CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, June 18, 2018
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

II. DISCUSSION
A. Parks Construction Maintenance Worker Job Description
B. Parks Foreman Job Description
C. City Purchasing Policy Modifications

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Parks Construction Maintenance Engineer Job Description

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Normally position descriptions are reviewed when a position becomes vacant. As you may be aware this position has become vacant due to a resignation.

As staff reviewed the current description, a few other minor changes are recommended to ensure this position description accurately outlines the responsibilities and qualifications for the position.

One more significant change relates to my effort to bring all positions into alignment with your pay equity plan and current organizational structure. This position has a proposed reduction in Pay Equity Points in an effort to substantially better the alignment. This position currently has more points than the Parks Foreman that supervises it and the description does not warrant points at the level that is currently listed. You will note I have proposed a change in the Parks Foreman position later in the packet.

Most of the language changes are related to providing improved clarity for both the City, the current employee and any future applicants.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal
OVERVIEW OF POSITION:

Under general direction, the Construction/Maintenance Worker performs a wide variety of construction and maintenance tasks and operates equipment associated with the construction and maintenance of City buildings, grounds and facilities performing essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of carpentry, masonry and other tasks associated with the construction, reconstruction, maintenance, repairs and clean-up of City buildings and facilities; prepares layout sketches; reads, interprets, and performs construction activities works from blueprints, diagrams, and engineering sketches; prepares materials lists; evaluates needs and prepares specifications for materials and equipment; operates hand and power tools and equipment; occasionally operates trucks and other equipment; ensures routine maintenance is performed on assigned vehicles and equipment; works overtime as necessary to perform emergency repairs, clean-up and snow removal activities; operates trucks and equipment necessary for the construction, reconstruction, maintenance, and cleaning of City streets and trails, inspects and completes repairs on city playground equipment, performs similar duties for other Public Works Sections and City departments as assigned.

- Supervises section employees as assigned by the Parks Foreman including other Construction Maintenance Workers, Groundskeepers, Forestry and seasonal personnel.

- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed or and reports unsafe conditions to the Parks Foreman.

- Performs related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Construction Maintenance Worker is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Continuously is over 2/3 of a work day
Frequently is 1/3 to 2/3 of a work day
Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; Frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than seventeen degrees centigrade to in excess of thirty seven degrees centigrade; Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Construction/Maintenance Worker by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Construction Maintenance Worker is required to be capable of performing the following psychological, situational, and functional functions:

Ability to communicate effectively, both orally and in writing; ability to accept responsibility; ability to delegate responsibility; ability to understand and carry out oral and written instructions; ability to establish priorities and coordinate the work of personnel; ability to cooperate with a wide range of individuals; ability to demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; ability to work alone effectively under stress in situations dangerous to self or others; tact; ability to maintain confidentiality as needed; ability to communicate and deal with the public.

MINIMUM QUALIFICATIONS:

- A high school diploma and two years of responsible construction experience in carpentry and masonry.
- Possession of or ability to obtain a valid certified chemical applicator's license (for street
right-of-ways) within six months of the date of employment with the City.

- Possession of a valid State of Minnesota Class A Drivers' License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of the date of employment with the City.

- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Knowledge of the practices, methods, tools, and equipment used in the construction trades;

- Knowledge of playground equipment including installation, inspection and maintenance.

- Demonstrated skill in the use of construction tools and equipment;

- Demonstrated ability to read and interpret blue prints, diagrams, and engineering sketches;

- Demonstrated ability to make moderately complex mathematical calculations;

- Knowledge of state and local plumbing, electrical and building codes.

- Knowledge of OSHA regulations and safety precautions of the trade and of equipment operation.

Adopted: 02-25-08
TO:        Honorable Mayor Zieman  
           Members of the City Council
FROM:     Todd Prafke
           City Administrator
RE:       Parks Foreman Position Description

ACTION/RECOMMENDATION
None needed. For Council review and discussion only.

BACKGROUND

Normally position descriptions are reviewed when a position becomes vacant; however, in this instance, the Parks Foreman position description changes were stimulated by review of the Parks Construction Maintenance Engineer description and discovering an inconsistency in the pay equity points for the position.

