth;

- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.

- Chronic Conditions Requiring Treatments. An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity;

- Permanent/Long-term Conditions Requiring Supervision;

- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

- "Incapacity" means inability to work, attend school or perform other regular daily activities.

Length and Amount of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a fixed calendar date.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

How Leave May be Taken

FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent Leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking leave intermittent or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the city's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the city may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the city's approval.

Notice
All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the clerk-administrator.

When the need for the leave is foreseeable, the employee must give verbal or written notice to the clerk-administrator at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

Certification and Documentation Requirements
For leave due to an employee's serious health condition or a family member's, the city will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted to the clerk-administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The city may require an employee obtain a second opinion from a provider which the city selects. If necessary to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When Leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave, and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification
Recertification of the need for leave may be required if the employee requests an extension of the original length approved by the city or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Reinstatement
Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Notice of Intent to Return from FMLA Leave

The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Effect on Benefits

An employee granted leave under this policy will continue to be covered under the city's insurance plan under the same conditions and at the same level of city contribution as would have been provided had they been continuously employed during the leave period. All paid benefits run concurrently with unpaid FMLA benefits. For example, STD benefits, if available, will run concurrently with unpaid FMLA leave so that an employee will receive STD benefits while taking up to 12 weeks of FMLA leave. If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. If paid leave is being used during an FMLA leave, the employee's share of health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the city.

Failure to Return to Work after FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the city may require the employee to repay the portion of the monthly cost paid by the city for health plan benefits. The city may also require the employee to repay any amounts the city paid on the employee's behalf to maintain benefits other than health plan benefits.

If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the city a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

Activities Prohibited During FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the city. Such conduct will result in disciplinary action up to and including termination of employment.

Use of Accrued Vacation and Sick Time During Family and Medical Leave
Prior to taking unpaid FMLA leave employees must use all accrued vacation or sick time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Pregnancy and Parental Leave Policy).

Any paid disability leave benefits or sick leave available to employees for covered reason (an employee's serious health condition or a covered family member's serious health condition, including workers' compensation leave (to the extent that it qualifies) will run concurrently with FMLA.

Additional Leave
Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued vacation or sick time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.
If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council approval.

SEPARATION FROM SERVICE

Resignations
Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. The written resignation must state the effective date of the employee's resignation.
Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Severance Pay
Employees who leave the employ of the city in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation leave.

DISCIPLINE

General Policy

The objective of this policy is to establish a standard disciplinary process for employees of the city. Employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the City Clerk-Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

The circumstances surrounding the reason for disciplinary action will be reviewed on a case-by-case basis to determine the appropriate level of disciplinary action, if any.

While the city strives for consistency, the level of discipline taken in any given case does not establish a precedent for future similar circumstances.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

This policy does not change the fact that employment with the city is at-will, meaning that an employee has the right to terminate it, at any time and for any reason, with or without cause or notice, and that the city has that same right. At-will employment does not necessarily equate to an employee leaving in good standing upon separation from employment. The determination of an employee leaving in good standing will be determined by the City Council upon the employee's separation from employment with the city.

Process

The city may elect to use progressive discipline; a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

An employee who has been notified that he/she is being investigated for possible disciplinary action shall be informed, in writing, of the status of the investigation upon its conclusion.

Examples of Possible Disciplinary Actions

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the right to issue oral reprimands. If a supervisor has reason to reprimand an employee, the reprimand shall be done in a manner that shall not embarrass the employee before other employees or the public. Oral reprimands should be identified as such.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The Clerk-Administrator will document the oral reprimand including date(s) and a summary of discussion and corrective action needed. The oral reprimand will be brought to the attention of the City Council Personnel Committee.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Clerk-Administrator and a copy shall be provided to the City Council Personnel Committee.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Clerk-Administrator, with City Council approval, may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Salary or Wages
An employee's salary or wage increase may be withheld, or the salary may be decreased due to performance deficiencies.

Separation of Employment
The City Clerk-Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Grievance Procedure
The city realizes that effective communication between employees and the City Council is essential to maintain a productive working relationship. In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, the City Council welcomes and solicits ideas from all employees. Suggestions concerning the city's operation, general maintenance, facilities, services, or other matters should be made to the City Council or it's personnel committee. Concerns that are expressed only to co-workers or to persons outside the city are not likely to be given the attention that they deserve and may violate confidentiality considerations.

In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At The City of Empire, the City Council believes that if an employee has a grievance concerning wages, hours of work, or other terms or conditions of employment, the matter should receive the consideration of all concerned.

An employee who feels aggrieved is urged to take the matter up immediately with the City Council or its personnel committee. The City Council is required to investigate your grievance and provide you a response or decision within a reasonable period of time as outlined below. The investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing city policy, and any other action necessary to make an informed decision.

There will be no adverse action taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

> **Step 1**: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the clerk-administrator within twenty-one (21) days after the alleged violation or dispute has occurred. The City Council will respond to the employee in writing within ten (10) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Council within seven (7) days after the City Council response is due. The City Council will respond to the employee in writing within thirty (30) calendar days unless the dispute is referred to a third-party agency or individual for review and recommendation to the City Council. The decision of the City Council is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Nothing in this section shall prevent the City Council from having an employee grievance reviewed by a third-party agency or individual retained by the City Council prior to making a decision.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The city may extend the time limit in each step.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all-inclusive or exhaustive.

Veterans Preference Act

Any disciplinary action resulting in the intent to terminate a veteran must adhere to Minnesota Statute §197.455 Veteran's Preference Act. In essence, any veteran who has been notified of the intent to terminate him/her from their appointed position shall be notified in writing of such intent and the veteran's right to request a hearing within 60 days. A veteran cannot be removed from a position except for incompetence or misconduct shown after a hearing, upon due notice, upon stated charges, in writing. Failure of the veteran to request a hearing within the 60-day period shall constitute a waiver of the right to a hearing. A request for a hearing must be made in writing and mailed or personally submitted to the City Council personnel committee. The Civil Service Board shall serve as the veteran's hearing board; appeals of the decision of the Board may be made to District Court.

Personnel Files

Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the employee and, if corrected, shall not be entered into the employee's personnel record.

