



## **CITY COUNCIL MEETING AGENDA**

November 29, 2023 ~ 4:30 p.m. ~ Frazee Event Center

[ZOOM LINK](#)

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum
5. Consent Agenda
  - a. [Meeting Minutes](#)
  - b. [Approval of Claims](#)
  - c. Income Statements – [September](#), [October](#)
6. Staff Reports
  - a. [Event Center](#)
  - b. [Fire Department](#)
  - c. [Liquor Store](#)
  - d. [Police Department](#)
  - e. [Public Works](#)
  - f. [Administration](#)
7. Old Business
  - a. [2024 Preliminary Budget Changes](#)
8. New Business
  - a. [Fire Department Bylaws](#)
  - b. [Fire Department Standard Operating Guidelines](#)
  - c. [Review of the Evaluation Process Handbook](#)
  - d. [Draft Evaluation of City Administrator](#)
  - e. [Personnel Policy](#)
  - f. [Job Descriptions](#)
9. Council Member Comments
10. Addendum

- a. [Additional Bills](#)
- b. [Liability Coverage Waiver Form](#)
- c. [Fire Department Combination Tool Purchase](#)

## 11. Adjournment

# Consent Agenda

MINUTES – NOVEMBER 13, 2023

## **PUBLIC HEARING ON ORDINANCE 170 – AN ORDINANCE AMENDING TITLE 8 CHAPTER 1 OF THE FRAZEE CITY CODE REGARDING THE PUBLIC UTILITY WATER SYSTEM**

Public hearing opened at 6:00 pm by Mayor Mark Flemmer

No public present for hearing

Public hearing closed at 6:00 pm

1. Call the Meeting to Order
  - a. Meeting called to order by Mayor Mark Flemmer at 6:00 pm at Frazee Fire Hall
2. Roll Call
  - a. Members Present: Mark Flemmer, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
  - b. Members Absent: None
  - c. Staff: Stephanie Poegel
  - d. Contracted Services: Tom Winters – Ramstad, Skoyles & Winters, P.A.
  - e. Guests: Karen Pifher, Erik Anderson
3. Pledge of Allegiance
4. Open Forum
  - a. FCDC
    - i. Pifher stated letters of intent for TAP and ATI have been submitted – one funds trails within the park and one without the park – one has a match lists FCDC as the guarantor and one is 100% funded
    - ii. A spreadsheet is being prepared outlining the grants being applied for, any match needed and who is responsible for the match
    - iii. Anderson stated FCDC is asking for the city to track time spent on Wannigan items i.e. being the fiscal agent, applications, grants, etc – FCDC will then be able to reimburse the city for the time spent
    - iv. Discussion on grants, funding and responsibilities

**M/S/CU:** Froeber/Rader to allow the City Administrator to manage agreements and grants between FCDC and the City provided it does not tie the City to expenditures

5. Consent Agenda
  - a. Meeting Minutes
  - b. Approval of Claims
  - c. Income Statements – August
  - d. Resolution 1113-23A – Resolution Accepting Fire Department Donations
  - e. LCSC 2024 Membership
  - f. Resolution 1113-23B Resolution Authorizing Purchase of Land Parcels Adjacent to the City of Frazee

- g. LG220 – Application for Exempt Permit – Frazee Sportsmen’s Club
- h. Notes from the Mayor
- i. Committee Reports
  - i. Liquor Store Committee
  - ii. Parks & Recreation Committee – October; November
  - iii. Public Safety Committee
  - iv. Employee Safety Committee
  - v. Planning & Zoning – October; November
  - vi. Economic Development Authority – September; October
  - vii. Lakeside Cemetery Liaison
  - viii. Frazee School District

**M/S/CU:** Sharp/Froeber to approve consent agenda as presented

#### 6. Old Business

- a. Budget Changes
  - i. Poegel hasn’t made changes yet
  - ii. Personnel & Finance will meet to review changes prior to next meeting
- b. Dental Clinic Update
  - i. Moving forward with other options
- c. EDA Bonding Payments Plan
  - i. Discussion on bond plan coming up
  - ii. Discussion on business interested Maple Street West property and the status
- d. Eagle Lake Park

**\*This section of the meeting may be closed to the public based on Minn. Stat. 13D.05.**

#### 7. New Business

- a. Quiet Title for Unidentified Parcel
  - i. Need to complete quiet title process for 2 parcels

**M/S/CU:** Rader/Froeber to approve Winters completing the quiet title process for two unidentified parcels near Hank Ludtke Park

- b. Ordinance 170 – An Ordinance Amending Title 8 Chapter 1 of the Frazee City Code Regarding the Public Utility Water System

**M/S/CU:** Froeber/Sharp to approve Ordinance 170 – An Ordinance Amending Title 8 Chapter 1 of the Frazee City Code Regarding the Public Utility Water System

- c. Procedures
  - i. Rules for Organization
  - ii. City Council Meeting Procedures
  - iii. Procedures for Open Forum
  - iv. Code Complaint Procedures

**M/S/CU:** Sharp/Froeber to approve procedures as presented

- d. RFP for Residential Solid Waste Collection and Disposal and Recycling Services

**M/S/CU:** Froeber/Kemper to approve RFP for Residential Solid Waste Collection and Disposal and Recycling Services as presented



8. Addendum

a. Approval of Additional Claims

**M/S/CU:** Kemper/Rader to approve additional claims as presented

b. LCSC Board Voting

- i. Council voted private for up to 3 board members on individual paper ballots

9. Council Comments

a. Rader

- i. Had ALICE training at the school
- ii. Trieglaff and Nagel were trained and they did a pretty good job. Nice to see the school/city connection

b. Froeber

- i. Merry Frazee Christmas is December 2 – Froeber and Flemmer are chairing a hotdish contest – winners will receive Frazee Bucks

7. Old Business

c. Eagle Lake Park

**\*This section of the meeting may be closed to the public based on Minn. Stat. 13D.05.**

**M/S/CU:** Rader/Sharp to close meeting at 7:08 pm pursuant to Minn. Stat. 13D.05 attorney/client proceedings for litigation

**M/S/CU:** Froeber/Sharp to close the closed meeting 7:17 pm.

Regular meeting reopened at 7:18 pm.

**M/S/CU:** Sharp/Kemper to allow City Attorney Tom Winters to enter into agreement with neighboring property owner to adjust the property line to go along with the fence line along the edge of their property

10. Adjournment

**M/S/CU:** Rader/Sharp to adjourn at 7:19 pm

Respectfully submitted,  
Stephanie Poegel  
City Administrator

# Consent Agenda

## APPROVAL OF CLAIMS

11/21/2023 11:54am

City of Frazee

### Council Approval Report for United Community Bank--180072

(Council Approval Report)

Page 1

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
382 19856	B&D Transport Inc., P.O. Box 116, Frazee, MN, 56544	11/14/23	Replace Brake Chamber Pancake Rear Axle Passenger Side & Annual DOT	11/29/23	\$217.07	\$217.07	100-43100-04050	Repair and Maintenance -	\$4,000.00	\$462.69
365 56394	Butler Machinery Company, P.O. Box 9559, Fargo, ND, 58106	11/10/23	Control # M026604 - Monthly Tractor/Mower payment #52	11/29/23	\$577.05	\$577.05	100-43100-05000	Capital Outlay - Streets	\$15,000.00	\$9,652.45
56394	11/10/23	Control # M026604 - Monthly Tractor/Mower payment #52	11/29/23	\$577.05	\$577.05	\$577.05	602-49470-05000	Capital Outlay	\$5,000.00	(\$1,347.55)
29 8940	Code 4 Services, Inc., 37882 County Highway 3, Pelican Rapids, MN, 56572	11/13/23	MC16VAMINI Century 16" Amber Vac MT for new F250 Vehicle per Larry Stephenson	11/29/23	\$338.10	\$338.10	100-43100-04850	Restricted Savings Expen	\$0.00	(\$46,689.66)
35 EF231889	Daggett Truckline, Inc., 32717 County Highway 10, Frazee, MN, 56544	11/08/23	BAT GRP 31960CCA 195RC (batteries 2)100	11/29/23	\$268.66	\$268.66	100-43100-04060	Repair and Maintenance -	\$1,500.00	\$298.11
359 2023001	Frazee VW Post 7702, P.O. Box 501, 120 W. Main, Frazee, MN, 56544	11/08/23	4x6 American Flag (2)	11/29/23	\$82.00	\$82.00	100-43160-04010	Repair and Maintenance -	\$100.00	(\$1,215.32)
113 11/18/2023	Minnesota Department of Health, PO Box 64494, St. Paul, MN, 55164-0494	11/16/23	For System 1030014 Frazee for Period 10/01/2023-12/31/2023 Community Water Supply Service Connection Fee	11/29/23	\$1,093.00	\$1,093.00	601-49450-04330	Dues, Subscriptions, Fee	\$4,500.00	(\$273.11)
126 519958	NAPA Auto Parts, 122 Main Street East, Detroit Lakes, MN, 56501	11/08/23	Clamp	11/29/23	\$42.89	\$42.89	100-43100-04060	Repair and Maintenance -	\$1,500.00	\$298.11
153 D053711	RMB Environmental Laboratories, Inc., Accounts Receivable, 22796 County Highway 6, Detroit Lakes, MN, 56501	11/08/23	Project Name: 99	11/29/23	\$59.90	\$59.90	601-49450-04070	Water Testing	\$500.00	(\$482.76)
643 October 5, 2023	Walker Appraisals, 777 Silver Spur Rd, Suite 231, Rolling Hills Estates, CA, 90274	10/05/23	Wannigan Appraisal Review Frazee Community Development Land Owner-Frazee County prepared by: Lawrence D. Kramer	11/29/23	\$1,100.00	\$1,100.00	100-45201-03110	Contracts / Professional	\$0.00	(\$3,900.00)
						\$1,100.00				

**City of Frazee**  
**Council Approval Report for United Community Bank--180072**  
**(Council Approval Report)**

Vendor											
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance		

**City of Frazee**  
**Council Approval Report for United Community Bank--326318**  
**(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
15	Bergseth Bros, Inc., PO Box 1994, Fargo, ND, 58107	246-00460	11/16/23	CREDIT BBL PABST/MILLER EMPTY Customer #33200	11/29/23	(\$30.00)	(\$30.00)	609-49750-02520	Resale - Beer	\$0.00	(\$219,279.81)
		319860	11/16/23	Customer #33200	11/29/23	\$2,230.35	\$2,230.35	609-49750-02520	Resale - Beer	\$0.00	(\$219,279.81)
						<b>\$2,200.35</b>					
17	Beverage Wholesalers, PO Box 1864, Fargo, ND, 58107	301772	11/16/23		11/29/23	\$626.75	\$626.75	609-49750-02520	Resale - Beer	\$0.00	(\$219,279.81)
						<b>\$626.75</b>					
21	Breakthru Beverage, 489 North Prior avenue, St. Paul, MN, 55104	113139524	11/20/23	Customer #0700292412	11/29/23	\$1,932.03	\$1,932.03	609-49750-02510	Resale - Liquor	\$0.00	(\$74,653.90)
		411632542	11/14/23	CREDIT Windsor Canadian PET Customer #0700292412	11/29/23	(\$131.77)	(\$131.77)	609-49750-02510	Resale - Liquor	\$0.00	(\$74,653.90)
						<b>\$1,800.26</b>					
28	Coca Cola of Fergus Falls, PO Box 806, St. Cloud, MN, 56302	3273196	11/15/23		11/29/23	\$123.90	\$123.90	609-49750-02540	Resale - Soft drinks	\$0.00	(\$2,363.27)
		3273196	11/15/23	C02	11/29/23	\$123.00	\$123.00	609-49770-02100	Operating Supplies - On	\$0.00	(\$4,045.58)
						<b>\$246.90</b>					
34	Dacotah Paper Co., 3940 15th Avenue N, PO Box 2727, Fargo, ND, 58108-2727	99392	11/14/23	Bag Grocs Kraft, Bag Liquor Kraft Customer #190346	11/29/23	\$139.98	\$139.98	609-49750-02100	Operating Supplies - Off	\$0.00	(\$1,007.15)
		76918	11/13/23	Tissue JRT Customer #190346	11/29/23	\$41.85	\$41.85	609-49770-02100	Operating Supplies - On	\$0.00	(\$4,045.58)
		76918	11/13/23	Liner Can Repro Customer #190346	11/29/23	\$46.30	\$46.30	609-49770-02110	Cleaning Supplies - On	\$0.00	(\$2,350.62)
						<b>\$228.13</b>					
47	DS Beverages, 201 17th Street North, Moorhead, MN, 56560	743172	11/15/23		11/29/23	\$70.60	\$70.60	609-49750-02520	Resale - Beer	\$0.00	(\$219,279.81)
						<b>\$70.60</b>					
62	Frazee Family Foods, PO Box 356, Frazee, MN, 56544	58133	11/14/23	Pinesol	11/29/23	\$3.19	\$3.19	609-49750-02110	Cleaning Supplies - Off	\$0.00	(\$1,746.39)
		58133	11/14/23	Pinesol	11/29/23	\$3.20	\$3.20	609-49770-02110	Cleaning Supplies - On	\$0.00	(\$2,350.62)
		58133	11/14/23	Juice, Limes, Lemons	11/29/23	\$15.19	\$15.19	609-49770-02130	Operating Supplies - Food	\$0.00	(\$1,673.35)
						<b>\$21.58</b>					
128	Giovanni's Frozen Pizza, 712 Thiesse Drive, Brainerd, MN, 56401	0311152302	11/15/23		11/29/23	\$157.20	\$157.20	609-49770-02600	Resale - Pizza	\$0.00	(\$3,938.00)
						<b>\$157.20</b>					
86	Innovative Office solutions, LLC, Lockbox #131434, PO Box 1414, Minneapolis, MN, 55480-1414	IN4383311	11/15/23	Roll Thermal PPR, Printer Paper	11/29/23	\$63.12	\$63.12	609-49750-02050	Office Supplies - Off	\$200.00	(\$151.30)
		IN4383311	11/15/23	Roll Thermal PPR, Printer Paper	11/29/23	\$63.12	\$63.12	609-49770-02050	Office Supplies - On	\$0.00	(\$175.21)

**Council Approval Report for United Community Bank--326318**  
**(Council Approval Report)**

Vendor												
Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance			
88	Johnson Brother's St. Paul, PO Box 16328, St. Paul, MN, 55116-0328										\$126.24	
2423103	11/14/23	Liquor & delivery charge	11/29/23	\$750.48	\$750.48	609-49750-02510	Resale - Liquor	\$0.00	(\$74,653.90)			
2423103	11/14/23	Wine & delivery charge	11/29/23	\$597.82	\$597.82	609-49750-02530	Resale - Wine	\$0.00	(\$10,382.26)			
116	Minnesota Licensed Beverage Association, 475 Elna Street, Suite 11, Saint Paul, MN, 55106										\$1,348.30	
2009369	12/01/23	Account #43326 General Membership Dues Through 12/31/2024 3rd Crossing Bar & Lounge	11/29/23	\$180.00	\$180.00	609-49750-04330	Dues, Subscriptions, Fee	\$0.00	(\$14,484.66)			
2009369	12/01/23	Account #43326 General Membership Dues Through 12/31/2024 3rd Crossing Bar & Lounge	11/29/23	\$180.00	\$180.00	609-49770-04330	Dues, Subscriptions, Fee	\$0.00	(\$10,267.85)			
142	Phillips - St. Paul, PO Box 16328, St. Paul, MN, 55116-0328										\$360.00	
6989961	11/14/23		11/29/23	\$2,386.82	\$2,386.82	609-49750-02510	Resale - Liquor	\$0.00	(\$74,653.90)			
165	Tweeton Refrigeration, Inc., PO Box 5025, West Fargo, ND, 58078										\$2,386.82	
13135	11/15/23	Walk In Beer Cooler Issue OFF Sale	11/29/23	\$453.89	\$453.89	609-49750-04050	Repair and Maintenance -	\$0.00	(\$453.89)			
										\$453.89		
Total Bills To Pay:										\$10,027.02		