As staff reviewed the current description, a few other minor changes are recommended to ensure this position description accurately outlines the responsibilities and qualifications for the position. One more significant change relates to my effort to bring certain positions into alignment with your pay equity plan and current organizational structure. This position has a proposed change in Pay Equity Points that aligns it exactly with comparable Foreman position in Public Works and more importantly with in the entire system you have in place.

Most of the language changes are related to provide improved clarity for both the City, the current employee and any future applicants.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

POSITION TITLE: PARKS FOREMAN
DEPARTMENT: PUBLIC WORKS
DIVISION: MAINTENANCE
SECTION: PARKS
SUPERVISOR: MAINTENANCE SUPERINTENDENT

OVERVIEW OF POSITION:

Under Director of Public Works general supervision, the Parks Foreman participates in the implementation and organization of work, providing general supervision of crews and participating in the construction, maintenance, cleaning, care, and preparation of City parks, athletic complexes, recreational facilities, downtown business district and other City facilities and performs related duties as assigned or apparent. The Parks Foreman assumes responsibility for the essential job functions listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Parks Foreman shall work with the Maintenance Superintendent in performing the following duties:

- Develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare weekly reports of work planned and completed; prepare bid specifications for equipment and materials; prepare reports as requested; assist in annual budget preparation; set goals for timely completion of work; inspect and review work of assigned personnel; conduct evaluation of job performance for assigned personnel on a routine basis; assist with planning and design of parks, downtown business district and right-of-ways; review bills and monitor expenditures to assure compliance with approved budget;

- Coordinate with other Public Works Sections and Utilities on work activities and use of equipment; coordinate projects with other utilities and governmental units;

- Implement parks and right-of-way policies as per state law, city ordinance, and city council resolution; inspect contract work as assigned; ensure routine maintenance is performed on assigned vehicles and equipment; set and implement quality standards for work to be performed; monitor safety conditions; ensure compliance of personnel with federal, state, and city safety laws; recognize unsafe conditions and take corrective action as needed; investigate and respond to citizen complaints, answering questions, solving problems;

- Conduct safety training programs; recommend the purchase of new and replacement equipment; evaluate new methods and materials; attend parks maintenance and construction seminars, conferences and training sessions on an annual basis to refresh knowledge of operation and maintenance and learn of new developments.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

The Parks Foreman shall be directly responsible to:

- Coordinate activities with the Maintenance Superintendent, Recreation and Leisure Services Director, and others as temporarily assigned. 
- Ensure compliance in wearing of required personal safety equipment and appropriate safety procedures during job performance by assigned personnel. 
- Maintain time, material, and operating records. 
- Ensure items and quantity levels for inventory are maintained. 
- Routinely inspect parks and right-of-ways to identify maintenance needs and planned repairs. 
- Provide general supervision in the maintenance, care, and preparation of city parks, right-of-ways and recreational facilities; make field decisions to safely and efficiently complete work; develop Parks staff to meet changing workforce needs.

The Parks Foreman shall work alone or with other park employees to:

- Participate in the construction, maintenance, care, cleaning, and preparation of City parks, City right-of-ways, recreational facilities, and other City facilities; 
- Complete tasks associated with the maintenance, care, and preparation of City parks and recreational facilities; mow and edge lawns, plant, trim and/or remove trees and shrubs; clean parks and park facilities; control weeds and insect pests; fertilize lawns; remove snow from sidewalks; maintain and prepare recreational facilities, including hockey/ice skating rinks, ball fields, tennis courts and swimming pools; install and maintain recreational equipment; 
- Work overtime hours as necessary to perform emergency clean up, snow removal, repair, and maintenance activities; work overtime hours for park restroom cleanup and maintenance as needed; 
- Organize tools, equipment, and materials used by personnel; ensure that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized and properly stored; 
- Operate all types of heavy and light equipment and trucks as needed to complete work; maintain all tools, equipment, and supplies; prepare parks and recreational facilities for special events.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Parks Foreman is required to be capable of performing the following physical functions or a combination thereof for any given work day:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Legend:

Continuously is over 2/3 of a work day
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Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull; Frequently crawl; Occasionally climb height of thirty feet; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to twenty-five pounds and lift up to twenty-five pounds; Frequently carry twenty-six to one hundred pounds and lift twenty-six to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus. The vaccinations for hepatitis B are made available to the Parks Foreman by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Parks Foreman is required to be capable of performing the following psychological, situational, and functional functions:

Ability to; communicate effectively, both orally and in writing; ability to accept responsibility; ability to delegate responsibility; ability to establish priorities and coordinate the work of personnel; ability to cooperate with a wide range of individuals; maintain interpersonal skills sufficient to work closely with others on a team; ability to demonstrate flexibility in work environment, performing a variety of frequently changing tasks; provide for sustained concentration and prolonged commitment to job tasks; ability to work alone effectively under stress in situations dangerous to self or others; exercise tact; ability to maintain confidentiality as needed; ability to deal with the public.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

MINIMUM QUALIFICATIONS:

- A high school degree and four years of experience in park and/or right-of-way management.

- Possession of a valid State of Minnesota Class A Drivers License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of the date of employment with the City.

- Possession of a valid Certified Chemical Applicator’s License or to obtain within six months of the date of employment with the City.

- Possession of a valid noncommercial pesticide applicators license with an aquatic category endorsement or to obtain within six months of the date of employment with the City.

- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Technical training in park management or related field.

- Knowledge of the materials, methods, and practices used in the maintenance and care of parks and recreational facilities;

- Demonstrated experience and ability to operate equipment including but not limited to articulated wheel loader, self-propelled mowers, snow plow truck, water trucks, trimmers, and chain saws; knowledge of landscaping and horticulture;

- Demonstrated experience and ability to read and interpret landscaping plans and specifications;

- Demonstrated experience and ability to supervise the work of others.

- Knowledge of trees, plants and practices used in the maintenance and care of activities completed or performed in the right-of-way.

- Knowledge of OSHA regulations and safety policies. Including the safe use of chainsaws and pole top rescue.

Adopted: 06-11-2018 09-26-2016
Memorandum

TO: Todd Prafke  
City Administrator  

FROM: Sally Vogel  
Director of Finance  

RE: Purchasing Policy Modifications

ACTION/RECOMMENDATION

None needed. For Council information and further discussion.

BACKGROUND

The Hospital Commission has asked that the City Code sections relating to thresholds of purchases that must be approved by the Council be modified. As a part of that initial discussion, the Council asked that we review the changes in State Law and indicated there was some rationale to having the Hospital threshold and the "internal" City Council policy be similar in nature. In conjunction with that, I recommend the Council review the City's Purchasing Policy to align with the changes being requested by the Hospital Commission. I have attached a red-lined copy of the City's purchasing policy showing my suggested changes.

The last time the City's Purchasing Policy was revised was October 2012.

My goal in this review and the changes proposed are to:

- Provide appropriate levels of documentation for the Council allowing for data driven decisions.
- Apply any changes only to those purchases below $50,000.
- Provide more appropriate decision-making and accountability to Staff.

As all of the City's costs continue to rise, the proposed changes reflect an increase in the amount the Council requires before being involved in the purchasing process.

The current parameters are as follows:

<table>
<thead>
<tr>
<th>Level of Purchase</th>
<th>Procurement Method</th>
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<tbody>
<tr>
<td>$1 to $500</td>
<td>Direct purchase</td>
</tr>
<tr>
<td>$501 to $1,000</td>
<td>Verbal Quotations</td>
</tr>
<tr>
<td>$1,001 to $10,000</td>
<td>Three Written Quotations (requested verbally)</td>
</tr>
<tr>
<td>$10,001 to $50,000</td>
<td>Formal Written Proposals (requested in writing)</td>
</tr>
<tr>
<td>Exceeding $50,000</td>
<td>Formal Bids</td>
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</tbody>
</table>
The recommended changes to the parameters are as follows:

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</table>

The Council would still review all unbudgeted items as a separate agenda item; however, budgeted items up to $50,000 would be included on the consent agenda and not be considered as a separate agenda item.

A table that summarizes these changes is attached to the memo for your review.

It may be important to note that this in no way changes the policy that requires separate action for things that are purchased using an Equipment Certificate. Please also note this does change the “threshold” of what you see on the consent agenda from $7,500 to $10,000.