An oral reprimand shall not become part of an employee's personnel record, except for the documentation of occurrence. Investigations, which do not result in disciplinary actions, shall not be entered into the employee's personnel record.

A written record of all disciplinary entries in the personnel office record shall state the corrective action expected of the employee. Problem areas in performance shall be reflected in the employee's annual performance appraisal.

Each employee shall be furnished with a copy of all evaluative and disciplinary entries into the personnel office record and shall be entitled to have the employee's written response included therein if submitted in a timely fashion.

Documentation regarding any wage garnishment action against an employee shall not be placed in the employee's personnel file.

Access to File

The contents of an employee's personnel office record shall be disclosed to the employee upon request, within a reasonable period of time. In the event a grievance is initiated, the clerk-administrator shall provide a copy of any items from the employee's personnel office record upon the request of the employee.

Employee Acknowledgement

_____

Clerk-Administrator
Position Description

OVERVIEW OF POSITION

Under the general direction of the City Council, the Clerk-Administrator has the responsibility to plan and direct the administration of City affairs on a day-to-day basis and to maintain official City documents and records. The Clerk-Administrator provides overall direction to ensure that quality municipal services are provided to the citizens of Empire, consistent with the goals, objectives, and policies of the City and provides a channel for communication between the City Council, City departments and other related boards, commissions, and contractors.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

ESSENTIAL JOB FUNCTIONS

Financial

Advises the City Council as to the financial status and needs of the City and recommends actions as appropriate; coordinates the development of capital improvement projects and capital purchases from a planning, financing and implementation process.

Assists in developing the annual budget and related capital expenditure, enterprise funds and supporting information and presents to the City Council.

Oversees accounting and utility billing functions; establishes and implements internal controls.

Receives and records all payments received by the City.

Distributes and certifies all disbursement paid by the City.

Prepares Financial Reports for the City Council.

Balances all checking and savings accounts and handles the City's investments.

Oversees utility billing and collecting of utility revenue.

Processes payroll and files all payroll reports.

Supervises centralized purchasing activities of the City and sees that all orders are properly approved and processed and that payment is made in accordance with City policies and procedures.

Prepares grant applications; administers grant monies received and prepares related reports.

Elections

Serves as the Clerk for elections that take place in the City's precinct; including working with County Staff to ensure voting equipment is working and procured, setting up the polling place, trouble shooting with issues that arise on election day, ensuring election judges are in place and have received the required training.

Receives and records City Council filings and reports.

Management/Supervisory

Within broad policy guidelines, coordinates, administers, and responds to a wide variety of requests and issues of City concern; researches and assists in developing and recommending solutions; develops and interprets ordinances, policies, and directives to other departments, other agencies, and the general public.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Monitors operations to ensure compliance with applicable laws, rules, regulations, policies, and ordinances.

Manages and supervises all departments of the city to ensure directives and objectives are accomplished; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed; develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.

Works with the City Council and its Personnel Committee to hire new employees and decide corrective actions for violations of the personnel policy, if necessary.

Coordinates and oversees the work of consultants hired by the City.

General

Serves as a primary point of communication between the City and its residents, including addressing daily questions, concerns, complaints, and providing information in the City newsletter and on the City website.

Coordinates communication to and from law enforcement when necessary.

Coordinates with other governmental units, including township, county, state, and federal authorities, in matters related to future developments that affect the city.

Responsible for all aspects of City Hall, with the assistance of the Deputy Clerk, including but not limited to record retention, reviewing permits and legal documents, and maintaining computer databases and accounting software.

Provides staff assistance on City boards as required including preparing City Council and Planning Commission Meeting agendas and packets.

Ensures all meeting notices are posted, published, and mailed as required by law. Maintains City ordinances and policies.

Processes, or helps to process, various municipal licenses and permits.

Assists the Deputy Clerk with Park & Rec. related projects and events.

Performs physical demand and work environment requirements for this position.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to manage and maintain a professional office setting

Ability to maintain good interpersonal skills and to work with a wide range of individuals

Ability to communicate effectively, both in writing and orally, with the general public, City Council, clients, contractors and personnel

Ability to work independently with minimum supervision, exercise good judgement, and employ good time management skills

Knowledge of the principles of public administration; knowledge of municipal organization and procedures; knowledge of the laws, rules, and regulations governing the operation of municipal government

General knowledge in reading, interpreting, and assisting in the preparation of legal documents and ordinances

Knowledge of municipal fund accounting

Knowledge of municipal utility systems

Ability to maintain confidentiality as needed

Ability to delegate authority and responsibility

PHYSICAL REQUIREMENTS

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others

This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust

Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; carrying and lifting up to 20 pounds

Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 50 pounds or more

This position will require the ability to drive an automobile

MINIMUM QUALIFICATIONS

The Clerk-Administrator should have knowledge and skills that are equivalent to an associate arts or bachelor's degree in business, finance, administration, municipal operations, or office management. Must possess a valid Minnesota driver's license

Required Criminal Background Check and Drug Screening

PREFERED QUALIFICATIONS

Administrative experience in a similar-sized municipality with knowledge through on-the-job training or formal internships through a college or university. Professional certificates from trade associations such as the League of Minnesota Cities, GFOA, MCFOA

Notary Public certification

Working knowledge of municipal fund accounting, utility billing and payroll software

CITY OF EMPIRE
–MAINTENANCE MANAGER
(PUBLIC WORKS SUPERVISOR)
Position Description

~~Nature of Work:~~OVERVIEW OF POSITION

~~This is a supervisory position which requires work in the overall maintenance of the City's equipment and facilities.~~

~~Work includes lining up jobs and assisting with maintenance related jobs where necessary; purchasing supplies and tools needed for carrying out maintenance and repair responsibilities; and performing a variety of related duties. Work is performed independently under general supervision of the Clerk-Administrator and is reviewed through discussions, records, and reports.~~Under the general direction of the Clerk-Administrator, the Public Works Supervisor is a full-time position has the responsibility of supervising the City's public works department. The Public Works Supervisor directly supervises public works staff in providing overall direction of day-to-day tasks; oversees the operation of the City's park system, water and sewer system, streets, and other public infrastructure; and provides a channel for communication between the department, Clerk-Administrator, and City Council.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

~~Responsibilities and Duties:~~ESSENTIAL JOB FUNCTIONS

General

- Responsible for purchasing supplies and tools for the maintenance department and overseeing repairs City equipment and facilities. ~~Supplies should be purchased on an as needed basis.~~

- Responsible for keeping records of the City's maintenance operations.