# Consent Agenda

## INCOME STATEMENTS – SEPTEMBER

11/15/2023 8:39am

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Page 1

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
100-00000-31010	Current Ad Valorem Taxes	\$ 0.00	\$ 0.00	\$ 439,894.00	\$ 247,197.88	43.81%
100-00000-31020	Delinquent Ad Valorem Taxes	0.00	0.00	1,500.00	15,694.59	(946.31%)
100-00000-31030	Current Mobile Home Tax	0.00	0.00	2,000.00	219.15	89.04%
100-00000-31080	Payments - in - Lieu of Taxes	0.00	0.00	15,000.00	18,936.97	(26.25%)
100-00000-31600	Special Assessment Principal	0.00	0.00	0.00	0.00	0.00%
100-00000-31700	Special Assessment Interest	0.00	0.00	0.00	10.80	0.00%
100-00000-31810	Franchise Taxes	0.00	0.00	3,000.00	1,834.71	38.84%
100-00000-32110	Alcohol & Gambling License	0.00	0.00	600.00	795.00	(32.50%)
100-00000-32180	Other Business / Zoning Licenses	0.00	0.00	300.00	0.00	100.00%
100-00000-32210	Building Permits	0.00	853.98	20,000.00	9,927.97	50.36%
100-00000-32220	Rental Registrations	0.00	0.00	9,500.00	3,280.00	65.47%
100-00000-32240	Animal Licenses	0.00	20.00	300.00	550.00	(83.33%)
100-00000-33150	Grants, Fed - State	0.00	0.00	0.00	0.00	0.00%
100-00000-33200	Restricted Savings Transfer In	0.00	0.00	6,000.00	0.00	100.00%
100-00000-33401	Local Government Aid	0.00	0.00	545,631.00	272,815.50	50.00%
100-00000-33402	Small City Assistance	0.00	0.00	0.00	0.00	0.00%
100-00000-33416	Police Training Reimbursement	0.00	3,030.59	3,000.00	3,030.59	(1.02%)
100-00000-33418	Fire Training Reimbursement	0.00	(1,456.00)	9,000.00	2,959.69	67.11%
100-00000-33420	Fire State Aid	0.00	0.00	30,000.00	0.00	100.00%
100-00000-33421	Police State Aid	0.00	28,131.01	28,000.00	28,131.01	(0.47%)
100-00000-33423	PERA Rate Increase Aid	0.00	0.00	0.00	0.00	0.00%
100-00000-33620	Other Grants & Aids	0.00	0.00	0.00	0.00	0.00%
100-00000-34101	Rents Received	0.00	0.00	1,000.00	0.00	100.00%
100-00000-34104	Campsite receipts	0.00	2,020.00	2,500.00	13,560.00	(442.40%)
100-00000-34105	Copies, etc	0.00	48.40	200.00	136.97	31.52%
100-00000-34198	Fire Dept Misc Received	0.00	50.00	1,500.00	7,658.68	(410.58%)
100-00000-34199	Fire Dept Grants Received	0.00	500.00	0.00	3,000.00	0.00%
100-00000-34202	Fire Contracts	0.00	0.00	81,990.00	116,990.00	(42.69%)
100-00000-34203	Police Accident Reports	0.00	0.00	10.00	5.00	50.00%
100-00000-34204	Forfeitures	0.00	0.00	0.00	0.00	0.00%
100-00000-34205	Fire Calls	0.00	0.00	10,000.00	19,422.50	(94.23%)
100-00000-34303	Services Rendered	0.00	0.00	2,000.00	1,015.00	49.25%
100-00000-34403	Garbage Fees	0.00	7,773.14	70,000.00	71,594.16	(2.28%)
100-00000-34404	Garbage Admin Fees	0.00	0.00	0.00	0.00	0.00%
100-00000-34405	Garbage Late Fees	0.00	88.08	900.00	771.21	14.31%
100-00000-34406	Recycling Fees	0.00	2,566.81	35,000.00	23,466.39	32.95%
100-00000-35101	Court Fees	0.00	77.61	5,000.00	3,330.22	33.40%
100-00000-35102	Administrative Fines	0.00	0.00	1,500.00	40.00	97.33%
100-00000-36200	Miscellaneous Revenue	0.00	0.00	5,000.00	9,654.59	(93.09%)
100-00000-36201	Fireworks receipts	0.00	0.00	4,500.00	4,875.00	(8.33%)
100-00000-36205	Reimbursements/Lions Transfers	0.00	(250.00)	0.00	0.00	0.00%
100-00000-36210	Interest Earnings	0.00	3,583.70	4,000.00	32,995.25	(724.88%)
100-00000-36250	Community Recreational Donatio	0.00	0.00	1,000.00	1,500.00	(50.00%)
<b>Total General Fund Revenues</b>		<b>\$ 0.00</b>	<b>\$ 47,067.32</b>	<b>\$ 1,339,825.00</b>	<b>\$ 915,398.83</b>	<b>31.68%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>					
100-41110-01030 Wages - Council	\$ 0.00	\$ 883.33	\$ 12,500.00	\$ 7,266.64	41.87%
100-41110-01220 FICA Employer Contribution - Co	0.00	67.60	700.00	556.08	20.56%
100-41110-01340 Disability Insurance - Council	0.00	0.00	0.00	0.00	0.00%
100-41110-01510 Worker's Compensation - Council	0.00	0.00	900.00	113.46	87.39%
100-41110-02050 Office Supplies - Council	0.00	0.00	0.00	67.00	0.00%
100-41110-02100 Operating Supplies - Council	0.00	0.00	0.00	279.25	0.00%
100-41110-03040 Legal Fees - Council	0.00	0.00	0.00	5,412.50	0.00%
100-41110-03240 Computer Expenses	0.00	104.61	1,200.00	1,594.03	(32.84%)
100-41110-03310 Travel, Training Expenses - Coun	0.00	0.00	500.00	508.71	(1.74%)
100-41110-03510 Printing and Publishing - Council	0.00	2,204.00	0.00	7,894.56	0.00%
100-41110-04330 Dues, Subscriptions, Fees - Coun	0.00	0.00	0.00	0.00	0.00%
100-41110-04400 Donations	0.00	0.00	0.00	10,000.00	0.00%
100-41110-05000 Capital Outlay - Council	0.00	0.00	0.00	0.00	0.00%
100-41400-01010 Regular Wages - Administration	0.00	8,876.97	125,694.40	99,722.17	20.66%
100-41400-01020 Overtime Wages - Administration	0.00	0.00	4,000.00	0.00	100.00%
100-41400-01030 Part-time Wages - Administration	0.00	1,692.90	23,337.60	19,649.21	15.80%
100-41400-01210 PERA Expenses - Administration	0.00	892.93	10,302.24	8,958.99	13.04%
100-41400-01220 FICA Employer Contribution - Ad	0.00	861.49	12,591.17	8,645.17	31.34%
100-41400-01310 Health Insurance - Administration	0.00	1,701.10	20,059.98	17,011.00	15.20%
100-41400-01320 Health Savings Account - Adminis	0.00	576.92	7,500.00	5,769.20	23.08%
100-41400-01330 Life Insurance - Administration	0.00	6.48	92.40	64.80	29.87%
100-41400-01340 Disability Insurance - Administrati	0.00	107.46	1,023.24	1,074.60	(5.02%)
100-41400-01420 Unemployment Insurance - Admi	0.00	0.00	0.00	0.00	0.00%
100-41400-01510 Worker's Compensation - Admini	0.00	0.00	2,000.00	1,373.31	31.33%
100-41400-02050 Office Supplies - Administration	0.00	104.06	2,500.00	1,348.54	46.06%
100-41400-02100 Operating Supplies - Administrati	0.00	7.28	2,000.00	459.16	77.04%
100-41400-02110 Cleaning Supplies - Administratio	0.00	0.00	200.00	82.96	58.52%
100-41400-03010 Auditing Services	0.00	0.00	12,500.00	11,750.00	6.00%
100-41400-03030 Engineering Services	0.00	0.00	0.00	0.00	0.00%
100-41400-03040 Legal Fees - Administration	0.00	0.00	3,000.00	150.00	95.00%
100-41400-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-41400-03110 Contracts / Professional Services	0.00	2,336.48	22,000.00	19,874.43	9.66%
100-41400-03120 Contracted Services - Garbage	0.00	0.00	65,000.00	0.00	100.00%
100-41400-03210 Telephone Expenses - Administra	0.00	(27.97)	4,500.00	3,460.25	23.11%
100-41400-03220 Postage Expenses - Administratio	0.00	7.85	1,200.00	1,015.60	15.37%
100-41400-03240 Computer Expenses - Administrat	0.00	742.60	8,500.00	7,921.18	6.81%
100-41400-03310 Travel, Training Expenses - Admi	0.00	669.15	1,000.00	2,091.11	(109.11%)
100-41400-03410 Advertising for Employment - Ad	0.00	0.00	0.00	0.00	0.00%
100-41400-03510 Printing and Publishing - Administ	0.00	0.00	4,500.00	21.60	99.52%
100-41400-03610 Insurance: General liability	0.00	0.00	5,000.00	6,225.80	(24.52%)
100-41400-03620 Insurance: Property	0.00	0.00	4,000.00	4,921.00	(23.03%)
100-41400-03810 Electric Utilities - Administration	0.00	204.88	2,000.00	2,319.32	(15.97%)
100-41400-03830 Gas Utilities - Administration	0.00	41.65	2,500.00	1,847.95	26.08%
100-41400-03840 Garbage / Recycling Utilities	0.00	10,933.81	35,000.00	103,997.56	(197.14%)
100-41400-04010 Repair and Maintenance - Buildin	0.00	95.00	2,000.00	729.79	63.51%
100-41400-04150 Rentals, Equipment - Administrati	0.00	0.00	3,300.00	2,475.00	25.00%
100-41400-04320 NSF Checks / ACH	0.00	0.00	200.00	10.00	95.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-41400-04330 Dues, Subscriptions, Fees - Admi	0.00	(8.72)	6,000.00	2,251.60	62.47%
100-41400-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-41400-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-41400-05000 Capital Outlay - Administration	0.00	0.00	4,000.00	0.00	100.00%
100-41400-05010 Inter Fund Transfer	0.00	0.00	40,000.00	2,871.86	92.82%
100-41410-01030 Part-time Wages - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-01220 FICA Employer Contribution	0.00	0.00	0.00	0.00	0.00%
100-41410-02050 Office Supplies - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-02100 Operating Supplies - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-03310 Travel, Training Expenses - Electi	0.00	0.00	0.00	0.00	0.00%
100-41410-03510 Printing and Publishing - Election	0.00	0.00	0.00	0.00	0.00%
100-42100-01010 Regular Wages - Police	0.00	16,084.68	207,147.20	159,893.19	22.81%
100-42100-01020 Overtime Wages - Police	0.00	0.00	7,500.00	2,654.38	64.61%
100-42100-01030 Part-time Wages - Police	0.00	0.00	3,000.00	0.00	100.00%
100-42100-01210 PERA Expenses - Police	0.00	1,998.81	36,865.05	20,151.67	45.04%
100-42100-01220 FICA Employer Contribution - Poli	0.00	222.84	3,003.63	2,288.49	23.81%
100-42100-01310 Health Insurance - Police	0.00	2,458.00	31,953.78	24,580.00	23.08%
100-42100-01320 Health Savings Account - Police	0.00	769.26	10,000.00	7,662.60	23.07%
100-42100-01330 Life Insurance - Police	0.00	9.72	138.60	97.20	29.87%
100-42100-01340 Disability Insurance - Police	0.00	155.36	1,759.08	1,553.60	11.68%
100-42100-01420 Unemployment Insurance - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-01510 Worker's Compensation - Police	0.00	0.00	22,000.00	28,896.12	(31.35%)
100-42100-02050 Office Supplies - Police	0.00	0.00	400.00	835.61	(108.90%)
100-42100-02100 Operating Supplies - Police	0.00	410.10	2,000.00	3,154.51	(57.73%)
100-42100-02110 Cleaning Supplies - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-02120 Motor Fuels - Police	0.00	1,020.85	10,000.00	8,241.76	17.58%
100-42100-02180 Uniforms - Police	0.00	0.00	2,000.00	373.30	81.34%
100-42100-03040 Legal Fees - Police	0.00	600.00	7,000.00	4,800.00	31.43%
100-42100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-42100-03110 Contracts / Professional Services	0.00	0.00	500.00	350.50	29.90%
100-42100-03210 Telephone Expenses - Police	0.00	(37.60)	4,000.00	3,419.44	14.51%
100-42100-03220 Postage Expenses - Police	0.00	0.00	50.00	16.53	68.94%
100-42100-03230 Radio Expenses - Police	0.00	0.00	1,500.00	0.00	100.00%
100-42100-03240 Computer Expenses - Police	0.00	236.84	5,000.00	3,504.83	29.90%
100-42100-03310 Travel, Training Expenses	0.00	343.60	3,000.00	2,728.39	9.05%
100-42100-03510 Printing and Publishing - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-03610 Insurance: General liability	0.00	0.00	7,000.00	8,158.63	(16.55%)
100-42100-03620 Insurance: Property	0.00	0.00	600.00	1,398.50	(133.08%)
100-42100-03630 Insurance: Automotive	0.00	0.00	3,700.00	3,736.00	(0.97%)
100-42100-03810 Electric Utilities - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-03830 Gas Utilities - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-04010 Repair and Maintenance - Buildin	0.00	0.00	2,000.00	18.00	99.10%
100-42100-04050 Repair and Maintenance - Equip	0.00	0.00	1,000.00	50.72	94.93%
100-42100-04080 Repair and Maintenance - Vehicle	0.00	56.53	5,000.00	3,647.15	27.06%
100-42100-04330 Dues, Subscriptions, Fees - Polic	0.00	600.00	3,000.00	6,564.87	(118.83%)
100-42100-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42100-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42100-05000 Capital Outlay - Police	0.00	0.00	20,000.00	35,480.98	(77.40%)
100-42200-01010 Regular Wages	0.00	550.00	0.00	4,950.00	0.00%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-42200-01030 Part-time Wages - Fire	0.00	144.00	25,000.00	1,440.00	94.24%
100-42200-01220 FICA Employer Contribution - Fire	0.00	53.07	1,000.00	488.71	51.13%
100-42200-01340 Disability Insurance - Fire	0.00	0.00	0.00	0.00	0.00%
100-42200-01420 Unemployment Insurance - Fire	0.00	0.00	0.00	0.00	0.00%
100-42200-01510 Worker's Compensation - Fire	0.00	0.00	13,000.00	15,417.43	(18.60%)
100-42200-02050 Office Supplies - Fire	0.00	0.00	500.00	94.70	81.06%
100-42200-02100 Operating Supplies - Fire	0.00	17.87	2,500.00	2,315.21	7.39%
100-42200-02120 Motor Fuels - Fire	0.00	28.33	5,000.00	3,845.75	23.09%
100-42200-02180 Uniforms - Fire	0.00	0.00	7,000.00	16,123.11	(130.33%)
100-42200-02200 Repair and Maintenance Material	0.00	0.00	0.00	109.68	0.00%
100-42200-02400 Small Tools, Minor Equipment - Fi	0.00	0.00	1,000.00	1,124.45	(12.45%)
100-42200-03040 Legal Fees - Fire	0.00	0.00	0.00	0.00	0.00%
100-42200-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-42200-03050 Fire State Aid Payment	0.00	0.00	30,000.00	0.00	100.00%
100-42200-03110 Contracts / Professional Services	0.00	0.00	3,000.00	6,777.06	(125.90%)
100-42200-03210 Telephone Expenses - Fire	0.00	0.00	500.00	55.89	88.82%
100-42200-03220 Postage Expenses - Fire	0.00	0.00	0.00	0.00	0.00%
100-42200-03230 Radio Expenses - Fire	0.00	3,265.00	4,000.00	3,344.15	16.40%
100-42200-03240 Computer Expenses - Fire	0.00	104.61	1,250.00	1,367.89	(9.43%)
100-42200-03310 Travel, Training Expenses - Fire	0.00	1,800.00	9,000.00	8,019.42	10.90%
100-42200-03410 Advertising for Employment - Fire	0.00	0.00	100.00	0.00	100.00%
100-42200-03510 Printing and Publishing - Fire	0.00	0.00	100.00	0.00	100.00%
100-42200-03610 Insurance: General liability	0.00	0.00	1,600.00	236.54	85.22%
100-42200-03620 Insurance: Property	0.00	0.00	600.00	1,398.50	(133.08%)
100-42200-03630 Insurance: Automotive	0.00	0.00	2,000.00	1,819.00	9.05%
100-42200-03810 Electric Utilities - Fire	0.00	204.87	3,500.00	2,319.31	33.73%
100-42200-03830 Gas Utilities - Fire	0.00	41.64	2,000.00	1,847.94	7.60%
100-42200-04010 Repair and Maintenance - Buildin	0.00	0.00	2,000.00	10,713.00	(435.65%)
100-42200-04050 Repair and Maintenance - Equip	0.00	0.00	2,000.00	937.33	53.13%
100-42200-04080 Repair and Maintenance - Vehicle	0.00	0.00	18,000.00	6,584.61	63.42%
100-42200-04330 Dues, Subscriptions, Fees - Fire	0.00	0.00	1,000.00	990.00	1.00%
100-42200-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42200-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42200-05000 Capital Outlay - Fire	0.00	35,410.63	65,000.00	94,394.88	(45.22%)
100-42300-01340 Disability Insurance - Rescue	0.00	0.00	0.00	0.00	0.00%
100-42300-01510 Worker's Compensation	0.00	0.00	3,500.00	5,099.86	(45.71%)
100-42300-03610 Insurance: General liability	0.00	0.00	0.00	5.19	0.00%
100-42300-03620 Insurance: Property	0.00	0.00	600.00	0.00	100.00%
100-42300-03630 Insurance: Automotive	0.00	0.00	300.00	295.00	1.67%
100-42400-02050 Office Supplies - Planning	0.00	0.00	0.00	66.17	0.00%
100-42400-02100 Operating Supplies - Planning	0.00	0.00	0.00	0.00	0.00%
100-42400-03040 Legal Fees - Planning	0.00	0.00	200.00	75.00	62.50%
100-42400-03170 Building Official / Professional Ser	0.00	1,913.32	20,000.00	9,259.67	53.70%
100-42400-03220 Postage Expenses - Planning	0.00	0.00	0.00	0.00	0.00%
100-42400-03310 Travel, Training Expenses - Plann	0.00	0.00	0.00	0.00	0.00%
100-42400-03510 Printing and Publishing - Planning	0.00	0.00	0.00	0.00	0.00%
100-42400-03840 Garbage / Recycling Utilities	0.00	0.00	0.00	0.00	0.00%
100-42400-04330 Dues, Subscriptions, Fees	0.00	0.00	1,000.00	84.99	91.50%
100-43100-01010 Regular Wages Street	0.00	4,004.00	51,043.20	39,476.36	22.66%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-43100-01020 Overtime Wages - Street	0.00	203.28	500.00	692.64	(38.53%)
100-43100-01030 Part-time Wages - Street	0.00	160.00	0.00	320.00	0.00%
100-43100-01210 PERA Expenses - Street	0.00	315.54	3,828.24	2,985.68	22.01%
100-43100-01220 FICA Employer Contribution - Str	0.00	318.45	3,904.80	2,940.91	24.68%
100-43100-01310 Health Insurance - Street	0.00	1,130.08	14,880.78	11,300.60	23.08%
100-43100-01320 Health Savings Account - Street	0.00	192.32	2,500.00	1,923.20	23.07%
100-43100-01330 Life Insurance - Street	0.00	3.24	46.20	32.40	29.87%
100-43100-01340 Disability Insurance - Street	0.00	41.08	432.12	410.80	4.93%
100-43100-01420 Unemployment Insurance - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-01510 Worker's Compensation - Street	0.00	0.00	5,000.00	5,920.15	(18.40%)
100-43100-02050 Office Supplies - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-02100 Operating Supplies - Street	0.00	536.51	1,500.00	829.13	44.72%
100-43100-02110 Cleaning Supplies - Street	0.00	0.00	200.00	0.00	100.00%
100-43100-02120 Motor Fuels - Street	0.00	967.08	8,500.00	5,605.77	34.05%
100-43100-02180 Uniforms - Street	0.00	10.99	250.00	505.99	(102.40%)
100-43100-02300 Salt / Sand Materials - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-02400 Small Tools, Minor Equipment - S	0.00	68.25	500.00	559.94	(11.99%)
100-43100-03030 Engineering Services - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03040 Legal Fees - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-43100-03210 Telephone Expenses - Street	0.00	88.95	1,500.00	1,002.05	33.20%
100-43100-03220 Postage Expenses - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03240 Computer Expenses Street	0.00	104.61	0.00	1,016.62	0.00%
100-43100-03310 Travel, Training Expenses	0.00	669.15	0.00	669.15	0.00%
100-43100-03510 Printing and Publishing - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03610 Insurance: General liability	0.00	0.00	1,500.00	1,018.87	32.08%
100-43100-03620 Insurance: Property	0.00	0.00	2,500.00	3,318.00	(32.72%)
100-43100-03630 Insurance: Automotive	0.00	0.00	2,000.00	1,673.00	16.35%
100-43100-03810 Electric Utilities - Street	0.00	177.97	5,000.00	3,901.26	21.97%
100-43100-03830 Gas Utilities - Street	0.00	26.79	1,400.00	1,215.12	13.21%
100-43100-03840 Garbage / Recycling Utilities	0.00	123.28	0.00	1,109.52	0.00%
100-43100-04010 Repair and Maintenance - Buildin	0.00	0.00	1,000.00	742.43	25.76%
100-43100-04020 Signage Expenses	0.00	2.00	1,000.00	(86.01)	108.60%
100-43100-04040 Street Improvements	0.00	1,050.00	15,000.00	29,608.00	(97.39%)
100-43100-04050 Repair and Maintenance - Equip	0.00	0.00	4,000.00	1,155.19	71.12%
100-43100-04080 Repair and Maintenance - Vehicle	0.00	328.67	1,500.00	807.75	46.15%
100-43100-04150 Rentals, Equipment	0.00	0.00	0.00	0.00	0.00%
100-43100-04330 Dues, Subscriptions, Fees	0.00	64.80	400.00	719.70	(79.93%)
100-43100-04850 Restricted Savings Expenditure	0.00	0.00	0.00	35,941.48	0.00%
100-43100-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-43100-05000 Capital Outlay - Streets	0.00	577.05	15,000.00	5,193.45	65.38%
100-43125-02100 Operating Supplies - Snow Remo	0.00	0.00	0.00	0.00	0.00%
100-43125-02120 Motor Fuels	0.00	0.00	8,000.00	8,553.32	(6.92%)
100-43125-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
100-43125-02300 Salt / Sand Materials - Snow Rem	0.00	0.00	2,000.00	0.00	100.00%
100-43125-02400 Small Tools, Minor Equipment - S	0.00	0.00	0.00	0.00	0.00%
100-43125-03610 Insurance: General liability	0.00	0.00	0.00	0.00	0.00%
100-43125-03630 Insurance: Automotive	0.00	0.00	0.00	0.00	0.00%
100-43125-04010 Repair and Maintenance - Buildin	0.00	0.00	0.00	0.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-43125-04050	0.00	0.00	2,000.00	260.31	88.98%
100-43125-04080	0.00	0.00	0.00	185.64	0.00%
100-43160-02100	0.00	0.00	500.00	0.00	100.00%
100-43160-03620	0.00	0.00	1,200.00	1,415.00	(17.92%)
100-43160-03810	0.00	1,595.60	20,000.00	13,653.36	31.73%
100-43160-04010	0.00	(500.00)	100.00	160.80	(80.80%)
100-45200-01010	0.00	0.00	0.00	0.00	0.00%
100-45200-01020	0.00	0.00	0.00	0.00	0.00%
100-45200-01030	0.00	0.00	3,000.00	2,891.44	3.62%
100-45200-01220	0.00	0.00	200.00	221.19	(10.60%)
100-45200-01510	0.00	0.00	1,200.00	234.12	80.49%
100-45200-02100	0.00	6.99	500.00	28.97	94.21%
100-45200-02120	0.00	340.59	2,000.00	1,525.91	23.70%
100-45200-02200	0.00	0.00	0.00	0.00	0.00%
100-45200-02400	0.00	0.00	0.00	0.00	0.00%
100-45200-03030	0.00	0.00	0.00	5,000.00	0.00%
100-45200-03110	0.00	588.81	6,000.00	1,496.43	75.06%
100-45200-03610	0.00	0.00	700.00	164.49	76.50%
100-45200-03620	0.00	0.00	4,000.00	6,461.00	(61.53%)
100-45200-03630	0.00	0.00	0.00	0.00	0.00%
100-45200-03810	0.00	958.98	3,500.00	4,339.50	(23.99%)
100-45200-03840	0.00	123.27	0.00	1,109.43	0.00%
100-45200-04010	0.00	340.39	3,000.00	1,455.21	51.49%
100-45200-04050	0.00	0.00	1,000.00	461.25	53.88%
100-45200-04080	0.00	0.00	0.00	0.00	0.00%
100-45200-04330	0.00	0.00	0.00	35.00	0.00%
100-45200-04850	0.00	0.00	0.00	0.00	0.00%
100-45200-04900	0.00	0.00	0.00	0.00	0.00%
100-45200-05000	0.00	0.00	12,000.00	0.00	100.00%
100-45201-03030	0.00	0.00	0.00	0.00	0.00%
100-45201-03040	0.00	0.00	0.00	0.00	0.00%
100-45201-03110	0.00	0.00	0.00	2,800.00	0.00%
100-45201-04900	0.00	0.00	0.00	0.00	0.00%
100-45201-05000	0.00	0.00	0.00	0.00	0.00%
100-45400-02100	0.00	0.00	4,500.00	4,250.00	5.56%
100-45400-03510	0.00	0.00	0.00	69.60	0.00%
100-45400-03620	0.00	0.00	0.00	0.00	0.00%
100-46200-01010	0.00	0.00	500.00	0.00	100.00%
100-46200-01030	0.00	0.00	0.00	0.00	0.00%
100-46200-01220	0.00	0.00	30.00	0.00	100.00%
100-46200-02100	0.00	0.00	0.00	182.45	0.00%
100-46200-03610	0.00	0.00	0.00	6.64	0.00%
100-46200-03620	0.00	0.00	350.00	21.00	94.00%
100-46200-03810	0.00	25.34	250.00	218.06	12.78%
100-46200-04010	0.00	0.00	0.00	(2,000.00)	0.00%
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 116,188.21</b>	<b>\$ 1,301,693.69</b>	<b>\$ 1,125,382.07</b>	<b>13.54%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (69,120.89)	\$ 38,131.31	\$ (209,983.24)	650.68%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Storm Water Utility (226)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
226-00000-31700 Special Assessment Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.35	0.00%
226-00000-34410 Storm Water Charges	0.00	763.35	0.00	6,875.16	0.00%
<b>Total Storm Water Utility Revenues</b>	<b>\$ 0.00</b>	<b>\$ 763.35</b>	<b>\$ 0.00</b>	<b>\$ 6,875.51</b>	<b>0.00%</b>
<b>Expenditures</b>					
226-43150-02120 Motor Fuels	\$ 0.00	\$ 0.00	\$ 0.00	\$ 841.04	0.00%
226-43150-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
226-43150-03160 Street Sweeping / Professional S	0.00	0.00	0.00	0.00	0.00%
226-43150-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	1,939.06	0.00%
226-43150-04060 Repair and Maintenance - Vehicle	0.00	0.00	0.00	99.99	0.00%
226-43150-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	0.00	0.00%
226-43150-05000 Capital Outlay	0.00	0.00	0.00	0.00	0.00%
<b>Total Storm Water Utility Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,880.09</b>	<b>0.00%</b>
<b>Storm Water Utility Excess of Revenues Over Expenditu</b>	<b>\$ 0.00</b>	<b>\$ 763.35</b>	<b>\$ 0.00</b>	<b>\$ 3,995.42</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Revolving Loan Pool (227)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
227-00000-36113 Loan Payments - Principal / Com	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
227-00000-36114 Loan Payments - Interest / Comm	0.00	0.00	0.00	0.00	0.00%
<b>Total Revolving Loan Pool Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
227-49800-03110 Contracts / Professional Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Revolving Loan Pool Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Revolving Loan Pool Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Cemetery Fund (230)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
230-00000-34900 Cemetery Revenues	\$ 0.00	\$ 1,100.00	\$ 2,000.00	\$ 5,575.00	(178.75%)
230-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Cemetery Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 1,100.00</b>	<b>\$ 2,000.00</b>	<b>\$ 5,575.00</b>	<b>(178.75%)</b>
<b>Expenditures</b>					
230-49010-01510 Worker's Compensation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
230-49010-03110 Contracts / Professional Services	0.00	0.00	3,500.00	2,610.00	25.43%
230-49010-03610 Insurance: General liability	0.00	0.00	300.00	130.18	56.61%
230-49010-03620 Insurance: Property	0.00	0.00	500.00	419.00	16.20%
230-49010-03810 Electric Utilities - Cemetery	0.00	22.58	200.00	188.00	6.00%
230-49010-03840 Garbage / Recycling Utilities	0.00	0.00	0.00	0.00	0.00%
230-49010-04010 Repair and Maintenance - Buildin	0.00	0.00	5,500.00	2,401.59	56.33%
<b>Total Cemetery Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 22.58</b>	<b>\$ 10,000.00</b>	<b>\$ 5,748.77</b>	<b>42.51%</b>
<b>Cemetery Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 1,077.42</b>	<b>\$ (8,000.00)</b>	<b>\$ (173.77)</b>	<b>97.83%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For TIF 1-3 Red Willow Heights (245)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
245-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,813.60	0.00%
245-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-3 Red Willow Heights Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 53,813.60</b>	<b>0.00%</b>
<b>TIF 1-3 Red Willow Heights Excess of Revenues Over E</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 53,813.60</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For TIF 1-4 Swift Site (250)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
250-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,759.14	0.00%
250-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-4 Swift Site Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,759.14</b>	<b>0.00%</b>
<b>TIF 1-4 Swift Site Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,759.14</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For TIF 1-5 Downtown (255)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
255-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,802.58	0.00%
255-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
255-47000-31600 Special Assessment Principal - TI	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-5 Downtown Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,802.58</b>	<b>0.00%</b>
<b>TIF 1-5 Downtown Excess of Revenues Over Expenditur</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,802.58</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #6(5056,5039,5047) (302)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
302-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
302-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #6(5056,5039,5047) Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
302-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
302-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	0.00	0.00%
302-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #6(5056,5039,5047) Expendit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Debt Service Bond #6(5056,5039,5047) Excess of Reven</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #5(5049,5048) (305)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
305-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,619.25	0.00%
305-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	1,290.43	0.00%
305-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #5(5049,5048) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,909.68</b>	<b>0.00%</b>
<b>Expenditures</b>					
305-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,000.00	0.00%
305-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	6,450.00	0.00%
305-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	400.00	0.00%
<b>Total Debt Service Bond #5(5049,5048) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 76,850.00</b>	<b>0.00%</b>
<b>Debt Service Bond #5(5049,5048) Excess of Revenues O</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (70,940.32)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #2 (5055,5041,5087) (306)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
306-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,969.05	0.00%
306-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	277.73	0.00%
<b>Total Debt Service Bond #2 (5055,5041,5087) Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,246.78</b>	<b>0.00%</b>
<b>Expenditures</b>					
306-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,000.00	0.00%
306-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	4,548.00	0.00%
306-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #2 (5055,5041,5087) Expendit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 59,548.00</b>	<b>0.00%</b>
<b>Debt Service Bond #2 (5055,5041,5087) Excess of Reven</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (56,301.22)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #4 (5058) (307)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
307-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
307-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #4 (5058) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
307-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22,000.00	0.00%
307-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	726.00	0.00%
307-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #4 (5058) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 22,726.00</b>	<b>0.00%</b>
<b>Debt Service Bond #4 (5058) Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (22,726.00)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #3 (5057) (308)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
308-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,037.21	0.00%
308-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	1,088.88	0.00%
<b>Total Debt Service Bond #3 (5057) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,126.09</b>	<b>0.00%</b>
<b>Expenditures</b>					
308-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,000.00	0.00%
308-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	5,115.00	0.00%
308-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #3 (5057) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 39,115.00</b>	<b>0.00%</b>
<b>Debt Service Bond #3 (5057) Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (31,988.91)</b>	<b>0.00%</b>



