

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

CITY OF COLUMBUS JOB DESCRIPTION

POSITION:	PLANNER TECHNICIAN
DEPARTMENT:	ADMINISTRATION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	CITY ADMINISTRATOR
HOURS WORKED:	Up to 40.0 HOURS PER WEEK
FLSA STATUS:	Non-Exempt (Confidential – Private Data Employee)

SUMMARY

Under direction of City Planner or Zoning Administrator, performs a variety of planning tasks at the public counter, the office, and in the field, including basic intake and review of a wide variety of land use and development proposals, basic file research and maintenance, and map reading; prepares simple technical reports; creates and maintains databases; assists City Planner and Zoning Administrator with research and planning studies; and performs other duties as required.

This position provides support to City Planner and Zoning Administrator by applying basic procedures of City Land Use Ordinances, Comprehensive Plan, and other regulatory guidelines to receive and review various land use proposals and in response to public inquiries. This position will assist in the most routine applications and planning studies regarding land use interpretation; complex problems are referred to the City Planner or Zoning Administrator including the handling of private and confidential data.

DUTIES

- Receives zoning and land use application questions from the public in person, phone or via email and responds or forwards the questions to the appropriate staff in a timely manner.
- Provides first level review of land use proposals for basic conformance with land use policies and procedures contained in Comprehensive Plan, City zoning ordinance and other regulatory guidelines; reviews building permits involving residential construction, grading, signs, change of use, parking and other similar permits; advises applicants of required land use standards and application contents; assigns house numbers
- Provides a timely documented response to a variety of procedural and recorded information requests by the public, including case file information, zoning, and land use requirements, and assessor's parcel number; receives and records permit fees
- Maintains records of all permits issued and applications in progress; logs information into computer; supervises and assists in departmental record retention management program; maintains database to track permit review process, permit compliance, and progress towards performance measures
- Makes routine field investigations to documents compliance with conditions of approval contained in approved land use permit, conditional use permit, and variance and development plan
- Assists City Planner, Zoning Administrator and Planning Commission with research and planning studies by compiling data and preparing reports; assists

researching cases and compiling reports for zoning complaints; assists in the coordination of regular departmental meetings.

FUNCTIONS

- Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances
- Reviews non-complex building plans and zoning permit applications to assure compliance with zoning requirements
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone inquires
- Develops and maintains automated tracking systems, hard copy files and records
- Prepares narrative staff reports and recommendations of limited complexity, such as conditional use permits and variances
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices and property owner verifications
- Prepares supporting maps, charts, and tables of limited complexity for use by staff, consultant, Planning Commission and City Council
- Provides first level investigation of violations of planning regulations and ordinances, including site visits
- Attends planning commission, public meetings, assisting other staff as appropriate

OTHER DUTIES AND/OR RESPONSIBILITIES

- Provides GIS support for Public Works Department and City Administration
- Provides staff support for Park Board
- Provides staff support for Planning Commission
- Performs other duties as assigned by City Administrator.

MINIMUM REQUIREMENTS

- Completion of an Associate's degree preferably in urban planning, architecture, construction management, social sciences or related field.
- One year of experience in plans review, zoning administration, building code issuance of surveying.
- Baccalaureate degree in urban planning is preferred and may substitute for two years of experience.

PREFERRED QUALIFICATIONS

- Baccalaureate degree in urban planning.
- 1-2 years of Local Government Unit Experience

REQUIRED COMPETENCIES, SKILLS AND ABILITIES

- Knowledge of planning principles and practices, including pertinent specialties
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques

- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS
- Effective and clear oral and written communication and interpersonal skills in order to explain rules and procedures clearly to clarify and respond to public, staff, consultant, planning commission, and city council.
- Effective problem-solving skills, ability to gather relevant information to clarify and respond to vaguely defined practical questions and issues
- Ability to review site plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously prioritizing them appropriately
- Ability to work independently or in a team environment as needed
- Ability to deal tactfully, respectfully and effectively with all City staff, outside agencies, and the general public.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit an 8 for more hour day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 20lbs.