- ~~Is responsible for and supervises the City Maintenance Crew; assigns work and work schedules, disciplines, evaluates and trains subordinates. (Maintenance personnel are hired by action of the City Council with input from the Maintenance Supervisor.)~~

- ~~Responsible for recording the hours worked by the personnel of the City Maintenance Department.~~

- Responsible for the operation of the City's water supply and system. ~~This requires holding a Class "D" water operator's license.~~

- Responsible for working with the City's engineer to see that water and sewer facilities are correctly installed.

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- Responsible for street maintenance, cleaning, and patching.
- Responsible for the maintenance of the City' parks and trails system.
- Responsible for repairing any City owned equipment or facilities.
- Day to day coordination with the Clerk-Administrator is necessary to anticipate any problems that may arise.
- Responsible for managing erosion control and storm water management of all new development projects in the City.
- Works with building inspector to conduct final home inspections for new and remodeled homes

Communication with community recreational groups.

Management / Supervisory

- Is responsible for and supervises the City Maintenance Crew; assigns work and work schedules, disciplines, evaluates and trains subordinates.
- Responsible for recording the hours worked by the personnel of the City Maintenance Department.

~~**Hours:**~~

~~Required to work a forty-hour week.~~
~~Weekend duty along with other maintenance personnel is required.~~
~~Evening work may be required to take care of emergency repairs.~~

~~**Training, Experience, Knowledge, Abilities and Skills:**~~**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of street repairs and maintenance, including the maintenance of gravel roads; park and trail system upkeep; maintenance of water and sewer facilities including water testing and reporting.
- Ability to operate and repair all City equipment and facilities.
- Ability to supervise subordinates in a manner conducive to high morale and effective performance.
- Ability to effectively work and communicate with the general public, other City employees and suppliers.

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- ~~Class B MN Commercial Driver's License.~~
- ~~Ability to lift and carry up to 75 lbs.~~
- ~~General knowledge of operating computers and I-pads for maintenance documentation.~~
- ~~Class D water and SD sewer licenses.~~
- ~~Non-Commercial Pesticide license.~~
- ~~Must have a safe driving record and pass drug screening.~~

~~Construction Installer Erosion Control Certificate.~~

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PHYSICAL REQUIREMENTS

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The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others

This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust

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Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

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Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; and carrying and lifting up to 75 pounds

Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 75 pounds or more

This position will require the ability to drive an automobile

MINIMUM QUALIFICATIONS

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Appropriate Water and Sewer Licensing

Class B MN Commercial Driver's License

Must have a safe driving record and pass drug screening.

Construction Installer Erosion Control Certificate.

General knowledge of operating computers and I-pads for maintenance documentation.

Ability to operate locating and tracing equipment.

Ability to respond to emergencies on a 24/7 basis

Ability to work weekends as necessary

PREFERED QUALIFICATIONS

Non-Commercial Pesticide license

General knowledge of building maintenance

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CITY OF EMPIRE
DEPUTY CLERK
Position Description

OVERVIEW OF POSITION~~**City of Empire Deputy Clerk**~~

Under the general direction of the Clerk-Administrator, the Deputy Clerk position is a full-time position that has the responsibility of working with the public in an office environment, maintaining records, working directly with the City's Park & Recreation Department, and assists the Clerk-Administrator with the day to day operations of the City.

~~The Deputy Clerk works with the public in an office environment, maintains records, and assists the Clerk-Administrator with the day-to-day operations of the City~~.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

ESSENTIAL JOB FUNCTIONS

- Assist the Clerk-Administrator with day-to-day office operations, including assisting residents with questions and concerns.
- Assist with utility billing, payroll, and processing receipts.
- Assist with City elections.
- Work Directly with the Park and Recreation Committee to plan for and carry out activities.
- Handles scheduling for the City's Public Works Building and Ballfield Rentals.
- Provides frequent updates to the City's website and Park & Rec. Facebook Page.
- Work Directly with the Clerk-Administrator on other projects that the City becomes involved with.
- Other duties as assigned by the Clerk-Administrator.

PHYSICAL REQUIREMENTS

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others
This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust
Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

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Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; carrying and lifting up to 20 pounds
Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 25 pounds or more
This position will require the ability to drive an automobile

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MINIMUM QUALIFICATIONS ~~Qualifications:~~

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- General knowledge of operating computers and I-pads.
- Knowledge of Microsoft Office Applications.
- Ability to work in a professional manner when working with the public and other employees.
- Ability to attend some evening meetings.
- Ability to be well organized and to multi-task.
- ~~Ability to lift 25 pounds.~~

PREFERED QUALIFICATIONS

~~**Desired qualifications:**~~ Previous experience of working with committees and the general public.

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~~Public Works Maintenance Worker~~CITY OF EMPIRE
MAINTENANCE WORKER
Position Description

OVERVIEW OF POSITION

~~This is a full-time position that has the ability to be a safety-oriented team employee, self-motivator, and have the ability to work alone.~~
Under the general direction of the Public Works Supervisor, the Maintenance Worker position is a full-time position that has the responsibility of providing day-to-day maintenance tasks for the City's public infrastructure, including parks & trails, sports complexes, public buildings, streets, equipment, and water and sewer infrastructure.

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

ESSENTIAL JOB FUNCTIONS

~~Essential Duties & Responsibilities~~

- Assist with snow plowing, lawn mowing, building maintenance.
- Assist with water/wastewater maintenance work.
- Road grading numerous gravel roads.
- Performs other, non-supervisory, manual and semi-skilled work.

PHYSICAL REQUIREMENTS

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.)