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #1(5088) (313)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
313-00000-31600 Special Assessment Principal	\$	0.00	\$ 0.00	\$ 0.00	\$ 26,628.20	0.00%
313-00000-31700 Special Assessment Interest		0.00	0.00	0.00	5,082.76	0.00%
313-00000-31800 Debt Service Payment		0.00	0.00	0.00	0.00	0.00%
313-00000-33620 Other Grants & Aids		0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #1(5088) Revenues</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 31,710.96</b>	<b>0.00%</b>
<b>Expenditures</b>						
313-47000-06010 Debt Service Bond Principal	\$	0.00	\$ 0.00	\$ 0.00	\$ 40,000.00	0.00%
313-47000-06110 Debt Service Bond Interest		0.00	0.00	0.00	8,722.50	0.00%
313-47000-06200 Fiscal Agent Fees		0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #1(5088) Expenditures</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 48,722.50</b>	<b>0.00%</b>
<b>Debt Service Bond #1(5088) Excess of Revenues Over E</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (17,011.54)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service - Lake St/Hwy 87 (322)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
322-00000-31600 Special Assessment Principal	\$	0.00	\$ 0.00	\$ 0.00	\$ 11,633.54	0.00%
322-00000-31700 Special Assessment Interest		0.00	0.00	0.00	5,439.21	0.00%
322-00000-31800 Debt Service Payment		0.00	0.00	0.00	0.00	0.00%
322-00000-33620 Other Grants & Aids		0.00	0.00	0.00	0.00	0.00%
322-47000-31600 Special Assessment Principal		0.00	0.00	0.00	0.00	0.00%
322-47000-31700 Special Assessment Interest		0.00	0.00	0.00	0.00	0.00%
322-47000-31800 Debt Service Payment		0.00	0.00	0.00	0.00	0.00%
322-47000-33620 Other Grants & Aids		0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service - Lake St/Hwy 87 Revenues</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 17,072.75</b>	<b>0.00%</b>
<b>Expenditures</b>						
322-47000-06010 Debt Service Bond Principal	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
322-47000-06110 Debt Service Bond Interest		0.00	0.00	0.00	10,098.00	0.00%
322-47000-06200 Fiscal Agent Fees		0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service - Lake St/Hwy 87 Expenditures</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,098.00</b>	<b>0.00%</b>
<b>Debt Service - Lake St/Hwy 87 Excess of Revenues Ove</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,974.75</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Current Capital Project / Hwy 87 (401)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
401-00000-31750 Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,163.75	0.00%
401-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	75,245.51	0.00%
401-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Hwy 87 Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 98,409.26</b>	<b>0.00%</b>
<b>Expenditures</b>					
401-43100-02200 Repair and Maintenance Material	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
401-43100-03030 Engineering Services / Profession	0.00	0.00	0.00	4,046.40	0.00%
401-43100-03040 Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
401-43100-03510 Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
401-43100-06010 Debt Service Bond Principal	0.00	0.00	0.00	0.00	0.00%
401-43100-06110 Debt Service Bond Interest	0.00	0.00	0.00	10,098.00	0.00%
401-43100-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Hwy 87 Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,144.40</b>	<b>0.00%</b>
<b>Current Capital Project / Hwy 87 Excess of Revenues O</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 84,264.86</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For CapProject MPFA-DWRF-L-021-FY20 - Well house (402)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
402-00000-31750 Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
402-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
402-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject MPFA-DWRF-L-021-FY20 - Well hous</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
402-00000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
402-00000-06110 Debt Service Bond Interest	0.00	0.00	0.00	6,432.29	0.00%
402-43100-03030 Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
402-43100-03040 Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
402-43100-03110 Contracts / Professional Services	0.00	0.00	0.00	0.00	0.00%
402-43100-03510 Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject MPFA-DWRF-L-021-FY20 - Well hous</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,432.29</b>	<b>0.00%</b>
<b>CapProject MPFA-DWRF-L-021-FY20 - Well house Exce</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (6,432.29)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
For Current CapProject East Main Ave Utilities 2023 (403)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
403-00000-31750 Receipt of Grant Funds	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
403-00000-31760 Receipt of Loan Funds		0.00	0.00	0.00	0.00	0.00%
403-00000-36200 Miscellaneous Revenue		0.00	0.00	0.00	0.00	0.00%
<b>Total Current CapProject East Main Ave Utilities 2023</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>						
403-43100-02200 Repair and Maintenance Material	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
403-43100-03030 Engineering Services / Profession		0.00	0.00	0.00	6,983.17	0.00%
403-43100-03040 Legal Fees / Professional Service		0.00	0.00	0.00	0.00	0.00%
403-43100-03110 Contracts / Professional Services		0.00	0.00	0.00	5,000.00	0.00%
403-43100-03510 Printing and Publishing		0.00	0.00	0.00	0.00	0.00%
<b>Total Current CapProject East Main Ave Utilities 2023</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 11,983.17</b>	<b>0.00%</b>
<b>Current CapProject East Main Ave Utilities 2023 Excess</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (11,983.17)</b>	<b>0.00%</b>

<b>City of Frazee</b>						
<b>Statement of Revenue and Expenditures</b>						
<i>Revised Budget</i>						
For Current Capital Project / Town Lake Beach (404)						
For the Fiscal Period 2023-9 Ending September 30, 2023						

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
404-00000-31750 Receipt of Grant Funds	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
404-00000-31760 Receipt of Loan Funds		0.00	0.00	0.00	0.00	0.00%
404-00000-36200 Miscellaneous Revenue		0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Town Lake Beach Reve</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>						
404-45200-02200 Repair and Maintenance Material	\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
404-45200-03030 Engineering Services / Profession		0.00	0.00	0.00	0.00	0.00%
404-45200-03040 Legal Fees / Professional Service		0.00	0.00	0.00	0.00	0.00%
404-45200-03110 Contracts / Professional Services		0.00	0.00	0.00	0.00	0.00%
404-45200-03510 Printing and Publishing		0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Town Lake Beach Expe</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Current Capital Project / Town Lake Beach Excess of R</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Small Cities Development Loans (410)*  
*For the Fiscal Period 2023-9 Ending September 30, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
410-00000-36111 Loan Payments - Principal / Resid \$	0.00	\$ 42.30	\$ 0.00	\$ 500.66	0.00%
410-00000-36112 Loan Payments - Interest / Resid	0.00	5.98	0.00	78.70	0.00%
410-00000-36113 Loan Payments - Principal / Com	0.00	309.70	0.00	12,649.34	0.00%
410-00000-36114 Loan Payments - Interest / Comm	0.00	85.84	0.00	994.15	0.00%
<b>Total Small Cities Development Loans Revenues</b>	<b>\$ 0.00</b>	<b>\$ 443.82</b>	<b>\$ 0.00</b>	<b>\$ 14,222.85</b>	<b>0.00%</b>
<b>Expenditures</b>					
410-49800-03110 Contracts / Professional Services \$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Small Cities Development Loans Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Small Cities Development Loans Excess of Revenues O</b>	<b>\$ 0.00</b>	<b>\$ 443.82</b>	<b>\$ 0.00</b>	<b>\$ 14,222.85</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For COVID Funding (420)*  
*For the Fiscal Period 2023-9 Ending September 30, 2023*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
420-00000-31750 Receipt of Grant Funds \$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
420-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
420-00000-33150 Grants, Fed - State	0.00	0.00	0.00	0.00	0.00%
<b>Total COVID Funding Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
420-41400-03045 COVID-19 Expenses \$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
420-42100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
420-42200-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
420-43100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
<b>Total COVID Funding Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>COVID Funding Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For CapProject Downtown Infill 2021 (421)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
421-00000-31750	Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
421-00000-31760	Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
421-00000-34101	Rents Received	0.00	3,414.50	0.00	23,901.50	0.00%
421-00000-36200	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject Downtown Infill 2021 Revenues</b>		<b>\$ 0.00</b>	<b>\$ 3,414.50</b>	<b>\$ 0.00</b>	<b>\$ 23,901.50</b>	<b>0.00%</b>
<b>Expenditures</b>						
421-47000-06010	Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
421-47000-06110	Debt Service Bond Interest	0.00	0.00	0.00	49,335.00	0.00%
421-47000-06200	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
421-49800-02110	Cleaning Supplies	0.00	0.00	0.00	32.16	0.00%
421-49800-03030	Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
421-49800-03040	Legal Fees / Professional Service	0.00	0.00	0.00	800.00	0.00%
421-49800-03110	Contracts / Professional Services	0.00	300.00	0.00	57,103.95	0.00%
421-49800-03510	Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
421-49800-03620	Insurance: Property	0.00	0.00	0.00	4,127.00	0.00%
421-49800-03810	Electric Utilities	0.00	187.02	0.00	2,464.52	0.00%
421-49800-03840	Garbage / Recycling Utilities	0.00	106.13	0.00	955.17	0.00%
421-49800-04010	Repair and Maintenance - Buildin	0.00	0.00	0.00	443.54	0.00%
<b>Total CapProject Downtown Infill 2021 Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 593.15</b>	<b>\$ 0.00</b>	<b>\$ 115,261.34</b>	<b>0.00%</b>
<b>CapProject Downtown Infill 2021 Excess of Revenues O</b>		<b>\$ 0.00</b>	<b>\$ 2,821.35</b>	<b>\$ 0.00</b>	<b>\$ (91,359.84)</b>	<b>0.00%</b>



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Water (601)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
601-00000-31700	Special Assessment Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.97	0.00%
601-00000-34101	Rents Received	0.00	0.00	1,000.00	0.00	100.00%
601-00000-36200	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
601-00000-37100	Water Charges	0.00	24,634.91	280,000.00	203,033.65	27.49%
601-00000-37150	Water Late Fees	0.00	336.18	2,000.00	1,516.35	24.18%
601-00000-37160	Water Reconnect/Disconnect Fee	0.00	0.00	0.00	0.00	0.00%
601-00000-37170	Water Access Fees	0.00	0.00	500.00	550.00	(10.00%)
601-00000-37300	Water User Fee	0.00	11,414.85	125,000.00	108,071.72	13.54%
601-00000-37350	Water User Late Fee	0.00	105.12	500.00	795.56	(59.11%)
<b>Total Water Revenues</b>		<b>\$ 0.00</b>	<b>\$ 36,491.06</b>	<b>\$ 409,000.00</b>	<b>\$ 313,970.25</b>	<b>23.23%</b>
<b>Expenditures</b>						
601-49450-01010	Regular Wages - Water	\$ 0.00	\$ 6,126.40	\$ 79,081.60	\$ 58,152.96	26.46%
601-49450-01020	Overtime Wages - Water	0.00	28.72	2,500.00	1,292.29	48.31%
601-49450-01030	Part-time Wages - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-01210	PERA Expenses - Water	0.00	461.63	5,931.12	4,458.37	24.83%
601-49450-01220	FICA Employer Contribution - Wa	0.00	385.19	6,049.74	4,311.60	28.73%
601-49450-01310	Health Insurance - Water	0.00	1,024.70	13,321.08	9,734.65	26.92%
601-49450-01320	Health Savings Account - Water	0.00	192.32	2,500.00	1,827.04	26.92%
601-49450-01330	Life Insurance - Water	0.00	3.24	46.20	30.78	33.38%
601-49450-01340	Disability Insurance - Water	0.00	65.52	718.92	622.44	13.42%
601-49450-01420	Unemployment Insurance - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-01510	Worker's Compensation - Water	0.00	0.00	400.00	4,222.66	(955.67%)
601-49450-02050	Office Supplies - Water	0.00	0.00	200.00	385.48	(92.74%)
601-49450-02100	Operating Supplies - Water	0.00	868.22	20,000.00	7,955.73	60.22%
601-49450-02120	Motor Fuels - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-02400	Small Tools, Minor Equipment -	0.00	0.00	1,000.00	195.08	80.49%
601-49450-03040	Legal Fees - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-03210	Telephone Expenses	0.00	140.26	600.00	1,004.08	(67.35%)
601-49450-03220	Postage Expenses - Water	0.00	0.00	2,000.00	1,886.78	5.66%
601-49450-03240	Computer Expenses	0.00	0.00	300.00	0.00	100.00%
601-49450-03310	Travel, Training Expenses - Wate	0.00	669.14	500.00	1,204.92	(140.98%)
601-49450-03510	Printing and Publishing - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-03610	Insurance: General liability	0.00	0.00	650.00	436.07	32.91%
601-49450-03620	Insurance: Property	0.00	0.00	3,500.00	6,842.00	(95.49%)
601-49450-03630	Insurance: Automotive	0.00	0.00	0.00	146.50	0.00%
601-49450-03810	Electric Utilities - Water	0.00	988.53	8,000.00	6,932.02	13.35%
601-49450-03830	Gas Utilities - Water	0.00	30.15	1,750.00	907.02	48.17%
601-49450-04010	Repair and Maintenance - Buildin	0.00	11.98	4,000.00	79.98	98.00%
601-49450-04050	Repair and Maintenance - Equip	0.00	157.96	2,000.00	246.16	87.69%
601-49450-04070	Water Testing	0.00	75.09	500.00	922.86	(84.57%)
601-49450-04320	NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
601-49450-04330	Dues, Subscriptions, Fees - Wate	0.00	0.00	4,500.00	3,680.11	18.22%
601-49450-04850	Restricted Savings Expenditure	0.00	0.00	0.00	15,153.22	0.00%
601-49450-04900	Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
601-49450-05000	Capital Outlay	0.00	0.00	5,000.00	0.00	100.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Water (601)  
 For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601-49450-06010 Debt Service Bond Principal	0.00	0.00	0.00	86,994.23	0.00%
601-49450-06110 Debt Service Bond Interest	0.00	0.00	0.00	10,622.97	0.00%
<b>Total Water Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 11,229.05</b>	<b>\$ 165,048.66</b>	<b>\$ 230,248.00</b>	<b>(39.50%)</b>
 <b>Water Excess of Revenues Over Expenditures</b>	 <b>\$ 0.00</b>	 <b>\$ 25,262.01</b>	 <b>\$ 243,951.34</b>	 <b>\$ 83,722.25</b>	 <b>65.68%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Sewer (602)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
602-00000-31600	Principal Taxes Unpaid Utilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
602-00000-31700	Special Assessment Interest	0.00	0.00	0.00	3.43	0.00%
602-00000-37200	Sewer Charges	0.00	19,760.30	210,000.00	176,560.31	15.91%
602-00000-37250	Sewer Late Fees	0.00	216.08	2,000.00	1,287.83	35.61%
602-00000-37260	Sewer Reconnect / Disconnect Fe	0.00	0.00	0.00	0.00	0.00%
<b>Total Sewer Revenues</b>		<b>\$ 0.00</b>	<b>\$ 19,976.38</b>	<b>\$ 212,000.00</b>	<b>\$ 177,881.57</b>	<b>16.09%</b>
<b>Expenditures</b>						
602-49470-01010	Regular Wages - Sewer	\$ 0.00	\$ 5,227.92	\$ 67,932.80	\$ 48,744.60	28.25%
602-49470-01020	Overtime Wages - Sewer	0.00	123.30	1,500.00	801.45	46.57%
602-49470-01030	Part-time Wages - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-01210	PERA Expenses - Sewer	0.00	401.34	5,094.96	3,715.94	27.07%
602-49470-01220	FICA Employer Contribution - Se	0.00	348.15	5,196.86	3,209.31	38.25%
602-49470-01310	Health Insurance - Sewer	0.00	1,493.80	19,419.60	14,191.10	26.92%
602-49470-01320	Health Savings Account - Sewer	0.00	384.62	5,000.00	3,653.89	26.92%
602-49470-01330	Life Insurance - Sewer	0.00	3.24	46.20	30.78	33.38%
602-49470-01340	Disability Insurance - Sewer	0.00	56.18	614.88	533.71	13.20%
602-49470-01420	Unemployment Insurance - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-01510	Worker's Compensation - Sewer	0.00	0.00	4,000.00	4,286.74	(7.17%)
602-49470-02050	Office Supplies - Sewer	0.00	0.00	200.00	385.48	(92.74%)
602-49470-02100	Operating Supplies - Sewer	0.00	0.00	3,000.00	15.98	99.47%
602-49470-02120	Motor Fuels	0.00	229.95	0.00	863.15	0.00%
602-49470-02200	Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
602-49470-02400	Small Tools, Minor Equipment - S	0.00	0.00	0.00	51.75	0.00%
602-49470-03040	Legal Fees - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-03210	Telephone Expenses	0.00	49.31	600.00	443.26	26.12%
602-49470-03220	Postage Expenses	0.00	0.00	1,000.00	922.50	7.75%
602-49470-03310	Travel, Training Expenses	0.00	669.14	500.00	929.93	(85.99%)
602-49470-03510	Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
602-49470-03610	Insurance: General liability	0.00	0.00	2,000.00	3,912.22	(95.61%)
602-49470-03620	Insurance: Property	0.00	0.00	3,500.00	7,036.00	(101.03%)
602-49470-03630	Insurance: Automotive	0.00	0.00	0.00	146.50	0.00%
602-49470-03810	Electric Utilities	0.00	812.58	18,000.00	14,649.09	18.62%
602-49470-03830	Gas Utilities	0.00	0.00	0.00	0.00	0.00%
602-49470-04010	Repair and Maintenance - Buildin	0.00	0.00	3,000.00	213.85	92.87%
602-49470-04050	Repair and Maintenance - Equip	0.00	813.97	3,000.00	1,356.87	54.77%
602-49470-04070	Water Testing	0.00	82.76	0.00	1,903.56	0.00%
602-49470-04320	NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
602-49470-04330	Dues, Subscriptions, Fees - Sewe	0.00	0.00	3,000.00	1,473.00	50.90%
602-49470-04850	Restricted Savings Expenditure	0.00	0.00	0.00	15,153.22	0.00%
602-49470-04900	Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
602-49470-05000	Capital Outlay	0.00	577.05	5,000.00	5,193.45	(3.87%)
602-49470-06010	Debt Service Bond Principal	0.00	0.00	0.00	17,624.00	0.00%
602-49470-06110	Debt Service Bond Interest	0.00	0.00	0.00	11,552.84	0.00%
<b>Total Sewer Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 11,273.31</b>	<b>\$ 151,605.30</b>	<b>\$ 162,994.17</b>	<b>(7.51%)</b>



*City of Frazee*  
**Statement of Revenue and Expenditures**  
*Revised Budget*  
*For Sewer (602)*  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Sewer Excess of Revenues Over Expenditures	\$	0.00	\$	8,703.07	\$	60,394.70	\$	14,887.40		75.35%