The proposed changes to the purchasing policy are still within the guidelines set by State Statutes.

Should the Council wish to move forward with this change, action would be planned for a future Council meeting.

Please feel free to contact me should you have any questions or concerns on this agenda item.

SV/
CITY OF SAINT PETER

PURCHASING POLICY

General Provisions

The purchasing policies of the City are established by the City Council through the City Administrator.

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Saint Peter, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to the procurement of materials, supplies, services, and construction. It shall apply to every expenditure of municipal funds, irrespective of their source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State laws and regulations which are not reflected in this policy. Nothing in this policy shall prevent the City of Saint Peter from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

To facilitate a sound and cost-effective purchasing operation, all purchases shall be of a quality to suit the intended purpose at the lowest possible cost.

The City Administrator shall be the designated purchasing agent of the City of Saint Peter. Purchases for the requirements of the City are made for each department through the City Administrator's office or his/her designee. The success of the purchasing function and the mutual benefits derived are contingent upon the cooperation of all City departments.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

DISCRETIONARY AUTHORITY

Competitive purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period, and availability of goods and maintenance service, as determined by discretion herein given.

GENERAL INFORMATION

Whenever possible and as outlined below, competitive prices shall be obtained for the purchase of materials, equipment or services. Generally, the greater the value of the purchase, the more formal the method used.

The following procurement methods shall be used and in all cases, a written record shall be made and preserved by the City Administrator's Office.

<p>| Adopted: _______ 10/22/2012 | 13 |</p>
<table>
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*Written requests for proposals should be provided to three or more vendors or service providers. The information must also be included on the "public notices" section of the City website. The request must require the vendor/provider to submit their proposal in writing with the signature of the vendor or service provider included.

For purchases up to and including $50,000 the City Administrator shall have discretion as to whether a Performance Bond is required and/or the amount of that Bond.

Opportunity to do business with the City shall be provided to all responsible vendors. To this end, the City Administrator’s office shall develop and maintain a directory of potential vendors for various types of supplies, equipment and services. Any responsible vendor may be included in the directory upon written request. The directory shall be used to develop a mailing list for distribution of purchase specifications and invitations to bid.

In the event local and non-local proposals for goods and services of like amount, quality and availability exist at the same price, the local proposal shall be accepted. Local vendors are hereby defined as those business establishments that have a significant portion of their physical plant located within the corporate boundaries of the City of Saint Peter.

**PURCHASES OVER $50,000**

**FORMAL BIDS M.S. 471.345 SUBD. 4 PROCEDURE**

**Notice to Bidders** - Notice inviting sealed competitive bids shall be published in the official newspaper of the City at least ten (10) days before the final date for submitting bids thereon. Such notice shall cite the specifications on the supplies, materials, equipment or construction project or other matter to be contracted for and shall state the amount of bond or other security, if any is to be required, to be given with the bid and the amount of bond or security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any consideration or award of the contract shall also be stated in general terms.

**Solicitation and Posting** - The purchasing agent shall also solicit bids from such qualified prospective vendors that are reasonably known to the purchasing agent.

**Bid Security Deposit** - This deposit shall be in the form of a certified or cashier's check or a bond written by a surety company authorized to do business in the State of Minnesota. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Administrator shall prescribe the amount of any security to be deposited with any bid. The City Administrator shall be authorized to waive the bid security requirement for purchase of materials under $100,000.

**Bid Opening** - Bids shall be opened in public at the time and place designated in the notice requesting bids. Original bid documents shall be referred to the Office of the City Administrator.

Adopted: _______________10/22/2012
to be examined and tabulated and shall be reported to the City Council with a recommendation. After opening, all bids shall be available for inspection and kept on file by the City Administrator's office.

**Award of Bid** - Provided that the City Council shall find any of the bids satisfactory, the Council shall award the contract to the lowest responsible bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid. The Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon satisfying itself that the conditions have been met, the Council may award the contract by resolution.