Requires work inside, outside, alone and with others

This position will work inside and outside and be exposed to heat and cold; noise; vibrations of mechanical and electrical equipment; fumes/odors; and dust

Activities that will occur continuously, more than 7 hours, are: reaching, twisting, handling, feeling, talking; hearing; seeing with near vision, far vision, color vision, and depth perception; and reading

Activities that occur frequently, 4 to 7 hours, are: sitting; stooping; kneeling; crouching; seeing with field vision; walking; and carrying and lifting up to 75 pounds

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Activities that occur occasionally, 1 to 3 hours, are carrying and lifting 75 pounds or more

This position will require the ability to drive an automobile

~~Qualifications:~~
MINIMUM QUALIFICATIONS

- Class B MN Commercial Driver's License.
- Experience operating street and snowplow equipment.
- Ability to operate equipment such as a riding lawn mower, skidsteer, grader, truck, etc.
- Ability to be on call as needed, including weekends.
- ~~Ability to lift and carry up to 75 lbs.~~
- General knowledge of operating computers and I-pads for maintenance documentation.
- The ability to work well with other employees.
- Work in a professional manner when working with the public.
- Must have a safe driving record and pass drug screening and pre-employment physical.

~~Desired qualifications:~~
PREFERED QUALIFICATIONS

Class D water license and Class D sewer license or ability to obtain ~~one~~ both within 1-2 years.

Ability to operate locating and tracing equipment.

Familiarity with spraying for noxious weeds

Knowledge of erosion control measures

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MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Amendments to the 2026 Budget

Attachment(s): *2026 BUDGET AMENDMENT MEMO.pdf*
2026 Budget (Amended).pdf

2026 BUDGET AMENDMENT MEMO

The proposed amendments to the 2026 Budget incorporate the proposal to construct a Salt Storage Shed at the Maintenance Shop as well as wage and benefit adjustments resulting from proposed staffing changes in addition to the recommendations of the Classification and Compensation Study.

Wage Adjustments

The table below summarizes the proposed budget adjustments by fund and incorporates the step assignment for each position as identified in the Classification and Compensation Study, a 3% COLA increase (both effective and May 1), and proposed step increases that would affect employee wages for employees that have an anniversary date after May 1, 2026.

The base adjustment in Central Administration wages incorporates a proposal to move the Deputy Clerk Position from a 32-hour workweek to a 40-hour workweek starting at Grade 6, Step 2 (approximately $7,700).

BUDGET AMENDMENT								
2026 Budget	**PROPOSED**	**SPLIT TOTAL**		Adjustment	May-Prorat	Anniversary	TOTAL ADJU	**NEW**
$87,000.00	$101,078.43	$90,970.59	Water	$3,970.59	$2,315.25	$530.00	$2,845.25	**$89,845.25**
$75,000.00	$71,470.46	$76,524.39	Roads	$1,524.39	$888.87	$127.50	$1,016.37	**$76,016.37**
$74,000.00	$74,684.06	$79,737.99	Parks	$5,737.99	$3,345.82	$518.10	$3,863.92	**$77,863.92**
$236,000.00	$247,232.96	$247,232.96		**$11,232.96**	**$6,549.94**	$1,175.60	**$7,725.54**	
$165,000.00	$179,947.46	$179,947.46	Admin	$14,947.46	$14,947.46	$14,947.46	$14,947.46	**$179,947.46**
$401,000.00				**$26,180.42**	**$21,497.39**	**$16,123.06**	**$22,672.99**	

The result of the proposed wage adjustments is increased General Fund expenditures for Financial Administration, Streets and Highways, and Park and Recreation.

The increased expenditures are offset by an increase in the total tax levy allocation to the General Levy. Because the City cannot amend its total adopted tax levy for the year, the increase in allocation to the General Levy is offset by a reduction in allocation to the Capital Improvement Levy.

In the Enterprise Fund, wage adjustments increase total water expenditures that are offset by an increase in Purchase of Investments for the year.

Salt Storage Facility

To incorporate the expense of the proposed Salt Storage Facility, the expense item for this, in the amount of $28,000, has been added and the expense item of the Woodchipper, in the amount of $25,000, has been removed. This results in a total CIP item expenditure increase of $3,000.

The increase in Capital Improvement item expenditures, in addition to the reduction in the Capital Improvement tax levy as a result of the wage adjustments in the other sections of the General Fund, is

proposed to be balanced by a reduction in the total Capital Improvement purchase of investments in the amount of $24,100. This reduces total General Fund purchase of investments for depreciation to $180,900, in addition to the purchase of investments for the Building Fund of $30,000. The City's deprecation schedule recommends that total annual deprecation purchase of investments be budgeted at approximately $337,000.

Attached is the 2026 Budget with a line-by-line item of the proposed adjustments.