**City of Frazee**  
**Statement of Revenue and Expenditures**

Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
609-00000-33150 Grants, Fed - State	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
609-00000-37811 Liquor - Off Sale	0.00	9,156.75	120,000.00	73,502.66	38.75%
609-00000-37812 Beer - Off Sale	0.00	24,079.64	260,000.00	220,185.48	15.31%
609-00000-37813 Wine - Off Sale	0.00	1,192.13	20,000.00	13,963.84	30.18%
609-00000-37814 Other Merchandise - Off Sale	0.00	555.21	5,000.00	5,261.17	(5.22)%
609-00000-37815 Mixes - Off Sale	0.00	0.00	0.00	0.00	0.00%
609-00000-37816 Cannabis & THC Products	0.00	0.00	0.00	0.00	0.00%
609-00000-37820 Cash/Over-Short -Off Sale	0.00	8.64	0.00	(106.80)	0.00%
609-00000-37850 Credit Cards - Off Sale	0.00	(1,761.75)	0.00	484.66	0.00%
609-00000-37860 Gift Cards	0.00	(97.08)	0.00	(334.15)	0.00%
609-00000-37880 Other Income	0.00	0.00	0.00	0.00	0.00%
609-00000-37911 Liquor - On Sale	0.00	3,538.30	50,000.00	44,722.31	10.56%
609-00000-37912 Beer - On Sale	0.00	6,818.25	105,000.00	85,132.00	18.92%
609-00000-37913 Wine - On Sale	0.00	56.00	2,000.00	374.00	81.30%
609-00000-37914 Miscellaneous Sales - On Sale	0.00	204.75	5,000.00	1,747.00	65.06%
609-00000-37915 Pizza - On Sale	0.00	364.00	0.00	364.00	0.00%
609-00000-37916 Food - On Sale	0.00	240.15	15,000.00	11,146.40	25.69%
609-00000-37920 Cash Over / Short - On Sale	0.00	(138.38)	0.00	(377.82)	0.00%
609-00000-37930 Vending Machines	0.00	0.00	0.00	0.00	0.00%
609-00000-37940 Darts / Pool Table	0.00	0.00	0.00	72.00	0.00%
609-00000-37945 Jukebox / Mega Touch	0.00	0.00	200.00	697.00	(248.50)%
609-00000-37950 Credit Cards - On Sale	0.00	(575.36)	0.00	(207.66)	0.00%
609-00000-37970 ATM Machine	0.00	173.40	0.00	7,884.60	0.00%
609-00000-37975 Misc Income, On Sale	0.00	455.92	9,000.00	9,467.74	(5.20)%
609-00000-37980 Rent - On Sale	0.00	0.00	1,000.00	834.87	16.51%
609-00000-38111 Liquor - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38112 Beer - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38113 Wine - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38114 Miscellaneous Sales - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38150 Credit Cards - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38180 Rent - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38290 Petty Cash Receipt	0.00	0.00	0.00	0.00	0.00%
609-49770-38290 Petty Cash Receipt	0.00	0.00	0.00	0.00	0.00%
<b>Total Liquor Store Revenues</b>	<b>\$ 0.00</b>	<b>\$ 44,270.57</b>	<b>\$ 592,200.00</b>	<b>\$ 474,813.30</b>	<b>19.82%</b>

<b>Expenditures</b>					
609-49750-01010 Regular Wages - Off	\$ 0.00	\$ 3,198.16	\$ 0.00	\$ 31,188.27	0.00%
609-49750-01020 Overtime Wages - Off	0.00	0.00	500.00	0.00	100.00%
609-49750-01030 Part-time Wages - Off	0.00	0.00	45,000.00	0.00	100.00%
609-49750-01210 PERA Expenses - Off	0.00	253.78	2,500.00	2,269.56	9.22%
609-49750-01220 FICA Employer Contribution - Off	0.00	270.59	2,800.00	2,605.58	6.94%
609-49750-01310 Health Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01320 Health Savings Account - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01330 Life Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01340 Disability Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01420 Unemployment Insurance - Off	0.00	0.00	0.00	0.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49750-01510 Worker's Compensation - Off	0.00	0.00	2,500.00	0.00	100.00%
609-49750-02050 Office Supplies - Off	0.00	17.49	200.00	197.18	1.41%
609-49750-02100 Operating Supplies - Off	0.00	164.75	0.00	759.06	0.00%
609-49750-02110 Cleaning Supplies - Off	0.00	208.76	0.00	1,439.93	0.00%
609-49750-02130 Operating Supplies - Food	0.00	0.00	0.00	0.00	0.00%
609-49750-02180 Uniforms	0.00	0.00	0.00	0.00	0.00%
609-49750-02510 Resale - Liquor	0.00	4,684.95	0.00	58,716.31	0.00%
609-49750-02520 Resale - Beer	0.00	17,655.70	0.00	191,117.98	0.00%
609-49750-02530 Resale - Wine	0.00	615.97	0.00	8,478.28	0.00%
609-49750-02540 Resale - Soft drinks	0.00	276.55	0.00	1,940.05	0.00%
609-49750-02550 Resale-Misc	0.00	0.00	0.00	70.39	0.00%
609-49750-02560 Resale - THC/CBD	0.00	0.00	0.00	368.35	0.00%
609-49750-02570 Resale - Ice	0.00	0.00	0.00	0.00	0.00%
609-49750-02590 Resale - Food	0.00	0.00	0.00	0.00	0.00%
609-49750-02600 Resale - Pizza	0.00	0.00	0.00	1,721.65	0.00%
609-49750-02610 Resale - Clothing	0.00	0.00	0.00	0.00	0.00%
609-49750-02650 Gift Certificates	0.00	0.00	0.00	0.00	0.00%
609-49750-03040 Legal Fees - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
609-49750-03210 Telephone Expenses - Off	0.00	383.17	0.00	1,654.40	0.00%
609-49750-03240 Computer Expenses - Off	0.00	52.30	0.00	455.76	0.00%
609-49750-03310 Travel, Training Expenses Off	0.00	678.09	0.00	678.09	0.00%
609-49750-03410 Advertising for Employment - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-03420 Advertising for Enterprises - Off	0.00	0.00	0.00	235.16	0.00%
609-49750-03510 Printing and Publishing - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-03610 Insurance: General liability	0.00	0.00	0.00	633.40	0.00%
609-49750-03620 Insurance: Property	0.00	0.00	0.00	1,998.00	0.00%
609-49750-03640 Insurance: Dram Shop	0.00	196.52	0.00	1,480.07	0.00%
609-49750-03810 Electric Utilities - Off	0.00	389.00	0.00	3,795.00	0.00%
609-49750-03830 Gas Utilities - Off	0.00	136.00	0.00	1,298.61	0.00%
609-49750-03840 Garbage / Recycling Utilities - Off	0.00	122.53	0.00	1,067.77	0.00%
609-49750-04010 Repair and Maintenance - Buildin	0.00	32.97	0.00	949.83	0.00%
609-49750-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
609-49750-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
609-49750-04330 Dues, Subscriptions, Fees	0.00	999.41	0.00	13,515.10	0.00%
609-49750-05000 Capital Outlay - Off	0.00	1,000.00	0.00	1,000.00	0.00%
609-49770-01010 Regular Wages - On	0.00	3,877.34	0.00	41,928.83	0.00%
609-49770-01020 Overtime Wages - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01030 Part-time Wages - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01210 PERA Expenses - On	0.00	253.83	0.00	2,572.90	0.00%
609-49770-01220 FICA Employer Contribution On	0.00	270.70	0.00	2,987.91	0.00%
609-49770-01310 Health Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01320 Health Savings Account On	0.00	0.00	0.00	0.00	0.00%
609-49770-01330 Life Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01340 Disability Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01420 Unemployment Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01510 Worker's Compensation - On	0.00	0.00	0.00	5,144.15	0.00%
609-49770-02050 Office Supplies - On	0.00	11.74	0.00	112.09	0.00%
609-49770-02100 Operating Supplies - On	0.00	300.36	0.00	3,259.59	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49770-02110	0.00	226.00	0.00	1,921.02	0.00%
609-49770-02130	0.00	33.58	0.00	1,437.94	0.00%
609-49770-02180	0.00	0.00	0.00	0.00	0.00%
609-49770-02510	0.00	376.31	0.00	4,566.03	0.00%
609-49770-02520	0.00	726.31	0.00	8,675.97	0.00%
609-49770-02530	0.00	4.10	0.00	42.19	0.00%
609-49770-02540	0.00	0.00	0.00	226.00	0.00%
609-49770-02550	0.00	77.18	0.00	1,028.84	0.00%
609-49770-02570	0.00	0.00	0.00	0.00	0.00%
609-49770-02590	0.00	0.00	0.00	3,904.01	0.00%
609-49770-02600	0.00	394.75	0.00	3,316.50	0.00%
609-49770-02610	0.00	0.00	0.00	0.00	0.00%
609-49770-02650	0.00	0.00	0.00	0.00	0.00%
609-49770-03040	0.00	0.00	0.00	0.00	0.00%
609-49770-03045	0.00	0.00	0.00	0.00	0.00%
609-49770-03100	0.00	0.00	0.00	5,462.47	0.00%
609-49770-03210	0.00	383.18	0.00	1,654.40	0.00%
609-49770-03240	0.00	52.30	0.00	455.76	0.00%
609-49770-03310	0.00	678.09	0.00	695.99	0.00%
609-49770-03410	0.00	0.00	0.00	0.00	0.00%
609-49770-03420	0.00	0.00	0.00	426.17	0.00%
609-49770-03610	0.00	0.00	0.00	244.60	0.00%
609-49770-03620	0.00	0.00	0.00	1,998.00	0.00%
609-49770-03640	0.00	196.52	0.00	1,648.07	0.00%
609-49770-03810	0.00	413.90	0.00	3,858.20	0.00%
609-49770-03830	0.00	136.00	0.00	1,298.60	0.00%
609-49770-03840	0.00	100.53	0.00	904.77	0.00%
609-49770-04010	0.00	32.97	0.00	951.38	0.00%
609-49770-04050	0.00	746.09	0.00	937.09	0.00%
609-49770-04320	0.00	0.00	0.00	0.00	0.00%
609-49770-04330	0.00	999.41	0.00	8,515.05	0.00%
609-49770-04800	0.00	0.00	0.00	0.00	0.00%
609-49770-04810	0.00	0.00	0.00	0.00	0.00%
609-49770-05000	0.00	1,000.00	0.00	1,000.00	0.00%
609-49780-01030	0.00	0.00	0.00	0.00	0.00%
609-49780-01220	0.00	0.00	0.00	0.00	0.00%
609-49780-02050	0.00	0.00	0.00	0.00	0.00%
609-49780-02100	0.00	0.00	0.00	0.00	0.00%
609-49780-02110	0.00	0.00	0.00	0.00	0.00%
609-49780-02130	0.00	0.00	0.00	0.00	0.00%
609-49780-02510	0.00	0.00	0.00	0.00	0.00%
609-49780-02520	0.00	0.00	0.00	0.00	0.00%
609-49780-02530	0.00	0.00	0.00	0.00	0.00%
609-49780-02540	0.00	0.00	0.00	0.00	0.00%
609-49780-02550	0.00	0.00	0.00	0.00	0.00%
609-49780-02650	0.00	0.00	0.00	0.00	0.00%
609-49780-03100	0.00	0.00	0.00	0.00	0.00%
609-49780-03310	0.00	0.00	0.00	0.00	0.00%
609-49780-03420	0.00	0.00	0.00	0.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49780-03810 Electric Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-03830 Gas Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-03840 Garbage / Recycling Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-04010 Repair and Maintenance - Buildin	0.00	0.00	0.00	0.00	0.00%
609-49780-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
609-49780-04200 Rentals, Linens	0.00	0.00	0.00	0.00	0.00%
609-49780-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
609-49780-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Liquor Store Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 42,627.88</b>	<b>\$ 53,500.00</b>	<b>\$ 440,788.28</b>	<b>(723.90%)</b>
 <b>Liquor Store Excess of Revenues Over Expenditures</b>	 <b>\$ 0.00</b>	 <b>\$ 1,642.69</b>	 <b>\$ 538,700.00</b>	 <b>\$ 34,025.02</b>	 <b>93.68%</b>



**City of Frazee**  
**Statement of Revenue and Expenditures**

Revised Budget  
For Event Center (610)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
610-00000-33150 Grants, Fed - State	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
610-00000-38211 Liquor - EC	0.00	0.00	0.00	12,958.00	0.00%
610-00000-38212 Beer - EC	0.00	0.00	0.00	9,937.40	0.00%
610-00000-38213 Wine - EC	0.00	0.00	0.00	704.00	0.00%
610-00000-38214 Miscellaneous Sales - EC	0.00	50.80	0.00	6,620.32	0.00%
610-00000-38220 Cash Over / Short EC	0.00	0.00	0.00	0.60	0.00%
610-00000-38250 Credit Cards - EC	0.00	0.00	0.00	0.00	0.00%
610-00000-38280 Rent - EC	0.00	0.00	0.00	12,136.00	0.00%
610-00000-38285 Linens - Receipts	0.00	0.00	0.00	1,320.00	0.00%
<b>Total Event Center Revenues</b>	<b>\$ 0.00</b>	<b>\$ 50.80</b>	<b>\$ 0.00</b>	<b>\$ 43,676.32</b>	<b>0.00%</b>
<b>Expenditures</b>					
610-49790-01030 Part-time Wages - EC	\$ 0.00	\$ 399.20	\$ 0.00	\$ 11,531.76	0.00%
610-49790-01210 PERA Expenses - EC	0.00	29.94	0.00	706.34	0.00%
610-49790-01220 FICA Employer Contribution - EC	0.00	30.54	0.00	859.75	0.00%
610-49790-01340 Disability Insurance - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-01420 Unemployment Insurance - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-01510 Worker's Compensation - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-02050 Office Supplies - EC	0.00	0.00	0.00	64.55	0.00%
610-49790-02100 Operating Supplies - EC	0.00	125.44	0.00	1,976.35	0.00%
610-49790-02110 Cleaning Supplies - EC	0.00	243.66	0.00	2,330.74	0.00%
610-49790-02130 Operating Supplies - Food	0.00	0.00	0.00	0.00	0.00%
610-49790-02510 Resale - Liquor	0.00	205.32	0.00	7,073.35	0.00%
610-49790-02520 Resale - Beer	0.00	186.89	0.00	6,367.86	0.00%
610-49790-02530 Resale - Wine	0.00	6.83	0.00	356.31	0.00%
610-49790-02540 Resale - Soft drinks	0.00	10.20	0.00	1,717.00	0.00%
610-49790-02550 Resale-Misc	0.00	0.00	0.00	39.00	0.00%
610-49790-02650 Gift Certificates	0.00	0.00	0.00	0.00	0.00%
610-49790-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
610-49790-03100 Entertainment Expenses	0.00	0.00	0.00	0.00	0.00%
610-49790-03210 Telephone Expenses	0.00	97.32	0.00	1,034.49	0.00%
610-49790-03240 Computer Expenses	0.00	104.61	0.00	911.55	0.00%
610-49790-03310 Travel, Training Expenses	0.00	669.14	0.00	669.14	0.00%
610-49790-03420 Advertising for Enterprises	0.00	45.00	0.00	611.67	0.00%
610-49790-03610 Insurance: General liability	0.00	0.00	0.00	173.33	0.00%
610-49790-03620 Insurance: Property	0.00	0.00	0.00	4,070.00	0.00%
610-49790-03640 Insurance: Dram Shop	0.00	196.54	0.00	1,460.11	0.00%
610-49790-03810 Electric Utilities	0.00	541.00	0.00	5,345.00	0.00%
610-49790-03830 Gas Utilities	0.00	395.00	0.00	3,858.16	0.00%
610-49790-03840 Garbage / Recycling Utilities	0.00	122.53	0.00	1,003.77	0.00%
610-49790-04010 Repair and Maintenance - Buildin	0.00	45.65	0.00	27,274.56	0.00%
610-49790-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
610-49790-04200 Rentals, Linens - EC	0.00	0.00	0.00	1,106.17	0.00%
610-49790-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
610-49790-04330 Dues, Subscriptions, Fees	0.00	(254.00)	0.00	5,225.65	0.00%
610-49790-05000 Capital Outlay - EC	0.00	1,000.00	0.00	1,000.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Event Center (610)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Event Center Expenditures	\$ 0.00	\$ 4,200.81	\$ 0.00	\$ 86,766.71	0.00%
Event Center Excess of Revenues Over Expenditures	\$ 0.00	\$ (4,150.01)	\$ 0.00	\$ (43,090.39)	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For EDA (651)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
651-00000-34101 Rents Received / Pop-up shops	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
651-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
651-00000-36203 Advertising Revenue - EDA	0.00	0.00	0.00	0.00	0.00%
Total EDA Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Expenditures</b>					
651-49800-02100 Operating Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15.56	0.00%
651-49800-03040 Legal Fees	0.00	0.00	0.00	62.50	0.00%
651-49800-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
651-49800-03100 Entertainment Expenses	0.00	0.00	0.00	319.76	0.00%
651-49800-03110 Contracts / Professional Services	0.00	5,407.25	0.00	25,304.00	0.00%
651-49800-03610 Insurance: General liability	0.00	0.00	0.00	24.99	0.00%
651-49800-04330 Dues, Subscriptions, Fees	0.00	36.83	0.00	4,356.63	0.00%
651-49800-04500 Home Improvement	0.00	0.00	0.00	0.00	0.00%
651-49800-05000 Capital Outlay	0.00	98.98	0.00	36,188.98	0.00%
651-49800-05010 Inter Fund Transfer	0.00	0.00	0.00	0.00	0.00%
Total EDA Expenditures	\$ 0.00	\$ 5,543.06	\$ 0.00	\$ 66,272.42	0.00%
EDA Excess of Revenues Over Expenditures	\$ 0.00	\$ (5,543.06)	\$ 0.00	\$ (66,272.42)	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For RBEG (652)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
652-00000-36113 Loan Payments - Principal / Com	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,894.21	0.00%
652-00000-36114 Loan Payments - Interest / Comm	0.00	0.00	0.00	189.42	0.00%
652-00000-36210 Interest Earnings	0.00	4.98	0.00	46.53	0.00%
<b>Total RBEG Revenues</b>	<b>\$ 0.00</b>	<b>\$ 4.98</b>	<b>\$ 0.00</b>	<b>\$ 10,130.16</b>	<b>0.00%</b>
<b>Expenditures</b>					
652-49810-05000 Capital Outlay	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total RBEG Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>RBEG Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 4.98</b>	<b>\$ 0.00</b>	<b>\$ 10,130.16</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Business Center (654)  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
654-00000-34101 Rents Received	\$ 0.00	\$ 2,145.42	\$ 0.00	\$ 19,151.82	0.00%
<b>Total Business Center Revenues</b>	<b>\$ 0.00</b>	<b>\$ 2,145.42</b>	<b>\$ 0.00</b>	<b>\$ 19,151.82</b>	<b>0.00%</b>
<b>Expenditures</b>					
654-49820-03210 Telephone Expenses - Business	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
654-49820-03240 Computer Expenses - Business C	0.00	0.00	0.00	0.00	0.00%
654-49820-03620 Insurance: Property	0.00	0.00	0.00	1,840.00	0.00%
654-49820-03810 Electric Utilities - Business Center	0.00	83.99	0.00	1,355.38	0.00%
654-49820-03830 Gas Utilities	0.00	63.88	0.00	1,586.09	0.00%
654-49820-04010 Repair and Maintenance - Buildin	0.00	212.99	0.00	5,855.87	0.00%
654-49820-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	2,510.00	0.00%
<b>Total Business Center Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 360.86</b>	<b>\$ 0.00</b>	<b>\$ 13,147.34</b>	<b>0.00%</b>
<b>Business Center Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 1,784.56</b>	<b>\$ 0.00</b>	<b>\$ 6,004.48</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For the Fiscal Period 2023-9 Ending September 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Revenues</b>	<b>\$ 0.00</b>	<b>\$ 155,728.20</b>	<b>\$ 2,555,025.00</b>	<b>\$ 2,231,447.95</b>	<b>12.66%</b>
<b>Total Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 192,038.91</b>	<b>\$ 1,681,847.65</b>	<b>\$ 2,539,108.55</b>	<b>(50.97%)</b>
<b>Total Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (36,310.71)</b>	<b>\$ 873,177.35</b>	<b>\$ (307,660.60)</b>	<b>135.23%</b>