City Council Proposed 07.08.20.

CITY OF COLUMBUS JOB DESCRIPTION

POSITION:	PLANNER I / ASSOCIATE PLANNER
DEPARTMENT:	ADMINISTRATION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	CITY ADMINISTRATOR
HOURS WORKED:	Up to 40.0 HOURS PER WEEK
FLSA STATUS:	Non-Exempt (Confidential – Private Data Employee)

SUMMARY

The position of Assistant Planner is the first-level position within professional planning and involves critical thinking professional-level duties and judgment, and routine administrative tasks. Under general supervision from the City Planner or Zoning Administrator, independently performs a variety of planning tasks at the public counter, the office, and in the field, including basic intake and review of a wide variety of land use and development proposals, file research and maintenance, and map reading; prepares technical reports; creates and maintains databases; takes the lead with assistance of the City Planner and Zoning Administrator with research and planning studies; and performs other duties as required.

This position assumes the lead responsibility and uses the City Planner and Zoning Administrator as resources in applying basic procedures of City Land Use Ordinances, Comprehensive Plan, and other regulatory guidelines to receive and review various land use proposals and in response to public inquiries. This position will process most applications and planning studies regarding land use interpretation; research complex problems and refer them to the City Planner or Zoning Administrator with a recommendation and includes the appropriate safeguard of private and confidential data.

DUTIES

- Receives zoning and responds to land use application questions from the public in person, phone or via email in a timely manner
- Reviews land use proposals for basic conformance with land use policies and procedures contained in Comprehensive Plan, City zoning ordinance and other regulatory guidelines; resolves issues of non-compliance using available resources; reviews building permits involving residential construction, grading, signs, change of use, parking and other similar permits; advises applicants of required land use standards and application contents; assigns house numbers
- Provides a timely and documented response to a variety of procedural and recorded information to the public including case file information, zoning, and land use requirements, and assessor's parcel number; receives and records permit fees
- Maintains records of all permits issued and applications in progress; logs information into computer; supervises and assists in departmental record retention management program; maintains database to track permit review, permit compliance, and progress towards performance measures
- Makes routine field investigations to document compliance with conditions of approval contained in approved land use permit, conditional use permit, and

variance and development plan; resolves issues of non-compliance or refers to appropriate staff for resolution

- Leads with assistance from the City Planner, Zoning Administrator and guidance from the Planning Commission with research and planning studies by compiling data and preparing reports; researching cases and compiling reports for zoning complaints; assists in the coordination of regular departmental meetings.

FUNCTIONS

- Drafts and presents planning studies and reports in support of new and updated plans, programs and regulations
- Reviews or assists in the review of moderately complex development proposals and site plans for conformance with codes, plans, and regulations
- Prepares narrative staff reports and recommendations of moderate complexity, for conditional use permits and variances
- Presents detailed reports for development proposals; prepares narrative staff reports and recommendations of moderate complexity, for conditional use permits, interim use permits and variances
- Collects and organizes a variety of statistical data in preparation of reports and maps
- Evaluates rezoning, ordinance amendments, site plan review, and other miscellaneous zoning permit proposals
- Provides timely responses to the public regarding development regulations; assists in resolving citizen and customer issues in a timely manner.
- Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances
- Reviews building plans and zoning permit applications to assure compliance with zoning requirements
- Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone inquires
- Develops and maintains automated tracking systems, hard copy files and records
- Prepares narrative staff reports and recommendations of moderate complexity, such as conditional use permits and variances
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices and property owner verifications
- Prepares maps, charts, and tables of moderate complexity for use by staff, consultants, planning commission and city council
- Investigates and documents violations of planning regulations and ordinances, including site visits, makes recommendations for remedies
- Attends Planning Commission meetings, assisting other staff as appropriate

OTHER DUTIES AND/OR RESPONSIBILITIES

- Provides GIS support for Public Works Department and City Administrator
- Provides staff support to Park Board
- Provides staff support to Planning Commission
- Performs other duties as assigned by City Administrator.