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	PROPOSED AMENDMENTS	
Tax Levy Budgeted						
General Levy	559,673.68	542,587.06	694,200.00	**685,100.00**	*INCREASE OF $21,100*	
Fire Service	244,424.00	260,000.00	292,739.00	445,122.60		
Total General Levy	804,097.68	802,587.06	986,939.00	1,130,222.60		
Road & Bridge	0.00	0.00	0.00	0.00		
Debt Service	312,139.08	344,190.00	343,140.00	341,670.00		
CIP	207,635.90	238,999.73	270,000.00	**288,900.00**	*DECREASE OF $21,100*	
Total Tax Levy Budgeted	**1,323,872.66**	**1,385,776.79**	**1,600,079.00**	**1,760,792.60**		**160,713.60**
General Fund						
General Operating Revenue						
Ad Valorem Property Tax Revenue	809,673.68	802,587.06	886,939.00	**1,005,222.60**	*INCREASE OF $21,100*	
Mobile Home Tax Revenue	13.00	0.00	12.00	12.00		
Fiscal Disparaties Tax	120,910.62	114,659.00	100,000.00	125,000.00		
Solar Production Tax	5,000.00	0.00	5,000.00	0.00		
Gravel Tax	130,582.30	130,000.24	130,000.00	130,000.00		
Total General Tax Revenue	**1,066,179.60**	**1,047,246.30**	**1,121,951.00**	**1,260,234.60**		
Liquor/Business Licensing	4,075.00	5,370.00	5,000.00	5,000.00		
Non-Business Licensing	12.00	6.00	0.00	0.00		
New Construction	93,912.07	68,510.70	60,000.00	75,000.00		
Remodel	1,000.00	0.00	1,000.00	500.00		
Mechianical	3,500.00	4,500.00	2,500.00	2,500.00		
Repair	1,500.00	0.00	1,000.00	500.00		
Plumbing	2,500.00	3,400.00	2,500.00	2,500.00		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Demolition	0.00	0.00	0.00	0.00		
Driveway Permit	200.00	270.00	200.00	200.00		
Right of Way Permit	1,500.00	1,440.00	1,500.00	1,500.00		
Mining Permit	50,000.00	48,801.57	45,000.00	50,000.00		
Grading Permit	500.00	10,050.00	750.00	750.00		
Other Permits	350.00	3,050.00	350.00	350.00		
Total Licenses & Permits	**159,049.07**	**145,398.27**	**119,800.00**	**138,800.00**		
State Grants and Aids / PERA	1,500.00	68,955.05	85,407.00	66,554.00		
Agricultural Market Value Credit	5,500.00	7,164.24	5,000.00	5,000.00		
State Payments in Lieu of Tax	11,671.70	8,426.05	5,000.00	5,000.00		
Grants and Aids From Local Govt.	0.00	0.00	0.00	0.00		
County Road & Bridge Grants	35,814.57	0.00	0.00	0.00		
Other Grants	1,000.00	3,599.75	1,000.00	1,000.00		
Total Grants & Aids	**55,486.27**	**88,145.09**	**96,407.00**	**77,554.00**		
Zoning & Subdivision Fees	76,008.75	116,921.00	75,000.00	85,000.00		
Franchise Fees	5,977.58	6,194.52	7,500.00	87,500.00		
Developer Fees	0.00	10,000.00	2,000.00	5,000.00		
Public Lighting	18,664.69	18,978.28	20,100.00	23,500.00		
Stormwater Management	18,397.01	19,207.35	18,500.00	18,500.00		
Building Inspection / Plan Review	49,275.84	36,704.46	50,000.00	50,000.00		
Other Charge for Service	5,364.60	0.00	0.00	10.00		
State Surcharge (Permits)	7,849.98	5,534.27	2,500.00	2,500.00		
Court Fines	5,710.96	19,655.77	15,500.00	23,000.00		
Rents & Royalties	24,749.68	15,000.00	19,500.00	20,000.00		
Total Charges for Service	**211,999.09**	**248,195.65**	**210,600.00**	**315,010.00**		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Miscellaneous Revenues	0.00	2,321.79	0.00	0.00		
Interest Earnings	82,958.03	61,050.27	85,000.00	175,000.00		
Contributions and Donations	0.00	0.00	0.00	0.00		
Total Miscellaneous Revenues	**82,958.03**	**63,372.06**	**85,000.00**	**175,000.00**		
Park & Trail Fees	3,364.00	122,000.00	0.00	0.00		
Park Program Fees	2,510.00	2,855.00	2,300.00	2,500.00		
Park Rents & Royalties	14,161.09	15,558.06	13,000.00	13,000.00		
Contributions and Donations	4,465.00	5,800.00	3,500.00	3,500.00		
Total Parks & Rec	**24,500.09**	**146,213.06**	**18,800.00**	**19,000.00**		
Total General Operating Revenue	**1,600,172.15**	**1,738,570.43**	**1,652,558.00**	**1,985,598.60**		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
General Fund Expense						
City Council Wages (Including PERA)	13,940.00	13,430.00	16,500.00	16,000.00		
PERA Contributions	697.00	671.50	950.00	900.00		
FICA Contributions	1,066.53	1,027.60	1,100.00	1,100.00		
MN Paid Leave	0.00	0.00	0.00	70.00		
Cleaning Supplies	195.26	196.12	750.00	700.00		
Shop Materials	5,917.95	5,099.50	7,000.00	8,500.00		
Equipment Parts	2,201.04	1,273.62	4,500.00	3,500.00		
Building Repair & Maint.	1,243.87	1,682.65	45,000.00	2,500.00		
Professional Services (Inspector, IT)	163,644.55	108,190.01	95,000.00	105,000.00		
Engineering Services	77,911.00	42,605.00	65,000.00	82,000.00		
Management Fees (Flex)	822.72	790.88	650.00	700.00		
Planning Services	113,684.50	152,270.50	115,000.00	150,000.00		
Fire Contract	244,424.00	311,001.73	292,739.14	445,122.60		
Ambulance Contract	500.00	500.00	500.00	500.00		
Telephone	3,017.50	3,829.85	4,500.00	4,500.00		
Legal Notices	3,387.37	2,607.20	3,000.00	3,100.00		
Property Insurance	13,082.56	14,687.95	13,300.00	19,166.00		
Electric Utilities	6,757.91	5,149.09	7,500.00	7,000.00		
Gas Utilities	5,957.66	3,540.93	7,000.00	7,500.00		
Other (State Surcharge)	8,566.44	5,839.56	2,500.00	5,000.00		
Donations to Civic Org.	0.00	0.00	1,000.00	1,000.00		
Legislative Committee Wages	8,690.00	7,420.00	9,000.00	8,500.00		
MN Paid Leave	0.00	0.00	0.00	75.00		
Total General Government	**675,707.86**	**681,813.69**	**692,489.14**	**872,433.60**		
Wages-Temp	1,058.85	3,272.75	0.00	3,500.00		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	PROPOSED AMENDMENTS
MN Paid Leave	0.00	0.00	0.00	31.00	
Forms and Paper	496.24	616.51	500.00	650.00	
Other Supplies	450.39	1,036.87	500.00	1,000.00	
Professional Services / JPA	0.00	2,182.60	1,124.00	1,200.00	
Travel	74.67	238.12	0.00	300.00	
Legal Notices	183.00	144.00	0.00	200.00	
Voting Equipment Purchase / JPA	0.00	0.00	0.00	2,100.00	
Total Elections	**2,263.15**	**7,490.85**	**2,124.00**	**8,981.00**	
Wages	154,564.80	155,747.59	160,000.00	179,950.00	*INCREASE OF $14,950*
PERA Contributions	11,098.87	11,476.64	12,000.00	13,000.00	*INCREASE OF $1,000*
FICA Contributions	11,504.01	11,622.89	12,000.00	12,000.00	
Health	17,823.46	21,455.24	23,000.00	26,000.00	
Dental	868.13	902.87	1,000.00	1,000.00	
Life	1,724.15	2,161.76	2,200.00	2,000.00	
MN Paid Leave	0.00	0.00	0.00	389.00	*INCREASE OF $63.00*
Workers Comp. Insurance	5,455.75	3,274.75	3,500.00	3,000.00	
Accessories	1,783.17	220.66	2,000.00	2,000.00	
Forms & Paper	1,902.66	670.06	900.00	900.00	
Other Supplies	169.25	1,292.54	500.00	500.00	
Instructors' Fees	164.63	0.00	500.00	500.00	
Software & Design	8,911.27	7,695.85	14,000.00	11,000.00	
Postage	2,578.73	1,855.46	2,500.00	2,100.00	
Travel	681.66	780.62	800.00	800.00	
Dues & Subscriptions	12,960.38	16,000.89	13,300.00	16,000.00	
Office Equip. & Furnishings	3,190.54	6,221.81	4,000.00	4,000.00	
Total Financial Admin.	**235,381.46**	**241,379.63**	**252,200.00**	**275,139.00**	*INCREASE OF $13,178*