# Consent Agenda

## INCOME STATEMENTS – OCTOBER

11/16/2023 2:31pm

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Page 1

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
100-00000-31010 Current Ad Valorem Taxes	\$ 0.00	\$ 0.00	\$ 439,894.00	\$ 247,197.88	43.81%
100-00000-31020 Delinquent Ad Valorem Taxes	0.00	0.00	1,500.00	15,694.59	(948.31%)
100-00000-31030 Current Mobile Home Tax	0.00	0.00	2,000.00	219.15	89.04%
100-00000-31080 Payments - in - Lieu of Taxes	0.00	0.00	15,000.00	18,936.97	(26.25%)
100-00000-31600 Special Assessment Principal	0.00	0.00	0.00	0.00	0.00%
100-00000-31700 Special Assessment Interest	0.00	0.00	0.00	10.80	0.00%
100-00000-31810 Franchise Taxes	0.00	0.00	3,000.00	1,834.71	38.84%
100-00000-32110 Alcohol & Gambling License	0.00	0.00	600.00	795.00	(32.50%)
100-00000-32180 Other Business / Zoning Licenses	0.00	0.00	300.00	0.00	100.00%
100-00000-32210 Building Permits	0.00	326.75	20,000.00	10,254.72	48.73%
100-00000-32220 Rental Registrations	0.00	0.00	9,500.00	3,280.00	65.47%
100-00000-32240 Animal Licenses	0.00	10.00	300.00	560.00	(86.67%)
100-00000-33150 Grants, Fed - State	0.00	0.00	0.00	0.00	0.00%
100-00000-33200 Restricted Savings Transfer In	0.00	0.00	6,000.00	0.00	100.00%
100-00000-33401 Local Government Aid	0.00	0.00	545,631.00	272,815.50	50.00%
100-00000-33402 Small City Assistance	0.00	0.00	0.00	0.00	0.00%
100-00000-33416 Police Training Reimbursement	0.00	0.00	3,000.00	3,030.59	(1.02%)
100-00000-33418 Fire Training Reimbursement	0.00	0.00	9,000.00	2,959.69	67.11%
100-00000-33420 Fire State Aid	0.00	0.00	30,000.00	0.00	100.00%
100-00000-33421 Police State Aid	0.00	0.00	28,000.00	28,131.01	(0.47%)
100-00000-33423 PERA Rate Increase Aid	0.00	0.00	0.00	0.00	0.00%
100-00000-33620 Other Grants & Aids	0.00	2,730.00	0.00	2,730.00	0.00%
100-00000-34101 Rents Received	0.00	0.00	1,000.00	0.00	100.00%
100-00000-34104 Campsite receipts	0.00	690.00	2,500.00	14,250.00	(470.00%)
100-00000-34105 Copies, etc	0.00	6.00	200.00	142.97	28.52%
100-00000-34198 Fire Dept Misc Received	0.00	1,652.50	1,500.00	9,311.18	(520.75%)
100-00000-34199 Fire Dept Grants Received	0.00	0.00	0.00	3,000.00	0.00%
100-00000-34202 Fire Contracts	0.00	0.00	81,990.00	116,990.00	(42.69%)
100-00000-34203 Police Accident Reports	0.00	5.00	10.00	10.00	0.00%
100-00000-34204 Forfeitures	0.00	0.00	0.00	0.00	0.00%
100-00000-34205 Fire Calls	0.00	1,700.00	10,000.00	21,122.50	(111.23%)
100-00000-34303 Services Rendered	0.00	0.00	2,000.00	1,015.00	49.25%
100-00000-34403 Garbage Fees	0.00	8,515.50	70,000.00	80,109.66	(14.44%)
100-00000-34404 Garbage Admin Fees	0.00	0.00	0.00	0.00	0.00%
100-00000-34405 Garbage Late Fees	0.00	201.23	900.00	972.44	(8.05%)
100-00000-34406 Recycling Fees	0.00	2,792.49	35,000.00	26,258.88	24.97%
100-00000-35101 Court Fees	0.00	146.98	5,000.00	3,477.18	30.46%
100-00000-35102 Administrative Fines	0.00	400.00	1,500.00	440.00	70.67%
100-00000-36200 Miscellaneous Revenue	0.00	(9,214.59)	5,000.00	440.00	91.20%
100-00000-36201 Fireworks receipts	0.00	0.00	4,500.00	4,875.00	(8.33%)
100-00000-36205 Reimbursements/Lions Transfers	0.00	0.00	0.00	0.00	0.00%
100-00000-36210 Interest Earnings	0.00	3,942.82	4,000.00	36,938.07	(823.45%)
100-00000-36250 Community Recreational Donatio	0.00	0.00	1,000.00	1,500.00	(50.00%)
<b>Total General Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 13,904.66</b>	<b>\$ 1,339,825.00</b>	<b>\$ 929,303.49</b>	<b>30.64%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For General Fund (100)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Expenditures</b>						
100-41110-01030	Wages - Council	\$ 0.00	\$ 883.33	\$ 12,500.00	\$ 8,149.97	34.80%
100-41110-01220	FICA Employer Contribution - Co	0.00	56.12	700.00	612.20	12.54%
100-41110-01340	Disability Insurance - Council	0.00	0.00	0.00	0.00	0.00%
100-41110-01510	Worker's Compensation - Council	0.00	0.00	900.00	113.46	87.39%
100-41110-02050	Office Supplies - Council	0.00	0.00	0.00	67.00	0.00%
100-41110-02100	Operating Supplies - Council	0.00	0.00	0.00	279.25	0.00%
100-41110-03040	Legal Fees - Council	0.00	0.00	0.00	5,412.50	0.00%
100-41110-03240	Computer Expenses	0.00	104.61	1,200.00	1,698.64	(41.55%)
100-41110-03310	Travel, Training Expenses - Coun	0.00	0.00	500.00	508.71	(1.74%)
100-41110-03510	Printing and Publishing - Council	0.00	0.00	0.00	7,894.56	0.00%
100-41110-04330	Dues, Subscriptions, Fees - Coun	0.00	0.00	0.00	0.00	0.00%
100-41110-04400	Donations	0.00	0.00	0.00	10,000.00	0.00%
100-41110-05000	Capital Outlay - Council	0.00	0.00	0.00	0.00	0.00%
100-41400-01010	Regular Wages - Administration	0.00	10,212.80	125,694.40	109,934.97	12.54%
100-41400-01020	Overtime Wages - Administration	0.00	0.00	4,000.00	0.00	100.00%
100-41400-01030	Part-time Wages - Administration	0.00	2,465.39	23,337.60	22,114.60	5.24%
100-41400-01210	PERA Expenses - Administration	0.00	950.86	10,302.24	9,909.85	3.81%
100-41400-01220	FICA Employer Contribution - Ad	0.00	920.58	12,591.17	9,565.75	24.03%
100-41400-01310	Health Insurance - Administration	0.00	1,701.10	20,059.98	18,712.10	6.72%
100-41400-01320	Health Savings Account - Adminis	0.00	576.92	7,500.00	6,346.12	15.39%
100-41400-01330	Life Insurance - Administration	0.00	6.48	92.40	71.28	22.86%
100-41400-01340	Disability Insurance - Administrati	0.00	107.46	1,023.24	1,182.06	(15.52%)
100-41400-01420	Unemployment Insurance - Admi	0.00	0.00	0.00	0.00	0.00%
100-41400-01510	Worker's Compensation - Admini	0.00	0.00	2,000.00	1,373.31	31.33%
100-41400-02050	Office Supplies - Administration	0.00	0.00	2,500.00	1,348.54	46.06%
100-41400-02100	Operating Supplies - Administrati	0.00	34.03	2,000.00	493.19	75.34%
100-41400-02110	Cleaning Supplies - Administratio	0.00	0.00	200.00	82.96	58.52%
100-41400-03010	Auditing Services	0.00	0.00	12,500.00	11,750.00	6.00%
100-41400-03030	Engineering Services	0.00	0.00	0.00	0.00	0.00%
100-41400-03040	Legal Fees - Administration	0.00	0.00	3,000.00	150.00	95.00%
100-41400-03045	COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-41400-03110	Contracts / Professional Services	0.00	542.60	22,000.00	20,417.03	7.20%
100-41400-03120	Contracted Services - Garbage	0.00	0.00	65,000.00	0.00	100.00%
100-41400-03210	Telephone Expenses - Administra	0.00	169.35	4,500.00	3,629.60	19.34%
100-41400-03220	Postage Expenses - Administratio	0.00	68.48	1,200.00	1,084.08	9.66%
100-41400-03240	Computer Expenses - Administrat	0.00	147.56	8,500.00	8,068.74	5.07%
100-41400-03310	Travel, Training Expenses - Admi	0.00	0.00	1,000.00	2,091.11	(109.11%)
100-41400-03410	Advertising for Employment - Ad	0.00	0.00	0.00	0.00	0.00%
100-41400-03510	Printing and Publishing - Administ	0.00	0.00	4,500.00	21.60	99.52%
100-41400-03610	Insurance: General liability	0.00	0.00	5,000.00	6,225.80	(24.52%)
100-41400-03620	Insurance: Property	0.00	0.00	4,000.00	4,921.00	(23.03%)
100-41400-03810	Electric Utilities - Administration	0.00	128.42	2,000.00	2,447.74	(22.39%)
100-41400-03830	Gas Utilities - Administration	0.00	77.38	2,500.00	1,925.33	22.99%
100-41400-03840	Garbage / Recycling Utilities	0.00	10,832.94	35,000.00	114,830.50	(228.09%)
100-41400-04010	Repair and Maintenance - Buildin	0.00	75.00	2,000.00	804.79	59.76%
100-41400-04150	Rentals, Equipment - Administrati	0.00	825.00	3,300.00	3,300.00	0.00%
100-41400-04320	NSF Checks / ACH	0.00	0.00	200.00	10.00	95.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For General Fund (100)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-41400-04330 Dues, Subscriptions, Fees - Admi	0.00	1,278.43	6,000.00	3,530.03	41.17%
100-41400-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-41400-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-41400-05000 Capital Outlay - Administration	0.00	0.00	4,000.00	0.00	100.00%
100-41400-05010 Inter Fund Transfer	0.00	0.00	40,000.00	2,871.86	92.82%
100-41410-01030 Part-time Wages - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-01220 FICA Employer Contribution	0.00	0.00	0.00	0.00	0.00%
100-41410-02050 Office Supplies - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-02100 Operating Supplies - Election	0.00	0.00	0.00	0.00	0.00%
100-41410-03310 Travel, Training Expenses - Electi	0.00	0.00	0.00	0.00	0.00%
100-41410-03510 Printing and Publishing - Election	0.00	0.00	0.00	0.00	0.00%
100-42100-01010 Regular Wages - Police	0.00	15,776.00	207,147.20	175,669.19	15.20%
100-42100-01020 Overtime Wages - Police	0.00	0.00	7,500.00	2,654.38	64.61%
100-42100-01030 Part-time Wages - Police	0.00	0.00	3,000.00	0.00	100.00%
100-42100-01210 PERA Expenses - Police	0.00	1,954.64	36,665.05	22,106.31	39.71%
100-42100-01220 FICA Employer Contribution - Poli	0.00	218.36	3,003.63	2,506.85	16.54%
100-42100-01310 Health Insurance - Police	0.00	2,458.00	31,953.78	27,038.00	15.38%
100-42100-01320 Health Savings Account - Police	0.00	769.26	10,000.00	8,461.86	15.38%
100-42100-01330 Life Insurance - Police	0.00	9.72	138.60	106.92	22.86%
100-42100-01340 Disability Insurance - Police	0.00	155.36	1,759.08	1,708.96	2.85%
100-42100-01420 Unemployment Insurance - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-01510 Worker's Compensation - Police	0.00	0.00	22,000.00	28,896.12	(31.35%)
100-42100-02050 Office Supplies - Police	0.00	0.00	400.00	835.61	(108.90%)
100-42100-02100 Operating Supplies - Police	0.00	354.02	2,000.00	3,508.53	(75.43%)
100-42100-02110 Cleaning Supplies - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-02120 Motor Fuels - Police	0.00	1,089.94	10,000.00	9,311.70	6.88%
100-42100-02180 Uniforms - Police	0.00	589.51	2,000.00	962.81	51.86%
100-42100-03040 Legal Fees - Police	0.00	600.00	7,000.00	5,400.00	22.86%
100-42100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-42100-03110 Contracts / Professional Services	0.00	0.00	500.00	350.50	29.90%
100-42100-03210 Telephone Expenses - Police	0.00	158.88	4,000.00	3,578.32	10.54%
100-42100-03220 Postage Expenses - Police	0.00	0.00	50.00	16.53	66.94%
100-42100-03230 Radio Expenses - Police	0.00	0.00	1,500.00	0.00	100.00%
100-42100-03240 Computer Expenses - Police	0.00	209.64	5,000.00	3,714.47	25.71%
100-42100-03310 Travel, Training Expenses	0.00	0.00	3,000.00	2,728.39	9.05%
100-42100-03510 Printing and Publishing - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-03610 Insurance: General liability	0.00	0.00	7,000.00	8,158.63	(16.55%)
100-42100-03620 Insurance: Property	0.00	0.00	600.00	1,398.50	(133.08%)
100-42100-03630 Insurance: Automotive	0.00	0.00	3,700.00	3,736.00	(0.97%)
100-42100-03810 Electric Utilities - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-03830 Gas Utilities - Police	0.00	0.00	0.00	0.00	0.00%
100-42100-04010 Repair and Maintenance - Buildin	0.00	0.00	2,000.00	18.00	99.10%
100-42100-04050 Repair and Maintenance - Equip	0.00	0.00	1,000.00	50.72	94.93%
100-42100-04060 Repair and Maintenance - Vehicle	0.00	543.87	5,000.00	4,191.02	16.18%
100-42100-04330 Dues, Subscriptions, Fees - Polic	0.00	0.00	3,000.00	6,564.87	(118.83%)
100-42100-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42100-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-42100-05000 Capital Outlay - Police	0.00	0.00	20,000.00	35,480.98	(77.40%)
100-42200-01010 Regular Wages	0.00	550.00	0.00	5,500.00	0.00%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For General Fund (100)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-42200-01030	0.00	144.00	25,000.00	1,584.00	93.66%
100-42200-01220	0.00	53.07	1,000.00	541.78	45.82%
100-42200-01340	0.00	0.00	0.00	0.00	0.00%
100-42200-01420	0.00	0.00	0.00	0.00	0.00%
100-42200-01510	0.00	0.00	13,000.00	15,417.43	(18.60%)
100-42200-02050	0.00	0.00	500.00	94.70	81.06%
100-42200-02100	0.00	0.00	2,500.00	2,315.21	7.39%
100-42200-02120	0.00	0.00	5,000.00	3,845.75	23.09%
100-42200-02180	0.00	322.05	7,000.00	16,445.16	(134.93%)
100-42200-02200	0.00	0.00	0.00	109.68	0.00%
100-42200-02400	0.00	146.03	1,000.00	1,270.48	(27.05%)
100-42200-03040	0.00	0.00	0.00	0.00	0.00%
100-42200-03045	0.00	0.00	0.00	0.00	0.00%
100-42200-03050	0.00	0.00	30,000.00	0.00	100.00%
100-42200-03110	0.00	0.00	3,000.00	6,777.08	(125.90%)
100-42200-03210	0.00	0.00	500.00	55.89	88.82%
100-42200-03220	0.00	0.00	0.00	0.00	0.00%
100-42200-03230	0.00	0.00	4,000.00	3,344.15	16.40%
100-42200-03240	0.00	104.61	1,250.00	1,472.50	(17.80%)
100-42200-03310	0.00	0.00	9,000.00	8,019.42	10.90%
100-42200-03410	0.00	0.00	100.00	0.00	100.00%
100-42200-03510	0.00	0.00	100.00	0.00	100.00%
100-42200-03610	0.00	0.00	1,600.00	236.54	85.22%
100-42200-03620	0.00	0.00	600.00	1,398.50	(133.08%)
100-42200-03630	0.00	0.00	2,000.00	1,819.00	9.05%
100-42200-03810	0.00	128.42	3,500.00	2,447.73	30.06%
100-42200-03830	0.00	77.39	2,000.00	1,925.33	3.73%
100-42200-04010	0.00	(2,334.40)	2,000.00	8,378.60	(318.93%)
100-42200-04050	0.00	1,057.43	2,000.00	1,994.76	0.26%
100-42200-04080	0.00	4,712.31	18,000.00	11,296.92	37.24%
100-42200-04330	0.00	0.00	1,000.00	990.00	1.00%
100-42200-04850	0.00	0.00	0.00	0.00	0.00%
100-42200-04900	0.00	0.00	0.00	0.00	0.00%
100-42200-05000	0.00	0.00	65,000.00	94,394.88	(45.22%)
100-42300-01340	0.00	0.00	0.00	0.00	0.00%
100-42300-01510	0.00	0.00	3,500.00	5,099.86	(45.71%)
100-42300-03610	0.00	0.00	0.00	5.19	0.00%
100-42300-03620	0.00	0.00	600.00	0.00	100.00%
100-42300-03630	0.00	0.00	300.00	295.00	1.67%
100-42400-02050	0.00	0.00	0.00	66.17	0.00%
100-42400-02100	0.00	0.00	0.00	0.00	0.00%
100-42400-03040	0.00	0.00	200.00	75.00	62.50%
100-42400-03170	0.00	1,008.71	20,000.00	10,268.38	48.66%
100-42400-03220	0.00	0.00	0.00	0.00	0.00%
100-42400-03310	0.00	0.00	0.00	0.00	0.00%
100-42400-03510	0.00	0.00	0.00	0.00	0.00%
100-42400-03840	0.00	0.00	0.00	0.00	0.00%
100-42400-04330	0.00	0.00	1,000.00	84.99	91.50%
100-43100-01010	0.00	3,942.40	51,043.20	43,418.76	14.94%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For General Fund (100)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-43100-01020 Overtime Wages - Street	0.00	129.36	500.00	822.00	(64.40%)
100-43100-01030 Part-time Wages - Street	0.00	280.00	0.00	600.00	0.00%
100-43100-01210 PERA Expenses - Street	0.00	305.38	3,828.24	3,291.06	14.03%
100-43100-01220 FICA Employer Contribution - Str	0.00	317.26	3,904.80	3,258.17	16.56%
100-43100-01310 Health Insurance - Street	0.00	1,130.06	14,690.76	12,430.66	15.38%
100-43100-01320 Health Savings Account - Street	0.00	192.32	2,500.00	2,115.52	15.38%
100-43100-01330 Life Insurance - Street	0.00	3.24	46.20	35.64	22.86%
100-43100-01340 Disability Insurance - Street	0.00	41.08	432.12	451.88	(4.57%)
100-43100-01420 Unemployment Insurance - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-01510 Worker's Compensation - Street	0.00	0.00	5,000.00	5,920.15	(18.40%)
100-43100-02050 Office Supplies - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-02100 Operating Supplies - Street	0.00	0.00	1,500.00	829.13	44.72%
100-43100-02110 Cleaning Supplies - Street	0.00	0.00	200.00	0.00	100.00%
100-43100-02120 Motor Fuels - Street	0.00	760.73	8,500.00	6,366.50	25.10%
100-43100-02180 Uniforms - Street	0.00	0.00	250.00	505.99	(102.40%)
100-43100-02300 Salt / Sand Materials - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-02400 Small Tools, Minor Equipment - S	0.00	9.99	500.00	569.93	(13.99%)
100-43100-03030 Engineering Services - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03040 Legal Fees - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
100-43100-03210 Telephone Expenses - Street	0.00	88.95	1,500.00	1,091.00	27.27%
100-43100-03220 Postage Expenses - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03240 Computer Expenses Street	0.00	104.61	0.00	1,121.23	0.00%
100-43100-03310 Travel, Training Expenses	0.00	0.00	0.00	669.15	0.00%
100-43100-03510 Printing and Publishing - Street	0.00	0.00	0.00	0.00	0.00%
100-43100-03610 Insurance: General liability	0.00	0.00	1,500.00	1,018.87	32.08%
100-43100-03620 Insurance: Property	0.00	0.00	2,500.00	3,318.00	(32.72%)
100-43100-03630 Insurance: Automotive	0.00	0.00	2,000.00	1,673.00	16.35%
100-43100-03810 Electric Utilities - Street	0.00	236.04	5,000.00	4,137.30	17.25%
100-43100-03830 Gas Utilities - Street	0.00	26.86	1,400.00	1,241.98	11.29%
100-43100-03840 Garbage / Recycling Utilities	0.00	123.27	0.00	1,232.79	0.00%
100-43100-04010 Repair and Maintenance - Buildin	0.00	16.98	1,000.00	759.41	24.06%
100-43100-04020 Signage Expenses	0.00	0.00	1,000.00	(86.01)	108.60%
100-43100-04040 Street Improvements	0.00	0.00	15,000.00	29,608.00	(97.39%)
100-43100-04050 Repair and Maintenance - Equip	0.00	5.99	4,000.00	1,161.18	70.97%
100-43100-04060 Repair and Maintenance - Vehicle	0.00	71.60	1,500.00	879.35	41.38%
100-43100-04150 Rentals, Equipment	0.00	0.00	0.00	0.00	0.00%
100-43100-04330 Dues, Subscriptions, Fees	0.00	40.50	400.00	760.20	(90.05%)
100-43100-04850 Restricted Savings Expenditure	0.00	0.00	0.00	35,941.48	0.00%
100-43100-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-43100-05000 Capital Outlay - Streets	0.00	577.05	15,000.00	5,770.50	61.53%
100-43125-02100 Operating Supplies - Snow Remo	0.00	0.00	0.00	0.00	0.00%
100-43125-02120 Motor Fuels	0.00	0.00	8,000.00	8,553.32	(6.92%)
100-43125-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
100-43125-02300 Salt / Sand Materials - Snow Rem	0.00	2,041.76	2,000.00	2,041.76	(2.09%)
100-43125-02400 Small Tools, Minor Equipment - S	0.00	0.00	0.00	0.00	0.00%
100-43125-03610 Insurance: General liability	0.00	0.00	0.00	0.00	0.00%
100-43125-03630 Insurance: Automotive	0.00	0.00	0.00	0.00	0.00%
100-43125-04010 Repair and Maintenance - Buildin	0.00	0.00	0.00	0.00	0.00%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
100-43125-04050 Repair and Maintenance - Equip	0.00	0.00	2,000.00	260.31	86.98%
100-43125-04080 Repair and Maintenance - Vehicle	0.00	0.00	0.00	185.64	0.00%
100-43160-02100 Operating Supplies - Street Lighti	0.00	0.00	500.00	0.00	100.00%
100-43160-03620 Insurance: Property	0.00	0.00	1,200.00	1,415.00	(17.92%)
100-43160-03810 Electric Utilities -Street Lighting	0.00	1,392.21	20,000.00	15,045.57	24.77%
100-43160-04010 Repair and Maintenance - Buildin	0.00	1,072.52	100.00	1,233.32	(1133.32%)
100-45200-01010 Regular Wages - Parks	0.00	0.00	0.00	0.00	0.00%
100-45200-01020 Overtime Wages	0.00	0.00	0.00	0.00	0.00%
100-45200-01030 Part-time Wages - Parks	0.00	0.00	3,000.00	2,891.44	3.62%
100-45200-01220 FICA Employer Contribution	0.00	0.00	200.00	221.19	(10.60%)
100-45200-01510 Worker's Compensation	0.00	0.00	1,200.00	234.12	80.49%
100-45200-02100 Operating Supplies - Parks	0.00	0.00	500.00	28.97	94.21%
100-45200-02120 Motor Fuels - Parks	0.00	169.61	2,000.00	1,695.52	15.22%
100-45200-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
100-45200-02400 Small Tools, Minor Equipment - P	0.00	0.00	0.00	0.00	0.00%
100-45200-03030 Engineering Services - Parks	0.00	(5,000.00)	0.00	0.00	0.00%
100-45200-03110 Contracts / Professional Services	0.00	633.81	6,000.00	2,130.24	64.50%
100-45200-03610 Insurance: General liability	0.00	0.00	700.00	164.49	76.50%
100-45200-03620 Insurance: Property	0.00	0.00	4,000.00	6,461.00	(61.53%)
100-45200-03630 Insurance: Automotive	0.00	0.00	0.00	0.00	0.00%
100-45200-03810 Electric Utilities - Parks	0.00	363.21	3,500.00	4,702.71	(34.36%)
100-45200-03840 Garbage / Recycling Utilities	0.00	123.28	0.00	1,232.71	0.00%
100-45200-04010 Repair and Maintenance - Buildin	0.00	147.34	3,000.00	1,602.55	46.58%
100-45200-04050 Repair and Maintenance - Equip	0.00	0.00	1,000.00	461.25	53.88%
100-45200-04060 Repair and Maintenance - Vehicle	0.00	0.00	0.00	0.00	0.00%
100-45200-04330 Dues, Subscriptions, Fees - Park	0.00	0.00	0.00	35.00	0.00%
100-45200-04850 Restricted Savings Expenditure	0.00	0.00	0.00	0.00	0.00%
100-45200-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-45200-05000 Capital Outlay - Parks	0.00	0.00	12,000.00	0.00	100.00%
100-45201-03030 Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
100-45201-03040 Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
100-45201-03110 Contracts / Professional Services	0.00	1,100.00	0.00	3,900.00	0.00%
100-45201-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
100-45201-05000 Capital Outlay	0.00	0.00	0.00	0.00	0.00%
100-45400-02100 Operating Supplies - Fireworks	0.00	0.00	4,500.00	4,250.00	5.56%
100-45400-03510 Printing and Publishing	0.00	0.00	0.00	69.60	0.00%
100-45400-03620 Insurance: Property	0.00	0.00	0.00	0.00	0.00%
100-46200-01010 Regular Wages	0.00	0.00	500.00	0.00	100.00%
100-46200-01030 Part-time Wages	0.00	0.00	0.00	0.00	0.00%
100-46200-01220 FICA Employer Contribution	0.00	0.00	30.00	0.00	100.00%
100-46200-02100 Operating Supplies - Joint Powers	0.00	0.00	0.00	182.45	0.00%
100-46200-03610 Insurance: General liability	0.00	0.00	0.00	6.64	0.00%
100-46200-03620 Insurance: Property	0.00	0.00	350.00	21.00	94.00%
100-46200-03810 Electric Utilities	0.00	25.34	250.00	243.40	2.64%
100-46200-04010 Repair and Maintenance - Buildin	0.00	0.00	0.00	(2,000.00)	0.00%
<b>Total General Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 73,474.41</b>	<b>\$ 1,301,693.69</b>	<b>\$ 1,198,856.48</b>	<b>7.90%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For General Fund (100)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (59,569.75)	\$ 38,131.31	\$ (269,552.99)	806.91%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Storm Water Utility (226)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
226-00000-31700 Special Assessment Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.35	0.00%
226-00000-34410 Storm Water Charges	0.00	807.88	0.00	7,683.04	0.00%
<b>Total Storm Water Utility Revenues</b>	<b>\$ 0.00</b>	<b>\$ 807.88</b>	<b>\$ 0.00</b>	<b>\$ 7,683.39</b>	<b>0.00%</b>
<b>Expenditures</b>					
226-43150-02120 Motor Fuels	\$ 0.00	\$ 0.00	\$ 0.00	\$ 841.04	0.00%
226-43150-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
226-43150-03180 Street Sweeping / Professional S	0.00	0.00	0.00	0.00	0.00%
226-43150-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	1,939.06	0.00%
226-43150-04060 Repair and Maintenance - Vehicle	0.00	0.00	0.00	99.99	0.00%
226-43150-04330 Dues, Subscriptions, Fees	0.00	171.09	0.00	171.09	0.00%
226-43150-05000 Capital Outlay	0.00	0.00	0.00	0.00	0.00%
<b>Total Storm Water Utility Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 171.09</b>	<b>\$ 0.00</b>	<b>\$ 3,051.18</b>	<b>0.00%</b>
<b>Storm Water Utility Excess of Revenues Over Expenditu</b>	<b>\$ 0.00</b>	<b>\$ 636.79</b>	<b>\$ 0.00</b>	<b>\$ 4,632.21</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Revolving Loan Pool (227)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
227-00000-36113 Loan Payments - Principal / Com	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
227-00000-36114 Loan Payments - Interest / Comm	0.00	0.00	0.00	0.00	0.00%
<b>Total Revolving Loan Pool Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
227-49800-03110 Contracts / Professional Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Revolving Loan Pool Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Revolving Loan Pool Excess of Revenues Over Expendi</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Cemetery Fund (230)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
230-00000-34900 Cemetery Revenues	\$ 0.00	\$ 1,200.00	\$ 2,000.00	\$ 6,775.00	(238.75%)
230-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Cemetery Fund Revenues</b>	<b>\$ 0.00</b>	<b>\$ 1,200.00</b>	<b>\$ 2,000.00</b>	<b>\$ 6,775.00</b>	<b>(238.75%)</b>
<b>Expenditures</b>					
230-49010-01510 Worker's Compensation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
230-49010-03110 Contracts / Professional Services	0.00	1,144.50	3,500.00	3,754.50	(7.27%)
230-49010-03610 Insurance: General liability	0.00	0.00	300.00	130.18	56.61%
230-49010-03620 Insurance: Property	0.00	0.00	500.00	419.00	16.20%
230-49010-03810 Electric Utilities - Cemetery	0.00	23.29	200.00	211.29	(5.65%)
230-49010-03840 Garbage / Recycling Utilities	0.00	0.00	0.00	0.00	0.00%
230-49010-04010 Repair and Maintenance - Buildin	0.00	(1,934.38)	5,500.00	467.21	91.51%
<b>Total Cemetery Fund Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (766.59)</b>	<b>\$ 10,000.00</b>	<b>\$ 4,982.18</b>	<b>50.18%</b>
<b>Cemetery Fund Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 1,966.59</b>	<b>\$ (8,000.00)</b>	<b>\$ 1,792.82</b>	<b>122.41%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For TIF 1-3 Red Willow Heights (245)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
245-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,813.60	0.00%
245-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-3 Red Willow Heights Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 53,813.60</b>	<b>0.00%</b>
<b>TIF 1-3 Red Willow Heights Excess of Revenues Over E</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 53,813.60</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For TIF 1-4 Swift Site (250)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
250-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,759.14	0.00%
250-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-4 Swift Site Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,759.14</b>	<b>0.00%</b>
<b>TIF 1-4 Swift Site Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,759.14</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For TIF 1-5 Downtown (255)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
255-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,802.58	0.00%
255-00000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
255-47000-31600 Special Assessment Principal - TI	0.00	0.00	0.00	0.00	0.00%
<b>Total TIF 1-5 Downtown Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 4,802.58</b>	<b>0.00%</b>
 TIF 1-5 Downtown Excess of Revenues Over Expenditur	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 4,802.58	 0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #6(5056,5039,5047) (302)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
302-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
302-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #6(5056,5039,5047) Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
 <b>Expenditures</b>					
302-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
302-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	0.00	0.00%
302-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #6(5056,5039,5047) Expendit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
 Debt Service Bond #6(5056,5039,5047) Excess of Reven	 \$ 0.00	 \$ 0.00	 \$ 0.00	 \$ 0.00	 0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #5(5049,5048) (305)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
305-00000-31600 Special Assessment Principal - B \$	0.00	0.00	0.00	4,619.25	0.00%
305-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	1,290.43	0.00%
305-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #5(5049,5048) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,909.68</b>	<b>0.00%</b>
<b>Expenditures</b>					
305-47000-06010 Debt Service Bond Principal \$	0.00	0.00	0.00	70,000.00	0.00%
305-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	6,450.00	0.00%
305-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	400.00	0.00%
<b>Total Debt Service Bond #5(5049,5048) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 76,850.00</b>	<b>0.00%</b>
<b>Debt Service Bond #5(5049,5048) Excess of Revenues O \$</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(70,940.32)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #2 (5055,5041,5087) (306)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
306-00000-31600 Special Assessment Principal - B \$	0.00	0.00	0.00	2,969.05	0.00%
306-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	277.73	0.00%
<b>Total Debt Service Bond #2 (5055,5041,5087) Revenue</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,246.78</b>	<b>0.00%</b>
<b>Expenditures</b>					
306-47000-06010 Debt Service Bond Principal \$	0.00	0.00	0.00	55,000.00	0.00%
306-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	4,548.00	0.00%
306-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #2 (5055,5041,5087) Expendit</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 59,548.00</b>	<b>0.00%</b>
<b>Debt Service Bond #2 (5055,5041,5087) Excess of Reven \$</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(56,301.22)</b>	<b>0.00%</b>