MINIMUM REQUIREMENTS

- Baccalaureate degree in urban planning or architecture, public policy, or related area of study in addition to one year of planning experience.
- 1-2 years of Local Government Unit Experience

REQUIRED COMPETENCIES, SKILLS AND ABILITIES

- Demonstrates competency in planning principles and practices, including pertinent specialties
- Demonstrates competencies of principles and practices of research and data collection
- Knowledge of a relevant specialization such as land use
- Mastery of effective writing techniques
- Intermediate to expert mastery of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS
- Excellent oral and written communication and interpersonal skills to explain rules and procedures clearly to the public
- Excellent and proactive problem-solving skills, effectively and efficiently gathers relevant information to solve vaguely defined practical problems
- Ability to attend to details while keeping big-picture goals in mind
- Proficiently review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously prioritizing them appropriately
- Equally able to effectively to work independently or in a team environment as needed
- Excellent ability to deal tactfully, respectful and effectively with all City staff, outside agencies, and the general public.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit an 8 for more hour day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 20lbs.

CITY OF COLUMBUS JOB DESCRIPTION

POSITION:	DEPUTY CLERK
DEPARTMENT:	ADMINISTRATION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	CITY ADMINISTRATOR
HOURS WORKED:	Up to 35.0 <u>32.0</u> HOURS PER WEEK
FLSA STATUS:	Non-Exempt (Confidential – Private Data Employee)

SUMMARY

Under the direction of the City Administrator, performs a variety of highly skilled clerical duties related to City administration, including the handling of private and confidential data; provides daily office assistance by telephone, email and greeting the general public in person; provides supports for the building department, Park Board and park activities; ~~provides coordination of planning & zoning documentation, processes~~ licensing applications ~~activities~~ and manages record retentions program to include maintaining City code and other legal records.

ESSENTIAL FUNCTIONS

- Provides customer service, department referrals and general information to ~~the general public patrons~~ by telephone, email, and in person at the front counter. ~~assistance with land use applications and related requirements, GIS information, parcel information, zoning, complaints, and other general information.~~
- Organizes the maintenance of city records management retention program using City's record retention schedule (both paper and computer files) to include maintaining ~~and updates~~ City Code book codification updates, official minutes resolution books, publication affidavits and other City legal records.
- Organizes City Council meeting agendas and meeting materials; maintains resource materials for public notice boards and reception area; prepares required mailed public notice mailing notifications for the City Council and Planning Commission and other projects as necessary.
- Assists in coordinating all activities in the City Fall Fest, recycling, and volunteer recognition events.
- Maintains and processes city licenses and permits to include liquor, tobacco, kennels, gambling, public right of way and refuse haulers; Maintains and coordinates park activity reservations (ball fields, picnic shelter).
- ~~Prepares correspondence reports, resolutions and ordinances, as directed.~~
- ~~Maintains and coordinates correspondence and documents for land use application files for Zoning Administrator.~~
- Assists in all election activities in accordance with Federal, State and local election laws and requirements.
- Prepares correspondence, reports and provides administrative support for City Administrator and Public Works Superintendent, as directed. Coordinates and assembles. Provides assistance with the preparation and distribution of agendas for the Planning Commission.

- Attends Public Works Advisory Board and other committee meetings as assigned to record, transcribe and maintain permanent record of meeting minutes.
- Processes purchase orders for supplies in the Administrative Offices.
- Schedules use of ~~City Hall~~ Community and Senior Center meeting room for various departments and public.

OTHER DUTIES AND/OR RESPONSIBILITIES

- Serves as the City Recycling Coordinator for the City to include managing documentation and activities.
- Provides back-up administrative support to City Council and Advisory Boards.
- Serves as Notary Public.
- Performs other duties as assigned by City Administrator.

MINIMUM REQUIREMENTS

- AA or AS degree in related subject or background with a minimum of four years of progressively responsible administrative experience.
- Customer service experience 2-4 years.
- Computer and keyboard skills to include Microsoft Office products.