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	PROPOSED AMENDMENTS
Auditing & Accounting Service	17,050.00	18,625.00	19,000.00	20,000.00	
Total Accounting	**17,050.00**	**18,625.00**	**19,000.00**	**20,000.00**	
Legal Services	15,645.32	25,524.74	18,000.00	35,000.00	
Total Attorney Expense	**15,645.32**	**25,524.74**	**18,000.00**	**35,000.00**	
Law Enforcement	118,037.00	132,074.50	139,444.00	171,330.00	
Total Law Enforcement	**118,037.00**	**132,074.50**	**139,444.00**	**171,330.00**	
Wages	80,390.25	69,993.00	72,000.00	76,020.00	*INCREASE OF $1,020*
PERA Contributions	5,346.40	5,115.60	5,000.00	5,100.00	*INCREASE OF $100*
FICA Contributions	6,160.52	5,330.05	5,000.00	5,000.00	
Health	7,246.98	10,930.70	15,000.00	15,500.00	
Dental	355.68	830.92	1,000.00	1,000.00	
Life	582.18	927.83	1,500.00	1,200.00	
MN Paid Leave	0.00	0.00	0.00	726.00	*Within Range*
Workers Comp. Insurance	5,455.75	3,274.75	4,000.00	2,800.00	
Motor Fuels	18,670.32	16,686.09	20,000.00	19,000.00	
Equipment / Parts	5,318.81	4,622.57	6,500.00	6,500.00	
Street / Road Maintenance Materials	89,604.23	94,461.48	95,000.00	95,000.00	
Engineering Fees	53,999.10	6,870.40	40,000.00	20,000.00	
Instructor's Fees	90.00	90.00	1,000.00	400.00	
Telephone	476.23	575.10	500.00	500.00	
Property Insurance	855.00	1,225.25	1,500.00	1,000.00	
Electric Utilities (Street Lighting)	33,512.12	22,943.28	22,000.00	23,000.00	
Waste (Refuse) Disposal	2,370.21	924.39	1,500.00	1,650.00	
Street Repair & Maint.	33,512.12	19,278.92	105,000.00	130,000.00	
Equipment Repairs	16,955.77	9,453.03	9,000.00	10,000.00	

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	PROPOSED AMENDMENTS
Uniforms	1,435.20	676.70	1,500.00	1,500.00	
Dues & Subscriptions	797.22	687.99	7,000.00	1,500.00	
Other Equipment	0.00	5,147.66	4,000.00	5,000.00	
Total Streets and Highways	**363,134.09**	**280,045.71**	**418,000.00**	**422,396.00**	***INCREASE OF $1,120***
Wages (Full Time & Part Time)	57,637.42	71,550.75	72,000.00	**77,864.00**	***INCREASE OF $3,864***
PERA Contribution	4,291.95	5,366.33	5,500.00	**5,800.00**	***INCREASE OF $300***
FICA Contribution	4,408.93	5,422.37	5,500.00	5,500.00	
Health	7,773.91	10,930.60	15,000.00	15,500.00	
Dental	445.32	830.92	1,000.00	1,000.00	
Life	829.45	1,005.16	1,500.00	1,000.00	
MN Paid Leave	0.00	0.00	0.00	330.00	*Within Range*
Workers Comp. Insurance	5,455.75	3,274.75	3,500.00	3,000.00	
Other Supplies	9,136.09	9,328.98	13,000.00	11,000.00	
Equipment / Parts	2,291.23	5,634.55	5,000.00	5,000.00	
Landscaping Materials	4,951.48	4,089.65	13,000.00	5,000.00	
Property Insurance	5,035.12	4,594.71	5,300.00	8,279.00	
Electric Utilities	4,549.43	5,176.94	4,000.00	4,000.00	
Refuse Disposal	2,738.60	3,168.50	3,000.00	3,500.00	
Program Expenses	13,585.60	13,636.48	13,000.00	15,000.00	
Improvements not Buildings	1,860.17	14,650.19	6,000.00	9,000.00	
Equipment Repairs	1,340.94	6,179.37	4,000.00	4,000.00	
Rentals-Other	3,710.74	4,330.29	4,500.00	4,500.00	
Other Equipment	426.74	0.00	1,500.00	1,000.00	
Total Park & Rec. Operations	**130,468.87**	**169,170.54**	**176,300.00**	**180,273.00**	***INCREASE $4,164.00***
Total General Operating Expense	**1,557,687.75**	**1,556,124.66**	**1,717,557.14**	**1,985,552.60**	