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #4 (5058) (307)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
307-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
307-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #4 (5058) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
307-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22,000.00	0.00%
307-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	726.00	0.00%
307-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #4 (5058) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 22,726.00</b>	<b>0.00%</b>
<b>Debt Service Bond #4 (5058) Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (22,726.00)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Debt Service Bond #3 (5057) (308)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
308-00000-31600 Special Assessment Principal - B	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,037.21	0.00%
308-00000-31700 Special Assessment Interest - Bo	0.00	0.00	0.00	1,088.88	0.00%
<b>Total Debt Service Bond #3 (5057) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,126.09</b>	<b>0.00%</b>
<b>Expenditures</b>					
308-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,000.00	0.00%
308-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	5,115.00	0.00%
308-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #3 (5057) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 39,115.00</b>	<b>0.00%</b>
<b>Debt Service Bond #3 (5057) Excess of Revenues Over</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (31,988.91)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Debt Service Bond #1(5088) (313)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
313-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,628.20	0.00%
313-00000-31700 Special Assessment Interest	0.00	0.00	0.00	5,082.76	0.00%
313-00000-31800 Debt Service Payment	0.00	0.00	0.00	0.00	0.00%
313-00000-33620 Other Grants & Aids	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #1(5088) Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 31,710.96</b>	<b>0.00%</b>
<b>Expenditures</b>					
313-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,000.00	0.00%
313-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	8,722.50	0.00%
313-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service Bond #1(5088) Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 48,722.50</b>	<b>0.00%</b>
<b>Debt Service Bond #1(5088) Excess of Revenues Over E</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (17,011.54)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Debt Service - Lake St/Hwy 87 (322)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
322-00000-31600 Special Assessment Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,633.54	0.00%
322-00000-31700 Special Assessment Interest	0.00	0.00	0.00	5,439.21	0.00%
322-00000-31800 Debt Service Payment	0.00	0.00	0.00	0.00	0.00%
322-00000-33620 Other Grants & Aids	0.00	0.00	0.00	0.00	0.00%
322-47000-31600 Special Assessment Principal	0.00	0.00	0.00	0.00	0.00%
322-47000-31700 Special Assessment Interest	0.00	0.00	0.00	0.00	0.00%
322-47000-31800 Debt Service Payment	0.00	0.00	0.00	0.00	0.00%
322-47000-33620 Other Grants & Aids	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service - Lake St/Hwy 87 Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 17,072.75</b>	<b>0.00%</b>
<b>Expenditures</b>					
322-47000-06010 Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
322-47000-06110 Debt Service Bond Interest	0.00	0.00	0.00	10,098.00	0.00%
322-47000-06200 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Debt Service - Lake St/Hwy 87 Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,098.00</b>	<b>0.00%</b>
<b>Debt Service - Lake St/Hwy 87 Excess of Revenues Ove</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,974.75</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Current Capital Project / Hwy 87 (401)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
401-00000-31750	Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,163.75	0.00%
401-00000-31760	Receipt of Loan Funds	0.00	0.00	0.00	75,245.51	0.00%
401-00000-36200	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Hwy 87 Revenues</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 98,409.26</b>	<b>0.00%</b>
<b>Expenditures</b>						
401-43100-02200	Repair and Maintenance Material	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
401-43100-03030	Engineering Services / Profession	0.00	0.00	0.00	4,046.40	0.00%
401-43100-03040	Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
401-43100-03510	Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
401-43100-06010	Debt Service Bond Principal	0.00	0.00	0.00	0.00	0.00%
401-43100-06110	Debt Service Bond Interest	0.00	0.00	0.00	10,098.00	0.00%
401-43100-06200	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Hwy 87 Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,144.40</b>	<b>0.00%</b>
<b>Current Capital Project / Hwy 87 Excess of Revenues O</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 84,264.86</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For CapProject MPFA-DWRF-L-021-FY20 - Well house (402)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
402-00000-31750	Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
402-00000-31760	Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
402-00000-36200	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject MPFA-DWRF-L-021-FY20 - Well hous</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>						
402-00000-06010	Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
402-00000-06110	Debt Service Bond Interest	0.00	0.00	0.00	6,432.29	0.00%
402-43100-03030	Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
402-43100-03040	Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
402-43100-03110	Contracts / Professional Services	0.00	0.00	0.00	0.00	0.00%
402-43100-03510	Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject MPFA-DWRF-L-021-FY20 - Well hous</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,432.29</b>	<b>0.00%</b>
<b>CapProject MPFA-DWRF-L-021-FY20 - Well house Exce</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (6,432.29)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Current CapProject East Main Ave Utilities 2023 (403)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
403-00000-31750 Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
403-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
403-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Current CapProject East Main Ave Utilities 2023</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
403-43100-02200 Repair and Maintenance Material	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
403-43100-03030 Engineering Services / Profession	0.00	0.00	0.00	6,983.17	0.00%
403-43100-03040 Legal Fees / Professional Service	0.00	125.00	0.00	125.00	0.00%
403-43100-03110 Contracts / Professional Services	0.00	0.00	0.00	5,000.00	0.00%
403-43100-03510 Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
<b>Total Current CapProject East Main Ave Utilities 2023</b>	<b>\$ 0.00</b>	<b>\$ 125.00</b>	<b>\$ 0.00</b>	<b>\$ 12,108.17</b>	<b>0.00%</b>
<b>Current CapProject East Main Ave Utilities 2023 Excess</b>	<b>\$ 0.00</b>	<b>\$ (125.00)</b>	<b>\$ 0.00</b>	<b>\$ (12,108.17)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Current Capital Project / Town Lake Beach (404)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
404-00000-31750 Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
404-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
404-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Town Lake Beach Reve</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
404-45200-02200 Repair and Maintenance Material	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
404-45200-03030 Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
404-45200-03040 Legal Fees / Professional Service	0.00	0.00	0.00	0.00	0.00%
404-45200-03110 Contracts / Professional Services	0.00	0.00	0.00	0.00	0.00%
404-45200-03510 Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
<b>Total Current Capital Project / Town Lake Beach Expe</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Current Capital Project / Town Lake Beach Excess of R</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Small Cities Development Loans (410)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
410-00000-36111 Loan Payments - Principal / Resid	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.66	0.00%
410-00000-36112 Loan Payments - Interest / Resid	0.00	0.00	0.00	78.70	0.00%
410-00000-36113 Loan Payments - Principal / Com	0.00	310.61	0.00	12,959.95	0.00%
410-00000-36114 Loan Payments - Interest / Comm	0.00	84.93	0.00	1,079.08	0.00%
<b>Total Small Cities Development Loans Revenues</b>	<b>\$ 0.00</b>	<b>\$ 395.54</b>	<b>\$ 0.00</b>	<b>\$ 14,618.39</b>	<b>0.00%</b>
<b>Expenditures</b>					
410-49800-03110 Contracts / Professional Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Total Small Cities Development Loans Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Small Cities Development Loans Excess of Revenues O</b>	<b>\$ 0.00</b>	<b>\$ 395.54</b>	<b>\$ 0.00</b>	<b>\$ 14,618.39</b>	<b>0.00%</b>

<b>City of Frazee</b>					
<b>Statement of Revenue and Expenditures</b>					
Revised Budget					
For COVID Funding (420)					
For the Fiscal Period 2023-10 Ending October 31, 2023					

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
420-00000-31750 Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
420-00000-31760 Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
420-00000-33150 Grants, Fed - State	0.00	0.00	0.00	0.00	0.00%
<b>Total COVID Funding Revenues</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>Expenditures</b>					
420-41400-03045 COVID-19 Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
420-42100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
420-42200-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
420-43100-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
<b>Total COVID Funding Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>COVID Funding Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00%</b>



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For CapProject Downtown Infill 2021 (421)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
421-00000-31750	Receipt of Grant Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
421-00000-31760	Receipt of Loan Funds	0.00	0.00	0.00	0.00	0.00%
421-00000-34101	Rents Received	0.00	6,829.00	0.00	30,730.50	0.00%
421-00000-36200	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
<b>Total CapProject Downtown Infill 2021 Revenues</b>		<b>\$ 0.00</b>	<b>\$ 6,829.00</b>	<b>\$ 0.00</b>	<b>\$ 30,730.50</b>	<b>0.00%</b>
<b>Expenditures</b>						
421-47000-06010	Debt Service Bond Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
421-47000-06110	Debt Service Bond Interest	0.00	0.00	0.00	49,335.00	0.00%
421-47000-06200	Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.00%
421-49800-02110	Cleaning Supplies	0.00	0.00	0.00	32.16	0.00%
421-49800-03030	Engineering Services / Profession	0.00	0.00	0.00	0.00	0.00%
421-49800-03040	Legal Fees / Professional Service	0.00	0.00	0.00	800.00	0.00%
421-49800-03110	Contracts / Professional Services	0.00	315.00	0.00	57,418.95	0.00%
421-49800-03510	Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
421-49800-03620	Insurance: Property	0.00	0.00	0.00	4,127.00	0.00%
421-49800-03810	Electric Utilities	0.00	163.91	0.00	2,628.43	0.00%
421-49800-03840	Garbage / Recycling Utilities	0.00	106.13	0.00	1,061.30	0.00%
421-49800-04010	Repair and Maintenance - Buildin	0.00	0.00	0.00	443.54	0.00%
<b>Total CapProject Downtown Infill 2021 Expenditures</b>		<b>\$ 0.00</b>	<b>\$ 585.04</b>	<b>\$ 0.00</b>	<b>\$ 115,846.38</b>	<b>0.00%</b>
<b>CapProject Downtown Infill 2021 Excess of Revenues O</b>		<b>\$ 0.00</b>	<b>\$ 6,243.96</b>	<b>\$ 0.00</b>	<b>\$ (85,115.88)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**

Revised Budget  
For Water (601)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
601-00000-31700 Special Assessment Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.97	0.00%
601-00000-34101 Rents Received	0.00	0.00	1,000.00	0.00	100.00%
601-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
601-00000-37100 Water Charges	0.00	27,766.95	280,000.00	230,800.60	17.57%
601-00000-37150 Water Late Fees	0.00	244.32	2,000.00	1,760.67	11.97%
601-00000-37160 Water Reconnect/Disconnect Fee	0.00	0.00	0.00	0.00	0.00%
601-00000-37170 Water Access Fees	0.00	0.00	500.00	550.00	(10.00%)
601-00000-37300 Water User Fee	0.00	12,873.75	125,000.00	120,945.47	3.24%
601-00000-37350 Water User Late Fee	0.00	147.30	500.00	942.86	(88.57%)
<b>Total Water Revenues</b>	<b>\$ 0.00</b>	<b>\$ 41,032.32</b>	<b>\$ 409,000.00</b>	<b>\$ 355,002.57</b>	<b>13.20%</b>
<b>Expenditures</b>					
601-49450-01010 Regular Wages - Water	\$ 0.00	\$ 6,126.40	\$ 79,081.60	\$ 64,279.36	18.72%
601-49450-01020 Overtime Wages - Water	0.00	201.02	2,500.00	1,493.31	40.27%
601-49450-01030 Part-time Wages - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-01210 PERA Expenses - Water	0.00	474.55	5,931.12	4,932.92	16.83%
601-49450-01220 FICA Employer Contribution - Wa	0.00	432.37	6,049.74	4,743.97	21.58%
601-49450-01310 Health Insurance - Water	0.00	1,913.46	13,321.08	11,648.11	12.56%
601-49450-01320 Health Savings Account - Water	0.00	192.32	2,500.00	2,019.36	19.23%
601-49450-01330 Life Insurance - Water	0.00	3.24	46.20	34.02	26.36%
601-49450-01340 Disability Insurance - Water	0.00	65.52	718.92	687.96	4.31%
601-49450-01420 Unemployment Insurance - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-01510 Worker's Compensation - Water	0.00	0.00	400.00	4,222.66	(955.67%)
601-49450-02050 Office Supplies - Water	0.00	0.00	200.00	385.48	(92.74%)
601-49450-02100 Operating Supplies - Water	0.00	2,623.39	20,000.00	10,579.12	47.10%
601-49450-02120 Motor Fuels - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-02400 Small Tools, Minor Equipment -	0.00	41.52	1,000.00	236.60	76.34%
601-49450-03040 Legal Fees - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-03210 Telephone Expenses	0.00	140.31	600.00	1,144.39	(90.73%)
601-49450-03220 Postage Expenses - Water	0.00	0.00	2,000.00	1,886.78	5.66%
601-49450-03240 Computer Expenses	0.00	0.00	300.00	0.00	100.00%
601-49450-03310 Travel, Training Expenses - Wate	0.00	0.00	500.00	1,204.92	(140.98%)
601-49450-03510 Printing and Publishing - Water	0.00	0.00	0.00	0.00	0.00%
601-49450-03610 Insurance: General liability	0.00	0.00	650.00	436.07	32.91%
601-49450-03620 Insurance: Property	0.00	0.00	3,500.00	6,842.00	(95.49%)
601-49450-03630 Insurance: Automotive	0.00	0.00	0.00	146.50	0.00%
601-49450-03810 Electric Utilities - Water	0.00	694.16	8,000.00	7,626.18	4.67%
601-49450-03830 Gas Utilities - Water	0.00	44.95	1,750.00	951.97	45.60%
601-49450-04010 Repair and Maintenance - Buildin	0.00	0.00	4,000.00	79.98	98.00%
601-49450-04050 Repair and Maintenance - Equip	0.00	315.00	2,000.00	561.16	71.94%
601-49450-04070 Water Testing	0.00	0.00	500.00	922.86	(84.57%)
601-49450-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
601-49450-04330 Dues, Subscriptions, Fees - Wate	0.00	0.00	4,500.00	3,680.11	18.22%
601-49450-04850 Restricted Savings Expenditure	0.00	0.00	0.00	15,153.22	0.00%
601-49450-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
601-49450-05000 Capital Outlay	0.00	0.00	5,000.00	0.00	100.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Water (601)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601-49450-06010 Debt Service Bond Principal	0.00	0.00	0.00	86,994.23	0.00%
601-49450-06110 Debt Service Bond Interest	0.00	0.00	0.00	10,622.97	0.00%
<b>Total Water Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 13,268.21</b>	<b>\$ 165,048.66</b>	<b>\$ 243,516.21</b>	<b>(47.54%)</b>
 <b>Water Excess of Revenues Over Expenditures</b>	 <b>\$ 0.00</b>	 <b>\$ 27,764.11</b>	 <b>\$ 243,951.34</b>	 <b>\$ 111,486.36</b>	 <b>54.30%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Sewer (602)  
For the Fiscal Period 2023-10 Ending October 31, 2023