PREFERRED QUALIFICATIONS

- Baccalaureate degree preferred.
- 1-2 years of Local Government Unit Experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of City programs, functions, and services.
- General knowledge of state and municipal licensing laws and regulations.
- Skill in proper grammar, sentence structure, paragraphing, punctuation, and spelling.
- Ability to operate general office equipment and current, common software packages.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to deal tactfully and effectively with all City staff, outside agencies, and the general public.
- Ability to independently accomplish assigned tasks with only general direction.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit an 8 or more hour day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 20lbs.



DATE: July 6, 2020
TO: Mayor & City Council Members
FROM: Elizabeth Mursko, City Administrator
RE: Appointment of Election Judges for the 2020 State Primary Election & General Election

BACKGROUND:

The City has recruited twenty (20) Columbus and/or State of Minnesota residents to serve as election judges for 2020 State Primary Election and General Election. Of those judges, one (1) is scheduled to work a full shift, the remaining nineteen (19) judges will be working split shifts, from 6 a.m. to 2:30 p.m. or from 2 p.m. to approximately 9:00 p.m. Some judges may not work and will be on standby in case of an absence.

All new judges are required to participate in a two (2) hour online training course or a group hosted online training along with some participating in electronic poll book training at the City Hall. Precinct head judges and Assistant head judges will receive additional in-person training with Anoka County. In addition, judges can volunteer to participate in equipment training at the public accuracy test.

For 2020 Presidential Nomination Primary Election there are four recognized political parties:

- A) Democratic Farmer-Labor Party
- B) Republican Party
- C) Legal Marijuana Now
- D) Grass Roots- Legalizes Cannabis Party

State law requires that election precincts be balanced by political party and every attempt has been made to meet this requirement.

The rate of pay for 2020 State Primary Election and General Election:

Precinct Head Election Judge:	\$12.00/hour
Assistant Head Election Judge:	\$11.50/hour
Election Judges:	\$11.25/hour

RECOMMENDED COUNCIL ACTION:

(Motion) Approve the list below appointing the election judges for 2020 State Primary and General Election, any substitutions or appointments of additional judges for both elections as deemed appropriate by the City Clerk and appoint the Absentee Ballot Board as listed below for the for 2020 2020 State Primary and General Election, or substitute other appointed election judges as needed.

List of Judges to be appointed to the 2020 State Primary and General Election - Columbus P1

Anderson	Sandra	Election Judge
Angel	Cynthia	Election Judge
Bochenski	Lorie	Election Judge
Busch	Janette	Election Judge
Dignan	Patrick	Election Judge
Gmitter	Joseph	Election Judge
Hill	Jennifer	Election Judge/ Head Judge
Hughes	Christine	Election Judge
King	Kris	Election Judge
Fisher-Vidlund	Bonnie	Election Judge/ Asst. Head Judge
Miller	Brenda	Election Judge
Millette	Karen	Election Judge
Myren	Laurie	Election Judge
Olson	Barbara	Election Judge
Parzino	Gerry	Election Judge
Schmidt	Deborah	Election Judge
		Election Judge
Venables	Linda	Election Judge
Vining	Robert	Election Judge/ Asst. Head Judge
Wicklund	Lisa	Election Judge
Windingstad	Kallie	Election Judge

**2020 Commissioner 2020 State Primary and General Election
Columbus P1 - Absentee Ballot Board:**

Elizabeth Mursko, City Clerk
Lorie Lemieux, Deputy Clerk
Jessica Hughes, Public Communications Coordinator
Rochelle Busch, Administrative Technician
Jennifer Hill, Election Head Judge

City of Columbus Calendar of Meetings

July 2020

Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
5	6	7	8 6:00 pm EDA Mtg. 7:00 pm CC Mtg	9	10	11
12	13	14	15 7:00 pm PC Mtg.	16	17	18
19	20	21 7:00 pm 170th Neighborhood Mtg.	22 4:00-6:00 pm CC Workshop 7:00 p.m. CC Mtg	23	24	25