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
				46.00		
Debt Service Fund						
2019 GO- Street Improvements						
Debt Service Revenue						
Ad Valorem Property Tax Revenue	312,139.08	344,190.00	343,140.00	341,670.00		
Interest Earnings	0.00	16,587.00	0.00	0.00		
Total Debt Service Revenue	**312,139.08**	**360,777.00**	**343,140.00**	**341,670.00**		
Debt Service Expense						
Bond Principal	250,000.00	260,000.00	275,000.00	285,000.00		
Bond Interest	68,200.00	58,000.00	47,300.00	36,100.00		
Fiscal Agent Fees	930.00	1,045.00	1,000.00	1,000.00		
Less Cash Contribution	0.00	0.00	0.00	0.00		
Total Debt Service Expense	**319,130.00**	**319,045.00**	**323,300.00**	**322,100.00**		
				19,570.00		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*
Capital Improvement Fund					
Capital Improvement Revenue					
Ad Valorem Property Tax Revenue	207,635.90	238,999.73	270,000.00	**288,900.00**	***DECREASE OF $21,100***
Interest Earnings	0.00	12,901.00	0.00	0.00	
Sale of Investments	0.00	0.00	300,000.00	0.00	
Total Capital Imp. Revenue	**207,635.90**	**251,900.73**	**570,000.00**	**288,900.00**	
Capital Improvement Expense					
(Parks) Trail Overlay and Repair				0.00	
(Streets/Parks) Woodchipper				**25,000.00**	***REMOVE***
(Streets) Salt Storage Faciltiy				**28,000.00**	***ADD***
(Parks) Kubota Tractor				50,000.00	
Previous Year's Capital Improvements	67,792.07	1,114,527.42	558,634.00	NA	
Total Capital Improvements	**67,792.07**	**1,114,527.42**	**558,634.00**	**78,000.00**	***INCREASE OF $3,000***
Purchase of Investments	**0.00**	**0.00**	**11,300.00**	**180,900.00**	***DECREASE OF $24,100***
Capital Imp. Expense	**67,792.07**	**1,114,527.42**	**569,934.00**	**258,900.00**	***DECREASE OF $21,100***
Building Fund (Subsection of CIP)	**Finanical Management Plan Recommendation**				
Building Fund Revenue					
Building Fund (Tax Levy)	0.00	0.00	0.00	30,000.00	
Total Bldg. Fund Revenue	**0.00**	**0.00**	**0.00**	**30,000.00**	
Building Fund Expense					

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Total Bldg. Fund Expense	**0.00**	**0.00**	**0.00**	**0.00**		
Building Fund Balance				30,000.00		
Total Purchase of Investments				**210,900.00**	***DECREASE OF $24,100***	
Total Capital Imp. Revenue	**207,635.90**	**251,900.73**	**570,000.00**	**288,900.00**		
Total Capital Imp. Expense	**67,792.07**	**1,114,527.42**	**569,934.00**	**288,900.00**		
				0.00		
Total General Fund Revenue	**2,119,947.13**	**2,351,248.16**	**2,565,698.00**	**2,616,168.60**		
Total General Fund Expense	**1,944,609.82**	**2,989,697.08**	**2,610,791.14**	**2,596,552.60**		
Balance	*175,337.31*	*-638,448.92*	*-45,093.14*	*19,616.00*		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*
Enterprise Fund					
Water Revenue					
Interest Earnings	0.00	62,680.00	0.00	60,000.00	
Water Sales (Rate Class 1)	346,712.89	307,965.81	333,700.00	358,900.00	
Connection/ Reconnection Fees	3,050.00	3,200.00	35,000.00	35,000.00	
Water Penalties	5,974.23	4,520.84	5,000.00	4,500.00	
New Meter Charge	235.00	415.00	2,800.00	2,800.00	
Sale of Investments	0.00	0.00	58,000.00	**139,845.00**	**INCREASE OF $2,485**
Total Water Revenue	**355,972.12**	**378,781.65**	**434,500.00**	**601,045.00**	
Sewer Revenue					
Sewer Charges (Rate Class 1)	162,994.59	183,109.53	177,500.00	196,800.00	
Connection / Reconnection Fees	1,600.00	1,200.00	2,500.00	28,000.00	
Sewer Penalties	3,376.14	4,344.08	5,000.00	4,000.00	
Sewer Misc. Revenue (Inspection/SAC)	74.85	372.75	500.00	50.00	
Total Sewer Revenue	**168,045.58**	**189,026.36**	**185,500.00**	**228,850.00**	
Total Enterprise Fund Revenue	**524,017.70**	**567,808.01**	**620,000.00**	**829,895.00**	
Water Expense					
Wages	66,181.74	92,290.00	81,000.00	**89,845.00**	***INCREASE OF $2,845***
PERA Contributions	4,892.57	6,921.75	7,300.00	7,300.00	*Within Range*
FICA Contributions	5,058.15	6,453.41	7,300.00	7,300.00	
Health	7,246.95	10,930.68	15,000.00	15,500.00	
Dental	602.49	831.00	700.00	1,000.00	
Life	620.13	927.88	1,000.00	1,100.00	
MN Paid Leave	0.00	0.00	0.00	383.00	Within Range