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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
602-00000-31600 Principal Taxes Unpaid Utilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
602-00000-31700 Special Assessment Interest	0.00	0.00	0.00	3.43	0.00%
602-00000-37200 Sewer Charges	0.00	23,565.13	210,000.00	200,155.44	4.69%
602-00000-37250 Sewer Late Fees	0.00	237.83	2,000.00	1,525.66	23.72%
602-00000-37280 Sewer Reconnect / Disconnect Fe	0.00	0.00	0.00	0.00	0.00%
<b>Total Sewer Revenues</b>	<b>\$ 0.00</b>	<b>\$ 23,802.96</b>	<b>\$ 212,000.00</b>	<b>\$ 201,684.53</b>	<b>4.87%</b>
 <b>Expenditures</b>					
602-49470-01010 Regular Wages - Sewer	\$ 0.00	\$ 5,260.80	\$ 67,932.80	\$ 54,005.40	20.50%
602-49470-01020 Overtime Wages - Sewer	0.00	49.32	1,500.00	850.77	43.28%
602-49470-01030 Part-time Wages - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-01210 PERA Expenses - Sewer	0.00	398.26	5,094.96	4,114.20	19.25%
602-49470-01220 FICA Employer Contribution - Se	0.00	356.04	5,196.86	3,565.35	31.39%
602-49470-01310 Health Insurance - Sewer	0.00	1,493.80	19,419.60	15,684.90	19.23%
602-49470-01320 Health Savings Account - Sewer	0.00	384.62	5,000.00	4,038.51	19.23%
602-49470-01330 Life Insurance - Sewer	0.00	3.24	46.20	34.02	26.36%
602-49470-01340 Disability Insurance - Sewer	0.00	56.18	614.88	589.89	4.06%
602-49470-01420 Unemployment Insurance - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-01510 Worker's Compensation - Sewer	0.00	0.00	4,000.00	4,286.74	(7.17%)
602-49470-02050 Office Supplies - Sewer	0.00	0.00	200.00	385.48	(92.74%)
602-49470-02100 Operating Supplies - Sewer	0.00	0.00	3,000.00	15.98	99.47%
602-49470-02120 Motor Fuels	0.00	0.00	0.00	863.15	0.00%
602-49470-02200 Repair and Maintenance Material	0.00	0.00	0.00	0.00	0.00%
602-49470-02400 Small Tools, Minor Equipment - S	0.00	0.00	0.00	51.75	0.00%
602-49470-03040 Legal Fees - Sewer	0.00	0.00	0.00	0.00	0.00%
602-49470-03210 Telephone Expenses	0.00	60.09	600.00	503.35	16.11%
602-49470-03220 Postage Expenses	0.00	0.00	1,000.00	922.50	7.75%
602-49470-03310 Travel, Training Expenses	0.00	0.00	500.00	929.93	(85.99%)
602-49470-03510 Printing and Publishing	0.00	0.00	0.00	0.00	0.00%
602-49470-03610 Insurance: General liability	0.00	0.00	2,000.00	3,912.22	(95.61%)
602-49470-03620 Insurance: Property	0.00	0.00	3,500.00	7,036.00	(101.03%)
602-49470-03630 Insurance: Automotive	0.00	0.00	0.00	146.50	0.00%
602-49470-03810 Electric Utilities	0.00	422.19	18,000.00	15,071.28	18.27%
602-49470-03830 Gas Utilities	0.00	0.00	0.00	0.00	0.00%
602-49470-04010 Repair and Maintenance - Buildin	0.00	0.00	3,000.00	213.85	92.87%
602-49470-04050 Repair and Maintenance - Equip	0.00	1,338.34	3,000.00	2,695.21	10.16%
602-49470-04070 Water Testing	0.00	518.36	0.00	2,421.92	0.00%
602-49470-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
602-49470-04330 Dues, Subscriptions, Fees - Sewe	0.00	0.00	3,000.00	1,473.00	50.90%
602-49470-04850 Restricted Savings Expenditure	0.00	0.00	0.00	15,153.22	0.00%
602-49470-04900 Grant Expenditure	0.00	0.00	0.00	0.00	0.00%
602-49470-05000 Capital Outlay	0.00	577.05	5,000.00	5,770.50	(15.41%)
602-49470-06010 Debt Service Bond Principal	0.00	0.00	0.00	17,624.00	0.00%
602-49470-06110 Debt Service Bond Interest	0.00	0.00	0.00	11,552.84	0.00%
<b>Total Sewer Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 10,918.29</b>	<b>\$ 151,605.30</b>	<b>\$ 173,912.46</b>	<b>(14.71%)</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Sewer (602)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Sewer Excess of Revenues Over Expenditures	\$ 0.00	\$ 12,884.67	\$ 60,394.70	\$ 27,772.07	54.02%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
 Revised Budget  
 For Liquor Store (609)  
 For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
609-00000-33150 Grants, Fed - State	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
609-00000-37811 Liquor - Off Sale	0.00	8,639.75	120,000.00	82,142.41	31.55%
609-00000-37812 Beer - Off Sale	0.00	19,600.80	260,000.00	239,786.28	7.77%
609-00000-37813 Wine - Off Sale	0.00	1,425.01	20,000.00	15,388.85	23.06%
609-00000-37814 Other Merchandise - Off Sale	0.00	228.97	5,000.00	5,488.14	(9.78%)
609-00000-37815 Mixes - Off Sale	0.00	0.00	0.00	0.00	0.00%
609-00000-37816 Cannabis & THC Products	0.00	35.98	0.00	35.98	0.00%
609-00000-37820 Cash/Over-Short -Off Sale	0.00	(42.30)	0.00	(149.10)	0.00%
609-00000-37850 Credit Cards - Off Sale	0.00	1,830.64	0.00	2,315.30	0.00%
609-00000-37860 Gift Cards	0.00	(25.28)	0.00	(359.41)	0.00%
609-00000-37880 Other Income	0.00	11.99	0.00	11.99	0.00%
609-00000-37911 Liquor - On Sale	0.00	5,323.34	50,000.00	50,045.65	(0.09%)
609-00000-37912 Beer - On Sale	0.00	9,099.75	105,000.00	94,231.75	10.26%
609-00000-37913 Wine - On Sale	0.00	51.00	2,000.00	425.00	78.75%
609-00000-37914 Miscellaneous Sales - On Sale	0.00	192.75	5,000.00	1,939.75	61.21%
609-00000-37915 Pizza - On Sale	0.00	416.00	0.00	780.00	0.00%
609-00000-37916 Food - On Sale	0.00	802.85	15,000.00	11,949.25	20.34%
609-00000-37920 Cash Over / Short - On Sale	0.00	(64.05)	0.00	(441.87)	0.00%
609-00000-37930 Vending Machines	0.00	0.00	0.00	0.00	0.00%
609-00000-37940 Darts / Pool Table	0.00	0.00	0.00	72.00	0.00%
609-00000-37945 Jukebox / Mega Touch	0.00	0.00	200.00	697.00	(248.50%)
609-00000-37950 Credit Cards - On Sale	0.00	413.69	0.00	208.03	0.00%
609-00000-37970 ATM Machine	0.00	139.40	0.00	8,024.00	0.00%
609-00000-37975 Misc Income, On Sale	0.00	651.01	9,000.00	10,118.75	(12.43%)
609-00000-37980 Rent - On Sale	0.00	0.00	1,000.00	834.87	16.51%
609-00000-38111 Liquor - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38112 Beer - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38113 Wine - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38114 Miscellaneous Sales - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38150 Credit Cards - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38180 Rent - WPR	0.00	0.00	0.00	0.00	0.00%
609-00000-38290 Petty Cash Receipt	0.00	0.00	0.00	0.00	0.00%
609-49770-38290 Petty Cash Receipt	0.00	0.00	0.00	0.00	0.00%
<b>Total Liquor Store Revenues</b>	<b>\$ 0.00</b>	<b>\$ 48,729.32</b>	<b>\$ 592,200.00</b>	<b>\$ 523,542.62</b>	<b>11.59%</b>

**Expenditures**

609-49750-01010 Regular Wages - Off	\$ 0.00	\$ 3,440.47	\$ 0.00	\$ 34,628.74	0.00%
609-49750-01020 Overtime Wages - Off	0.00	0.00	500.00	0.00	100.00%
609-49750-01030 Part-time Wages - Off	0.00	0.00	45,000.00	0.00	100.00%
609-49750-01210 PERA Expenses - Off	0.00	297.80	2,500.00	2,567.36	(2.69%)
609-49750-01220 FICA Employer Contribution - Off	0.00	306.15	2,800.00	2,911.73	(3.99%)
609-49750-01310 Health Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01320 Health Savings Account - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01330 Life Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01340 Disability Insurance - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-01420 Unemployment Insurance - Off	0.00	0.00	0.00	0.00	0.00%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49750-01510	Worker's Compensation - Off	0.00	0.00	2,500.00	0.00	100.00%
609-49750-02050	Office Supplies - Off	0.00	91.00	200.00	288.18	(44.09%)
609-49750-02100	Operating Supplies - Off	0.00	52.82	0.00	811.88	0.00%
609-49750-02110	Cleaning Supplies - Off	0.00	203.61	0.00	1,643.54	0.00%
609-49750-02130	Operating Supplies - Food	0.00	0.00	0.00	0.00	0.00%
609-49750-02180	Uniforms	0.00	0.00	0.00	0.00	0.00%
609-49750-02510	Resale - Liquor	0.00	9,821.05	0.00	68,537.36	0.00%
609-49750-02520	Resale - Beer	0.00	17,188.93	0.00	208,306.91	0.00%
609-49750-02530	Resale - Wine	0.00	1,306.18	0.00	9,784.44	0.00%
609-49750-02540	Resale - Soft drinks	0.00	299.32	0.00	2,239.37	0.00%
609-49750-02550	Resale-Misc	0.00	0.00	0.00	70.39	0.00%
609-49750-02560	Resale - THC/CBD	0.00	0.00	0.00	368.35	0.00%
609-49750-02570	Resale - Ice	0.00	0.00	0.00	0.00	0.00%
609-49750-02580	Resale - Food	0.00	0.00	0.00	0.00	0.00%
609-49750-02600	Resale - Pizza	0.00	0.00	0.00	1,721.65	0.00%
609-49750-02610	Resale - Clothing	0.00	0.00	0.00	0.00	0.00%
609-49750-02650	Gift Certificates	0.00	0.00	0.00	0.00	0.00%
609-49750-03040	Legal Fees - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-03045	COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
609-49750-03210	Telephone Expenses - Off	0.00	239.37	0.00	1,893.77	0.00%
609-49750-03240	Computer Expenses - Off	0.00	52.30	0.00	508.06	0.00%
609-49750-03310	Travel, Training Expenses Off	0.00	0.00	0.00	678.09	0.00%
609-49750-03410	Advertising for Employment - Off	0.00	232.00	0.00	232.00	0.00%
609-49750-03420	Advertising for Enterprises - Off	0.00	0.00	0.00	235.16	0.00%
609-49750-03510	Printing and Publishing - Off	0.00	0.00	0.00	0.00	0.00%
609-49750-03610	Insurance: General liability	0.00	0.00	0.00	633.40	0.00%
609-49750-03620	Insurance: Property	0.00	0.00	0.00	1,998.00	0.00%
609-49750-03640	Insurance: Dram Shop	0.00	0.00	0.00	1,460.07	0.00%
609-49750-03810	Electric Utilities - Off	0.00	389.00	0.00	4,184.00	0.00%
609-49750-03830	Gas Utilities - Off	0.00	119.50	0.00	1,418.11	0.00%
609-49750-03840	Garbage / Recycling Utilities - Off	0.00	111.53	0.00	1,179.30	0.00%
609-49750-04010	Repair and Maintenance - Buildin	0.00	118.64	0.00	1,068.47	0.00%
609-49750-04050	Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
609-49750-04320	NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
609-49750-04330	Dues, Subscriptions, Fees	0.00	789.56	0.00	14,304.66	0.00%
609-49750-05000	Capital Outlay - Off	0.00	0.00	0.00	1,000.00	0.00%
609-49770-01010	Regular Wages - On	0.00	4,565.05	0.00	46,493.88	0.00%
609-49770-01020	Overtime Wages - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01030	Part-time Wages - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01210	PERA Expenses - On	0.00	297.95	0.00	2,870.85	0.00%
609-49770-01220	FICA Employer Contribution On	0.00	306.28	0.00	3,294.19	0.00%
609-49770-01310	Health Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01320	Health Savings Account On	0.00	0.00	0.00	0.00	0.00%
609-49770-01330	Life Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01340	Disability Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01420	Unemployment Insurance - On	0.00	0.00	0.00	0.00	0.00%
609-49770-01510	Worker's Compensation - On	0.00	0.00	0.00	5,144.15	0.00%
609-49770-02050	Office Supplies - On	0.00	0.00	0.00	112.09	0.00%
609-49770-02100	Operating Supplies - On	0.00	508.29	0.00	3,767.88	0.00%



**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49770-02110 Cleaning Supplies - On	0.00	275.09	0.00	2,196.11	0.00%
609-49770-02130 Operating Supplies - Food	0.00	184.52	0.00	1,622.46	0.00%
609-49770-02180 Uniforms	0.00	0.00	0.00	0.00	0.00%
609-49770-02510 Resale - Liquor	0.00	340.17	0.00	4,906.20	0.00%
609-49770-02520 Resale - Beer	0.00	665.05	0.00	9,341.02	0.00%
609-49770-02530 Resale - Wine	0.00	5.46	0.00	47.65	0.00%
609-49770-02540 Resale - Soft drinks	0.00	20.62	0.00	246.62	0.00%
609-49770-02550 Resale-Misc	0.00	58.93	0.00	1,087.77	0.00%
609-49770-02570 Resale - Ice	0.00	0.00	0.00	0.00	0.00%
609-49770-02580 Resale - Food	0.00	432.60	0.00	4,336.61	0.00%
609-49770-02600 Resale - Pizza	0.00	324.30	0.00	3,640.80	0.00%
609-49770-02610 Resale - Clothing	0.00	0.00	0.00	0.00	0.00%
609-49770-02650 Gift Certificates	0.00	0.00	0.00	0.00	0.00%
609-49770-03040 Legal Fees - On	0.00	0.00	0.00	0.00	0.00%
609-49770-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
609-49770-03100 Entertainment Expenses	0.00	0.00	0.00	5,462.47	0.00%
609-49770-03210 Telephone Expenses	0.00	239.38	0.00	1,893.78	0.00%
609-49770-03240 Computer Expenses	0.00	52.30	0.00	508.06	0.00%
609-49770-03310 Travel, Training Expenses	0.00	0.00	0.00	695.99	0.00%
609-49770-03410 Advertising for Employment	0.00	232.00	0.00	232.00	0.00%
609-49770-03420 Advertising for Enterprises	0.00	0.00	0.00	426.17	0.00%
609-49770-03610 Insurance: General liability	0.00	0.00	0.00	244.60	0.00%
609-49770-03620 Insurance: Property	0.00	0.00	0.00	1,998.00	0.00%
609-49770-03640 Insurance: Dram Shop	0.00	0.00	0.00	1,648.07	0.00%
609-49770-03810 Electric Utilities	0.00	403.03	0.00	4,261.23	0.00%
609-49770-03830 Gas Utilities	0.00	119.50	0.00	1,418.10	0.00%
609-49770-03840 Garbage / Recycling Utilities	0.00	100.53	0.00	1,005.30	0.00%
609-49770-04010 Repair and Maintenance - Buildin	0.00	118.64	0.00	1,070.02	0.00%
609-49770-04050 Repair and Maintenance - Equip	0.00	251.00	0.00	1,188.09	0.00%
609-49770-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
609-49770-04330 Dues, Subscriptions, Fees	0.00	769.55	0.00	9,284.60	0.00%
609-49770-04800 ATM Cash	0.00	0.00	0.00	0.00	0.00%
609-49770-04810 Petty Cash Disbursement	0.00	0.00	0.00	0.00	0.00%
609-49770-05000 Capital Outlay - On	0.00	0.00	0.00	1,000.00	0.00%
609-49780-01030 Part-time Wages - WPR	0.00	0.00	0.00	0.00	0.00%
609-49780-01220 FICA Employer Contribution	0.00	0.00	0.00	0.00	0.00%
609-49780-02050 Office Supplies - WPR	0.00	0.00	0.00	0.00	0.00%
609-49780-02100 Operating Supplies - WPR	0.00	0.00	0.00	0.00	0.00%
609-49780-02110 Cleaning Supplies - WPR	0.00	0.00	0.00	0.00	0.00%
609-49780-02130 Operating Supplies - Food	0.00	0.00	0.00	0.00	0.00%
609-49780-02510 Resale - Liquor	0.00	0.00	0.00	0.00	0.00%
609-49780-02520 Resale - Beer	0.00	0.00	0.00	0.00	0.00%
609-49780-02530 Resale - Wine	0.00	0.00	0.00	0.00	0.00%
609-49780-02540 Resale - Soft drinks	0.00	0.00	0.00	0.00	0.00%
609-49780-02550 Resale-Misc	0.00	0.00	0.00	0.00	0.00%
609-49780-02650 Gift Certificates	0.00	0.00	0.00	0.00	0.00%
609-49780-03100 Entertainment Expenses	0.00	0.00	0.00	0.00	0.00%
609-49780-03310 Travel, Training Expenses	0.00	0.00	0.00	0.00	0.00%
609-49780-03420 Advertising for Enterprises	0.00	0.00	0.00	0.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Liquor Store (609)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
609-49780-03810 Electric Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-03830 Gas Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-03840 Garbage / Recycling Utilities	0.00	0.00	0.00	0.00	0.00%
609-49780-04010 Repair and Maintenance - Buildin	0.00	0.00	0.00	0.00	0.00%
609-49780-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
609-49780-04200 Rentals, Linens	0.00	0.00	0.00	0.00	0.00%
609-49780-04320 NSF Checks / ACH	0.00	0.00	0.00	0.00	0.00%
609-49780-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	0.00	0.00%
<b>Total Liquor Store Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 45,329.47</b>	<b>\$ 53,500.00</b>	<b>\$ 486,117.75</b>	<b>(808.63%)</b>
 <b>Liquor Store Excess of Revenues Over Expenditures</b>	 <b>\$ 0.00</b>	 <b>\$ 3,399.85</b>	 <b>\$ 538,700.00</b>	 <b>\$ 37,424.87</b>	 <b>93.05%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Event Center (610)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
610-00000-33150 Grants, Fed - State	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
610-00000-38211 Liquor - EC	0.00	1,573.00	0.00	14,531.00	0.00%
610-00000-38212 Beer - EC	0.00	2,065.00	0.00	12,002.40	0.00%
610-00000-38213 Wine - EC	0.00	123.00	0.00	827.00	0.00%
610-00000-38214 Miscellaneous Sales - EC	0.00	262.83	0.00	6,883.15	0.00%
610-00000-38220 Cash Over / Short EC	0.00	0.00	0.00	0.60	0.00%
610-00000-38250 Credit Cards - EC	0.00	0.00	0.00	0.00	0.00%
610-00000-38280 Rent - EC	0.00	4,085.00	0.00	16,221.00	0.00%
610-00000-38285 Linens - Receipts	0.00	100.00	0.00	1,420.00	0.00%
<b>Total Event Center Revenues</b>	<b>\$ 0.00</b>	<b>\$ 8,208.83</b>	<b>\$ 0.00</b>	<b>\$ 51,885.15</b>	<b>0.00%</b>
<b>Expenditures</b>					
610-49790-01030 Part-time Wages - EC	\$ 0.00	\$ 1,024.57	\$ 0.00	\$ 12,556.33	0.00%
610-49790-01210 PERA Expenses - EC	0.00	50.90	0.00	757.24	0.00%
610-49790-01220 FICA Employer Contribution - EC	0.00	78.39	0.00	938.14	0.00%
610-49790-01340 Disability Insurance - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-01420 Unemployment Insurance - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-01510 Worker's Compensation - EC	0.00	0.00	0.00	0.00	0.00%
610-49790-02050 Office Supplies - EC	0.00	0.00	0.00	64.55	0.00%
610-49790-02100 Operating Supplies - EC	0.00	129.95	0.00	2,106.30	0.00%
610-49790-02110 Cleaning Supplies - EC	0.00	243.66	0.00	2,574.40	0.00%
610-49790-02130 Operating Supplies - Food	0.00	0.00	0.00	0.00	0.00%
610-49790-02510 Resale - Liquor	0.00	0.00	0.00	7,073.35	0.00%
610-49790-02520 Resale - Beer	0.00	794.95	0.00	7,162.91	0.00%
610-49790-02530 Resale - Wine	0.00	0.00	0.00	356.31	0.00%
610-49790-02540 Resale - Soft drinks	0.00	406.49	0.00	2,123.49	0.00%
610-49790-02550 Resale-Misc	0.00	0.00	0.00	39.00	0.00%
610-49790-02650 Gift Certificates	0.00	0.00	0.00	0.00	0.00%
610-49790-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
610-49790-03100 Entertainment Expenses	0.00	0.00	0.00	0.00	0.00%
610-49790-03210 Telephone Expenses	0.00	101.09	0.00	1,135.58	0.00%
610-49790-03240 Computer Expenses	0.00	104.61	0.00	1,016.16	0.00%
610-49790-03310 Travel, Training Expenses	0.00	0.00	0.00	669.14	0.00%
610-49790-03420 Advertising for Enterprises	0.00	0.00	0.00	611.67	0.00%
610-49790-03610 Insurance: General liability	0.00	0.00	0.00	173.33	0.00%
610-49790-03620 Insurance: Property	0.00	0.00	0.00	4,070.00	0.00%
610-49790-03640 Insurance: Dram Shop	0.00	0.00	0.00	1,460.11	0.00%
610-49790-03810 Electric Utilities	0.00	541.00	0.00	5,886.00	0.00%
610-49790-03830 Gas Utilities	0.00	395.00	0.00	4,253.16	0.00%
610-49790-03840 Garbage / Recycling Utilities	0.00	111.53	0.00	1,115.30	0.00%
610-49790-04010 Repair and Maintenance - Buildin	0.00	118.65	0.00	27,393.21	0.00%
610-49790-04050 Repair and Maintenance - Equip	0.00	0.00	0.00	0.00	0.00%
610-49790-04200 Rentals, Linens - EC	0.00	152.53	0.00	1,258.70	0.00%
610-49790-04320 NSF Checks / ACH	0.00	20.00	0.00	20.00	0.00%
610-49790-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	5,225.65	0.00%
610-49790-05000 Capital Outlay - EC	0.00	0.00	0.00	1,000.00	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Event Center (610)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Event Center Expenditures	\$ 0.00	\$ 4,273.32	\$ 0.00	\$ 91,040.03	0.00%
Event Center Excess of Revenues Over Expenditures	\$ 0.00	\$ 3,935.51	\$ 0.00	\$ (39,154.88)	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For EDA (651)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
651-00000-34101 Rents Received / Pop-up shops	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
651-00000-36200 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00%
651-00000-36203 Advertising Revenue - EDA	0.00	0.00	0.00	0.00	0.00%
Total EDA Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
<b>Expenditures</b>					
651-49800-02100 Operating Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15.56	0.00%
651-49800-03040 Legal Fees	0.00	0.00	0.00	62.50	0.00%
651-49800-03045 COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00%
651-49800-03100 Entertainment Expenses	0.00	0.00	0.00	319.76	0.00%
651-49800-03110 Contracts / Professional Services	0.00	135.00	0.00	25,439.00	0.00%
651-49800-03610 Insurance: General liability	0.00	0.00	0.00	24.99	0.00%
651-49800-04330 Dues, Subscriptions, Fees	0.00	51.99	0.00	4,408.62	0.00%
651-49800-04500 Home Improvement	0.00	0.00	0.00	0.00	0.00%
651-49800-05000 Capital Outlay	0.00	3,535.00	0.00	39,723.98	0.00%
651-49800-05010 Inter Fund Transfer	0.00	0.00	0.00	0.00	0.00%
Total EDA Expenditures	\$ 0.00	\$ 3,721.99	\$ 0.00	\$ 69,994.41	0.00%
EDA Excess of Revenues Over Expenditures	\$ 0.00	\$ (3,721.99)	\$ 0.00	\$ (69,994.41)	0.00%