**Written Contract** - All formal bid awards shall be made the subject of written contract. A purchase order alone shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City’s affairs. In no case shall a purchase order be sufficient for the construction of Public Works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

**Bidder's Security** - All bid bonds or certified or cashiers checks may be retained by the City Administrator's Office until the contract is awarded and executed. If any successful bidder fails or refuses to enter into the contract awarded to him/her in the time specified after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the City, and the City Council at its discretion may award the contract to the next lowest competent bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid, or said contract may be re-advertised.

**Performance Bond** - At the time a contract is executed the contractor shall file a bond executed by a surety company authorized to do business in the State of Minnesota, to the City, conditioned upon the performance of said contract and saving the City harmless from all losses or damages caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering, and otherwise, caused by the delay in the completion of any improvement. The bond shall further be conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts and demands incurred in the performance of such work. Unless fixed by the City Council, the City Administrator shall prescribe the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders. For purchases up to and including $100,000 the City Administrator shall have the discretion as to whether a Performance Bond is required and the amount of that Bond. For purchases or contracts over $100,000, the regulations contained in Minnesota Statutes shall apply as those regulations relate to publication, bonding, and bid security.
PURCHASE ORDERS

Approval for purchases shall be granted following the submission of a purchase order and shall be processed in accordance with administrative procedures. The purchase order serves to define the approximate quantity and intended use of requested materials, supplies and services and to provide better control over financial resources. The purchase order also serves to inform the Finance Department of pending financial obligations.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

Purchase orders shall be prepared on four-part forms in ascending numerical order. The yellow copy shall be retained by the department initiating the purchase order. The Finance Department (Accountant) shall retain the blue copy in a numerical file. The pink and white copies will be returned to the department initiating the purchase order. The white copy shall be forwarded to the vendor and the pink copy shall be attached to all properly reconciled invoices when received and forwarded to the Finance Department for payment.

In all cases, purchase orders for items exceeding the budget shall be signed by the below named individuals.

- **Purchases $1 to $1,000** - All budgeted purchases between $1.00 and $500 may be initiated without a purchase order subject to Foreman or Department Superintendent verbal approval.

- **Purchases $1,001 to $2,500** - All budgeted purchases between $1,001 and $4,000 may be initiated without a purchase order subject to Department Superintendent or Department Director verbal approval.

- **Purchases $2,501 to $10,000** - All budgeted purchases between $2,501 and $7,500 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator prior to the purchase of any items.

- **Purchases $7,501 to $50,000** - All budgeted purchases between $7,501 to $50,000 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator and presented to the City Council on the Consent Agenda for approval prior to the issuance of a purchase order. Documentation shall include unit costs, names of all vendors supplying quotes, names of all vendors contacted to provide quotes, and costs including shipping and taxes.

- **Purchases over $50,000** - All budgeted purchases over $50,000 shall be initiated as a formal bid request and staff shall follow the procedure for receipt of bids outlined in this document.

Adopted: _______________10/22/2012
BLANKET PURCHASE ORDER

To avoid excessive paperwork and administrative delays, frequently used vendors may be issued a blanket purchase order with a designated spending limit not to exceed twelve (12) months of normal purchases. Departments may then purchase various supplies on a daily basis within the designated spending limit. However, no one item purchased via a blanket purchase order may exceed $2,500,000.

Blanket purchase orders may be issued only upon receipt of a properly executed purchase order that identifies the designated spending limit. Department Directors shall provide the vendor with a list of employees authorized to purchase via the blanket purchase order. It shall be the Department Director and vendor’s responsibility to abide by the designated spending limit.

RECEIPT/RETURN OF MATERIALS

All vendor issued packing slips or other pertinent documentation shall be given to the Finance Department and attached to the appropriate purchase order for future reference.

A returned materials report identifies items returned to a vendor due to damage or other valid reason of non-acceptance. Issuance of a returned materials report should be acknowledged by the vendor by a credit memorandum.

INVOICES

An invoice is the means by which a vendor informs the City of its financial obligation. Invoices should contain an itemization of quantities and charges for supplies, materials, or services furnished to the City as well as special conditions such as discounts and due dates.

Upon receipt of an invoice, the Finance Department shall reconcile the purchase order, packing slips, returned materials reports and credit memorandums to the invoice. Any and all discrepancies in quantities and costs must be reconciled by the Department Director before an invoice is forwarded to the Finance Department for payment.