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Workers Comp. Insurance	5,455.75	3,274.75	3,500.00	3,000.00		
Forms and Paper	0.00	365.00	400.00	400.00		
Chemical Products	17,507.34	15,805.94	30,000.00	20,000.00		
Equipment Parts	24,159.54	22,564.31	16,000.00	16,000.00		
Small Tools & Minor Equipment	4,862.91	2,886.81	4,000.00	4,000.00		
Professional Services	3,033.25	4,253.00	0.00	500.00		
Engineering Fees	588.00	0.00	5,000.00	150,000.00		
EDP, Software and Design	1,949.94	3,700.00	2,000.00	4,000.00		
Water Testing	821.99	1,407.42	1,500.00	1,500.00		
Locates	1,383.80	824.45	1,000.00	1,000.00		
Licenses & Permits	0.00	150.00	500.00	5,000.00		
Telephone	3,068.16	1,972.66	2,500.00	2,000.00		
Postage	3,136.80	3,756.81	3,100.00	3,100.00		
Property Insurance	1,921.02	2,304.18	2,400.00	3,116.00		
Electric Utilities	28,288.12	21,103.56	24,000.00	25,000.00		
Gas Utilities	1,220.07	735.61	2,000.00	2,000.00		
State Surcharge	9,500.00	10,517.19	11,500.00	11,500.00		
Repair & Maintenance	28,288.12	17,424.92	135,000.00	150,000.00		
Dues & Subscriptions	1,591.40	1,237.75	1,000.00	1,500.00		
Other (Sale & Use Tax)	0.00	40.00	0.00	0.00		
Other Equipment	7,240.31	128.91	1,000.00	1,000.00		
Total Water Expense	**228,618.55**	**232,807.99**	**358,700.00**	**527,044.00**		
Sewer Expense						
Engineering Fees	2,116.00	7,300.50	0.00	0.00		
Instructors Fees	23.00	1,083.00	500.00	500.00		
Property Insurance	84.31	19.91	100.00	50.00		
Electric Utilities	224.05	260.33	400.00	400.00		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Sewer Service	181,991.29	165,471.78	203,435.00	226,853.00		
Repair & Maintenance	321.41	12,202.41	56,300.00	75,000.00		
Total Sewer Expense	**184,760.06**	**186,337.93**	**260,735.00**	**302,803.00**		
Purchase of Investments	**0.00**	**0.00**	**0.00**	**0.00**		
Total Enterprise Fund Expense	**413,378.61**	**419,145.92**	**619,435.00**	**829,847.00**	*INCREASE OF $2,845*	
Total Enterprise Fund Revenue	**524,017.70**	**567,808.01**	**620,000.00**	**829,895.00**		
Total Enterprise Fund Expense	**413,378.61**	**419,145.92**	**619,435.00**	**829,847.00**		
Balance	*110,639.09*	*148,662.09*	*565.00*	*48.00*		

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Total Budget						
Total Budget Revenue	**2,643,964.83**	**2,919,056.17**	**3,185,698.00**	**3,446,063.60**		
Total Budget Expense	**2,357,988.43**	**3,408,843.00**	**3,230,226.14**	**3,426,399.60**		
		-489,786.83	-44,528.14	19,664.00		
					Projected Taxable Mkt. Value	
				2025	$555,929,589.00	2025
				2026	$573,177,559.00	2026
					$17,247,970.00	
					3.10%	
SUMMARY						
Revenue by Source	**2023**	**2024**	**2025 Budget**	**2026 Budget**	**Percentage**	
Levy	1,323,872.66	1,385,776.79	1,600,079.00	1,760,792.60	51.10%	
Other General Fund Sources	796,074.47	965,471.37	965,619.00	855,376.00	24.82%	
Water/Sewer Enterprise	524,017.70	567,808.01	620,000.00	829,895.00	24.08%	
Total Revenues	**2,643,964.83**	**2,919,056.17**	**3,185,698.00**	**3,446,063.60**	100.00%	
Expenditure by Fund	**2023**	**2024**	**2025 Budget**	**2026 Budget**		
General Operations	1,064,084.79	1,106,908.41	1,123,257.14	1,382,883.60	40.36%	
Streets	363,134.09	280,045.71	418,000.00	422,396.00	12.33%	
Parks	130,468.87	169,170.54	176,300.00	180,273.00	5.26%	
Debt Service	319,130.00	319,045.00	323,300.00	322,100.00	9.40%	
CIP	67,792.07	1,114,527.42	569,934.00	288,900.00	8.43%	
Enterprise	413,378.61	419,145.92	619,435.00	829,847.00	24.22%	
	2,357,988.43	**3,408,843.00**	**3,230,226.14**	**3,426,399.60**	100.00%	
Capital Outlay	**2026 Budget**					
Buildings	0.00	0.00%				
Parks	50,000.00	64.10%				

City of Empire 2026 Budget	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	*PROPOSED AMENDMENTS*	
Streets	28,000.00	35.90%				
	78,000.00	100.00%				

MEMORANDUM

Date:	April 28, 2026
To:	Empire City Council
From:	Charles Seipel-Teng, Clerk-Administrator
RE:	Consider Development of Formal Position Reclassification and Review Policy

This is an additional option to the study as was discussed at the April 14th City Council Meeting. This option would provide the City with:

* Explanations of when a review is appropriate (substantial, permanent changes in responsibilities and scope) and who can request it (employee, supervisor, or leadership).

* Review more detail on Abdo Scoring Methodology

* Clarification on what is not considered, such as individual performance, length of service, extra education beyond the job's requirements, or temporary projects.

* Outlines showing a step by step process: discuss changes, update the job description, job evaluation, leadership approval, and communication of the decision.

* Defined timelines and a formal appeal process, with the option for independent review, to ensure transparency and confidence in final decisions.

If approved, this would come from the Professional Services item in the General Fund Budget.
If not approved, staff would work with the Personnel Committee to formulate a draft policy that would outline these items.

Attachment(s): Additional Services.pdf

ABDO CONTRACT TASK *ASSUMES 5 INDIVIDUAL POSITIONS*	TOTAL COSTS NOT TO EXCEED
Existing Job Description Compliance Review:	$500
Position Classification Evaluation: assumes a virtual Abdo Milestone Meeting with City leadership to review proposed scoring.	$1,200
Market Compensation Analysis	$2,000
Classification & Compensation System Development and Recommendations: includes virtual Abdo Milestone Meeting with leadership to review market findings and customize compensation plan updates.	$1,200
Minnesota Local Government Pay Equity Testing: includes testing of current and proposed pay systems	$1,000
Final Documents & Report of Findings and Recommendations: includes up to 2 report draft revisions and in-person presentation to Council (including related travel time/ mileage)	$1,500
Adopted Compensation System Training and Materials: Includes 1-2 hours of virtual system training and transition support	$600
TOTAL PROJECT INVESTMENT ***(LUMP SUM NOT TO EXCEED)***	**$8,000**

* For in-person presentation, travel time will be billed at standard hourly rates and mileage will be billed at the standard IRS rate.

OPTIONAL ADDITIONAL SERVICES	INVESTMENT
Annual Market Study Updates - up to 8 positions for 2 years post-contract	$2,500
Individual Position Reclassification/Scoring Updates	*Billed Hourly*
Development of Formal Position Reclassification and Review Policy	$1,900
Tri-Annual Minnesota Local Government Pay Equity Reporting	$1,000