At appropriate intervals, the Finance Department shall prepare a schedule of invoices payable for Council review and approval. Payment shall be made following Council approval except that the Finance Department is hereby granted authority to make prior payment to take advantage of allowable discounts or for other necessary reasons as determined by the Finance Director.

PETTY CASH

It is the City’s policy to hold petty cash purchases to a minimum. No employee may make such a purchase without prior authorization of his/her Department Supervisor or Department Director. Such purchases are generally paid for by the employee who then secures reimbursement from the petty cash fund. The number and size of petty cash funds shall be designated by the Finance Director. The Department Director of any Department maintaining a petty cash fund shall be responsible for the administration of such fund.

Each petty cash fund shall be maintained on an “imprest” system which requires that each disbursement must be supported by proper documentation. Replenishment of petty cash funds

Adopted: _______________ 10/22/2012
will be made by submitting a report of disbursements along with supporting documentation to the Finance Department for payment processing. Each petty cash fund will be audited by the Finance Department periodically.

 Petty cash purchases are to be held under forty dollars ($40) whenever practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather submitted on an Expense Reimbursement Form.

**EMERGENCY PURCHASES**

Emergency purchases are to be made only when normal operations of a department would be hampered significantly by delays resulting from the submission of a purchase order or when property, equipment, or lives are endangered through unexpected circumstances.

In the case of an emergency, a Department Director may purchase directly any budgeted supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the City Administrator or Finance Director if emergency expenditures exceed the budget or are unbudgeted, whether the emergency occurs during normal working hours or not. The emergency, following its abatement, shall be explained on a purchase order and submitted to the City Administrator.

**GRATUITIES AND KICKBACKS**

It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

**EMPLOYEE CONFLICT OF INTEREST**

It shall be unethical for any employee to participate directly or indirectly in a procurement when the employee knows that:

(a) the employee or any member of the employee’s immediate family has a financial interest pertaining to the procurement; or

(b) any other person, business or organization with whom the employee or any member of the employee’s immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

An employee or any member of the employee’s immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matter pertaining to that financial interest. No purchase shall be made which would violate Minnesota State Statutes pertaining to elected officials’ conflict of interest.
<table>
<thead>
<tr>
<th>Level of Purchase</th>
<th>Procurement Method</th>
<th>Approver</th>
<th>Level of Purchase</th>
<th>Procurement Method</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 to $500</td>
<td>No PO Needed</td>
<td>Forman/Department Superintendent verbal approval</td>
<td>$1 to $1,000</td>
<td>No PO Needed</td>
<td>Forman/Department Superintendent verbal approval</td>
</tr>
<tr>
<td>$501 to $1,000</td>
<td>No PO Needed</td>
<td>Department Superintendent/Department verbal approval</td>
<td>$1,001 to $2,500</td>
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<td>Department Superintendent/Department verbal approval</td>
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<tr>
<td>$1,001 to $7,500</td>
<td>PO</td>
<td>PO signed by: Requisitioner, Department Director, Finance Director and City Administrator prior to the purchase of any items.</td>
<td>$2,501 to $10,000</td>
<td>PO</td>
<td>PO signed by: Requisitioner, Department Director, Finance Director and City Administrator prior to the purchase of any items.</td>
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<tr>
<td>$7,5001 to $30,000</td>
<td>PO</td>
<td>PO signed by: Requisitioner, Department Director, Presented to City Council on the Consent Agenda for approval. Once approved by City Council the PO is signed by Finance Director and City Administrator and issuance of PO and the purchase of any items.</td>
<td>$10,001 to $50,000</td>
<td>PO</td>
<td>PO signed by: Requisitioner, Department Director, Presented to City Council on the Consent Agenda for approval. Once approved by City Council the PO is signed by Finance Director and City Administrator and issuance of PO and the purchase of any items.</td>
</tr>
<tr>
<td>$30,001 to $50,000</td>
<td>PO</td>
<td>Following Formal Bids</td>
<td>Exceeding $50,000</td>
<td>Formal Bids</td>
<td>Following Formal bid Process</td>
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<td>Exceeding $50,000</td>
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