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For RBEG (652)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
652-00000-36113 Loan Payments - Principal / Com	\$ 0.00	\$ 118.76	\$ 0.00	\$ 10,012.97	0.00%
652-00000-36114 Loan Payments - Interest / Comm	0.00	108.34	0.00	297.76	0.00%
652-00000-36210 Interest Earnings	0.00	2.73	0.00	49.26	0.00%
<b>Total RBEG Revenues</b>	<b>\$ 0.00</b>	<b>\$ 229.83</b>	<b>\$ 0.00</b>	<b>\$ 10,359.99</b>	<b>0.00%</b>
<b>Expenditures</b>					
652-49810-05000 Capital Outlay	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 20,000.00	0.00%
<b>Total RBEG Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 20,000.00</b>	<b>\$ 0.00</b>	<b>\$ 20,000.00</b>	<b>0.00%</b>
<b>RBEG Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (19,770.17)</b>	<b>\$ 0.00</b>	<b>\$ (9,640.01)</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For Business Center (654)  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
654-00000-34101 Rents Received	\$ 0.00	\$ 2,353.42	\$ 0.00	\$ 21,505.24	0.00%
<b>Total Business Center Revenues</b>	<b>\$ 0.00</b>	<b>\$ 2,353.42</b>	<b>\$ 0.00</b>	<b>\$ 21,505.24</b>	<b>0.00%</b>
<b>Expenditures</b>					
654-49820-03210 Telephone Expenses - Business	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
654-49820-03240 Computer Expenses - Business C	0.00	0.00	0.00	0.00	0.00%
654-49820-03620 Insurance: Property	0.00	0.00	0.00	1,840.00	0.00%
654-49820-03810 Electric Utilities - Business Center	0.00	81.61	0.00	1,436.99	0.00%
654-49820-03830 Gas Utilities	0.00	82.92	0.00	1,669.01	0.00%
654-49820-04010 Repair and Maintenance - Buildin	0.00	1,151.97	0.00	7,007.84	0.00%
654-49820-04330 Dues, Subscriptions, Fees	0.00	0.00	0.00	2,510.00	0.00%
<b>Total Business Center Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 1,316.50</b>	<b>\$ 0.00</b>	<b>\$ 14,463.84</b>	<b>0.00%</b>
<b>Business Center Excess of Revenues Over Expenditure</b>	<b>\$ 0.00</b>	<b>\$ 1,036.92</b>	<b>\$ 0.00</b>	<b>\$ 7,041.40</b>	<b>0.00%</b>

**City of Frazee**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For the Fiscal Period 2023-10 Ending October 31, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total Revenues</b>	<b>\$ 0.00</b>	<b>\$ 147,493.76</b>	<b>\$ 2,555,025.00</b>	<b>\$ 2,378,941.71</b>	<b>6.89%</b>
<b>Total Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 172,416.73</b>	<b>\$ 1,681,847.65</b>	<b>\$ 2,711,525.28</b>	<b>(61.22%)</b>
<b>Total Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (24,922.97)</b>	<b>\$ 873,177.35</b>	<b>\$ (332,583.57)</b>	<b>138.09%</b>



## Staff Reports

### EVENT CENTER

## Staff Reports

### FIRE DEPARTMENT

In October we had 4 calls

2 - False alarms

1- Medical assist

1- Tree on powerline

For training in October, we hosted elementary classes at the hall and at the school for fire prevention week, equipment inventory and checks, and tried out some Combi Tools (extrication tools) and cut up a vehicle for extrication training.

We had one firefighter retire from the department earlier this month (Chris Burton, almost 10 years of service). One of the ordered trucks will be in production by now and the second by the end of November.

I would like to have the council move to approve a change in the Fire Department bylaws, which were presented last month. We only adopted 2 of the 3 proposed changes in our last meeting:

- split the bylaws from our SOGs
- added language to require a HS diploma or equivalent

***Nathan Matejka***

***Fire Chief***

***Frazee Fire Department***

***218-234-8333***

***[Frazee.fire@frazeecity.com](mailto:Frazee.fire@frazeecity.com)***

## Staff Reports

### LIQUOR STORE

## Staff Reports

POLICE DEPARTMENT

## Staff Reports

PUBLIC WORKS

## Staff Reports

ADMINISTRATION

### 1. General Updates

- a. LMCIT and dram shop insurances are up for renewal. I am working on getting those applications completed.
- b. Welcome to Amanda! She has been a great addition to the City team. A huge **THANK YOU** to Tanya for staying on into November to ensure a smooth transition. Tanya's official last day was November 27, 2023.
- c. The public works department had their first in-person OSHA training this month. Through December, all staff will need to complete an online training. In addition, Larry and the crew have been working on completing some of the changes needed for the mock-OSHA inspection reports.
- d. Closing on the Wannigan Regional Park property is tentatively scheduled for November 30, 2023, pending DNR notification. The letters of intent for the two grants discussed last month have been submitted and the committee continues to move forward on park planning.
- e. Our last camper left this month and we are closed on the 2023 camping season.
- f. The individual interested in the Maple Ave property is not interested in the property at the price we need to have to break even on the property. This property will be listed on the website over the winter along with pertinent information for a potential buyer.
- g. The garbage RFP was mailed out and posted in the newspaper.
- h. Parcel EDA sold to OK Lumber in 2021 did not have the deed filed. And remained listed as EDA owned. The Quit Claim Deed was found and the City Attorney's office brought the deed to the Becker County Recorder's office to be filed the week of November 13, 2023.
- i. Parcel located in All-n-All's gas station pump area remains listed as owned by City of Frazee. City staff notified Becker County on 10/30/2023.
- j. Sanders parcel is still listed as owned by Roger Sanders when it should be listed owned by the EDA. City staff notified Becker County on this earlier this year and is continuing to work towards getting this fixed.
- k. Parcel where Frazee Assisted Living is located was purchased from the EDA on September 30, 2014 yet remained listed as EDA owned. Office staff contacted Becker County on 10/30/2023 and the property records have been updated to show the correct owner: LSS of Frazee.

### 2. Financials

- a. The books are updated! All income statements are updated through October 31, 2023.
- b. I have worked on the preliminary budget and met with the personnel and finance committee to get the budget updated as much as possible. Due to the timing of the committee meeting, the most recent version will be emailed out on Monday.

### 3. Town Lake Beach

- a. Widseth is working on the adjustments suggested by the park and rec committee.

4. In addition to the regular monthly tasks, utility billing and payroll, in October, we processed
  - a. 10 campsite rentals
  - b. 2 pet licenses
  - c. 1 building permit
  - d. 0 rental registrations (1 was assessed to taxes)
  - e. 2 property was inspected – done for 2023
5. State Bonding Request  
The Senate Capital Investment Committee is completing their tours this month. We hope to have more information soon as to when the hearings will be held.
6. Banyon Goals
  - a. Fund Accounting codes are in! Tina is working on entering the vendors, and I will be working on entering the 2024 budget information. The budget reports in December will be in the Banyon format. We are on track for the January 1, 2024 switch over!
  - b. Utility Billing & Fund Accounting – by January 1, 2024
7. Bylaw Changes
  - a. There are no actual bylaws, just the policies that were approved at the last meeting. This is now completed.

## Old Business

### 2024 PRELIMINARY BUDGET CHANGES

	YTD 2023 Balance - June 2023	2023 Budget	2024 Preliminary Proposed Budget 9/27/2023		Preliminary Proposed Budget % Increase	2024 Preliminary Proposed Budget 11/29/2023	Preliminary Proposed Budget % Increase	
<b>Revenues</b>								
100-00000-31010 Current Ad Valorem Taxes	\$9,165.90	\$439,894.00			-100.00%		-100.00%	
100-00000-31020 Delinquent Ad Valorem Taxes	\$0.00	\$1,500.00			-100.00%		-100.00%	
100-00000-31030 Current Mobile Home Tax	\$14.23	\$2,000.00			-100.00%		-100.00%	
100-00000-31080 Payments - In - Lieu of Taxes	\$18,936.97	\$15,000.00	\$16,000.00	*Value decreased in 2023	6.67%	\$16,000.00	-100.00%	
100-00000-31600 Special Assessment Principal	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-31700 Special Assessment Interest	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-31810 Franchise Taxes	\$1,216.85	\$3,000.00	\$2,400.00		-20.00%	\$2,400.00	-100.00%	
100-00000-32110 Alcohol & Gambling License	\$795.00	\$600.00	\$520.00		-13.33%	\$520.00	-100.00%	
100-00000-32180 Other Business / Zoning Licenses	\$0.00	\$300.00	\$225.00		-25.00%	\$225.00	-100.00%	
100-00000-32210 Building Permits	\$7,254.18	\$20,000.00	\$10,000.00	*2023 YTD is \$9700 - that includes 1 home being built. There are no plans or rumblings of any homes being built in 2024 at this time.	-50.00%	\$10,000.00	-100.00%	
100-00000-32220 Rental Registrations	\$3,195.00	\$9,500.00	\$10,550.00	This includes a \$5 increase in rental registration fees	11.05%	\$10,550.00	-100.00%	
100-00000-32240 Animal Licenses	\$510.00	\$300.00	\$500.00		66.67%	\$500.00	-100.00%	
100-00000-33150 Grants, Fed - State	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-33200 Restricted Savings Transfer In	\$0.00	\$6,000.00	\$25,000.00	Streets = \$10000 Unallocated = \$25,000	316.67%	\$35,000.00	-100.00%	Streets = \$10000 Unallocated = \$25,000
100-00000-33401 Local Government Aid	\$0.00	\$545,631.00	\$591,640.00		8.43%	\$591,640.00	-100.00%	
100-00000-33402 Small City Assistance	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-33416 Police Training Reimbursement	\$0.00	\$3,000.00	\$3,000.00		0.00%	\$3,000.00	#DIV/0!	
100-00000-33418 Fine Training Reimbursement	\$2,115.69	\$9,000.00	\$9,000.00		0.00%	\$9,000.00	#DIV/0!	
100-00000-33420 Fine State Aid	\$0.00	\$30,000.00	\$30,000.00		0.00%	\$30,000.00	#DIV/0!	
100-00000-33421 Police State Aid	\$0.00	\$18,000.00	\$18,000.00		0.00%	\$18,000.00	#DIV/0!	
100-00000-33423 PERA Rate Increase Aid	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-33620 Other Grants & Aids	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-34101 Rents Received	\$0.00	\$1,000.00			-100.00%		-100.00%	
100-00000-34104 Campsite receipts	\$3,780.00	\$2,500.00	\$4,300.00		80.00%	\$4,300.00	-100.00%	
100-00000-34105 Copies, etc	\$65.11	\$200.00	\$200.00		0.00%	\$300.00	#DIV/0!	
100-00000-34196 Fine Dept Misc Received	\$7,558.68	\$1,500.00	\$1,500.00		0.00%	\$1,500.00	#DIV/0!	
100-00000-34199 Fine Dept Grants Received	\$2,500.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-34202 Fine Contracts	\$116,990.00	\$81,990.00	\$81,990.00		0.00%	\$81,990.00	#DIV/0!	
100-00000-34203 Police Accident Reports	\$5.00	\$10.00	\$10.00		0.00%	\$10.00	#DIV/0!	
100-00000-34204 Forfeitures	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-34205 Fine Calls	\$12,035.00	\$10,000.00	\$10,000.00		0.00%	\$10,000.00	#DIV/0!	
100-00000-34303 Services Rendered	\$1,015.00	\$2,000.00	\$2,000.00		0.00%	\$2,000.00	#DIV/0!	
100-00000-34403 Garbage Fees	\$47,663.32	\$70,000.00	\$113,900.00	2023 Projections Revenue = \$143,000 Expenses = \$132,000 (\$11,000)	62.71%	\$113,900.00	-100.00%	
100-00000-34404 Garbage Admin Fees	\$0.00	\$0.00			#DIV/0!		#DIV/0!	
100-00000-34405 Garbage Late Fees	\$535.42	\$900.00	\$1,000.00	*2024 charge rates will be increased \$1.50 per month to meet this projected revenue	11.11%	\$1,000.00	-100.00%	
100-00000-34406 Recycling Fees	\$15,554.49	\$35,000.00	\$35,000.00		0.00%	\$35,000.00	#DIV/0!	
100-00000-35101 Court Fees	\$2,785.99	\$5,000.00	\$5,000.00		0.00%	\$5,000.00	#DIV/0!	
100-00000-35102 Administrative Fines	\$30.00	\$1,500.00	\$2,500.00		66.67%	\$2,500.00	-100.00%	
100-00000-36200 Miscellaneous Revenue	\$440.00	\$3,000.00	\$500.00		-90.00%	\$500.00	-100.00%	
100-00000-36201 Fireworks receipts	\$1,000.00	\$4,500.00	\$4,500.00		0.00%	\$4,500.00	#DIV/0!	
100-00000-36205 Reimbursements/Liens Transfers	\$250.00	\$0.00			#DIV/0!		#DIV/0!	

100-00000-36210 Interest Earnings	\$21,692.41	\$4,000.00	\$4,000.00	0.00%	\$4,000.00	#DIV/0!	
100-00000-36250 Community Recreational Donations	\$1,500.00	\$1,000.00	\$1,500.00	50.00%	\$11,500.00	-100.00%	\$10,000 from enterprise for summer rec
<b>TOTALS</b>	<b>\$278,604.42</b>	<b>\$1,339,825.00</b>	<b>\$994,935.00</b>	<b>-25.74%</b>	<b>\$1,015,035.00</b>	<b>-100.00%</b>	
<b>Expenditures</b>							
<b>Council</b>							
100-41110-01030 Wages - Council	\$4,616.65	\$12,500.00	\$12,500.00	0.00%	\$12,500.00	#DIV/0!	
100-41110-01210 PERA Employer Contribution - Council	\$353.24	\$700.00	\$953.00	36.72%	\$957.00	-100.00%	
100-41110-01510 Worker's Compensation - Council	\$113.46	\$900.00	\$900.00	0.00%	\$900.00	#DIV/0!	
100-41110-02050 Office Supplies - Council	\$67.00	\$0.00	\$100.00	#DIV/0!	\$100.00	#DIV/0!	
100-41110-03040 Legal Fees - Council	\$5,412.50	\$0.00	\$10,000.00	#DIV/0!	\$10,000.00	#DIV/0!	
100-41110-03240 Computer Expenses	\$1,200.20	\$1,200.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-41110-03310 Travel, Training Expenses - Council	\$503.71	\$500.00	\$750.00	50.00%	\$750.00	-100.00%	
100-41110-03510 Printing and Publishing - Council	\$2,822.86	\$0.00	\$5,000.00	#DIV/0!	\$5,000.00	#DIV/0!	
100-41110-04330 Dues, Subscriptions, Fees - Council	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41110-04400 Donations	\$10,000.00	\$0.00	\$5,000.00	#DIV/0!	\$15,000.00	#DIV/0!	Cornerstone 202000 Summer Rec \$10,000* June 12, 2023 Council directed line item added for Summer Rec with annual \$10,000 donation going forward
<b>TOTALS</b>	<b>\$25,174.66</b>	<b>\$15,800.00</b>	<b>\$35,207.00</b>	<b>122.83%</b>	<b>\$45,207.00</b>	<b>-100.00%</b>	
<b>Administration</b>							
100-41400-01010 Regular Wages - Administration	\$65,270.40	\$125,694.40	\$153,000.00	21.72%	\$142,000.00	-100.00%	
100-41400-01020 Overtime Wages - Administration	\$0.00	\$4,000.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-41400-01030 Part-time Wages - Administration	\$12,715.15	\$23,337.60	\$27,000.00	15.69%	\$30,000.00	-100.00%	
100-41400-01210 PERA Expenses - Administration	\$5,754.86	\$10,302.24	\$13,500.00	31.04%	\$12,900.00	-100.00%	
100-41400-01220 FICA Employer Contribution - Administration	\$5,549.51	\$12,591.17	\$13,770.00	9.36%	\$13,158.00	-100.00%	
100-41400-01310 Health Insurance - Administration	\$11,057.15	\$20,059.98	\$24,642.00	22.84%	\$24,642.00	-100.00%	
100-41400-01320 Health Savings Account - Administration	\$3,749.98	\$7,500.00	\$7,500.00	0.00%	\$7,500.00	#DIV/0!	
100-41400-01330 Life Insurance - Administration	\$42.12	\$92.40	\$93.00	0.65%	\$93.00	-100.00%	
100-41400-01340 Disability Insurance - Administration	\$698.49	\$1,023.24	\$1,023.00	-0.02%	\$1,023.00	-100.00%	
100-41400-01420 Unemployment Insurance - Administration	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-01510 Worker's Compensation - Administration	\$1,168.31	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!	
100-41400-02050 Office Supplies - Administration	\$997.22	\$2,500.00	\$2,500.00	0.00%	\$2,500.00	#DIV/0!	
100-41400-02100 Operating Supplies - Administration	\$373.55	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!	
100-41400-02110 Cleaning Supplies - Administration	\$82.96	\$200.00	\$200.00	0.00%	\$200.00	#DIV/0!	
100-41400-03010 Auditing Services	\$2,450.00	\$12,500.00	\$11,900.00	-4.80%	\$11,900.00	-100.00%	
100-41400-03030 Engineering Services	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-03040 Legal Fees - Administration	\$150.00	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	#DIV/0!	
100-41400-03045 COVID-19 Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-03110 Contracts / Professional Services - Admin	\$18,476.90	\$22,000.00	\$22,000.00	0.00%	\$22,000.00	#DIV/0!	
100-41400-03120 Contracted Services - Garbage	\$0.00	\$65,000.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-41400-03210 Telephone Expenses - Administration	\$2,474.56	\$4,500.00	\$4,500.00	0.00%	\$4,500.00	#DIV/0!	
100-41400-03220 Postage Expenses - Administration	\$734.68	\$1,200.00	\$1,200.00	0.00%	\$1,200.00	#DIV/0!	
100-41400-03240 Computer Expenses - Administration	\$6,072.95	\$8,500.00	\$9,000.00	5.88%	\$9,000.00	-100.00%	
100-41400-03310 Travel, Training Expenses - Administration	\$2,617.65	\$1,000.00	\$1,750.00	51210.69 reimbursed for IMC Conf in July	\$1,750.00	-100.00%	\$1210.69 reimbursed for IMC Conf in July
100-41400-03410 Advertising for Employment - Administration	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-03510 Printing and Publishing - Administration	\$0.00	\$4,300.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-41400-03610 Insurance: General liability	\$6,225.80	\$5,000.00	\$5,000.00	0.00%	\$5,000.00	#DIV/0!	
100-41400-03620 Insurance: Property	\$4,921.00	\$4,000.00	\$4,000.00	0.00%	\$4,000.00	#DIV/0!	

100-41400-03810	Electric Utilities - Administration	\$1,713.36	\$2,000.00	\$3,500.00	75.00%	\$3,500.00	-100.00%	
100-41400-03830	Gas Utilities - Administration	\$1,725.69	\$2,500.00	\$3,750.00	50.00%	\$3,750.00	-100.00%	
100-41400-03840	Garbage / Recycling Utilities	\$71,194.36	\$35,000.00	\$150,000.00	328.57%	\$150,000.00	-100.00%	
100-41400-04010	Repair and Maintenance - Buildings/Grounds	\$484.79	\$2,000.00	\$750.00	-62.50%	\$750.00	-100.00%	
100-41400-04150	Rentals, Equipment - Administration	\$1,650.00	\$3,300.00	\$0.00	-100.00%	\$0.00	-100.00%	This is for the LARL Link Site - moved to Libraries
100-41400-04320	NSF Checks / ACH	\$10.00	\$200.00	\$200.00	0.00%	\$200.00	#DIV/0!	
100-41400-04330	Dues, Subscriptions, Fees - Administration	\$1,644.95	\$6,000.00	\$6,000.00	0.00%	\$6,000.00	#DIV/0!	
100-41400-04850	Restricted Savings Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-04900	Grant Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41400-05000	Capital Outlay - Administration	\$0.00	\$4,000.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-41400-05010	Inter Fund Transfer	\$2,071.86	\$40,000.00	\$25,000.00	-37.50%	\$25,000.00	-100.00%	This amt plus the EDA levy = the \$40,000 from 2023
<b>TOTALS</b>		<b>\$230,878.25</b>	<b>\$437,501.03</b>	<b>\$498,778.00</b>	<b>14.01%</b>	<b>\$489,566.00</b>	<b>-100.00%</b>	
<b>Elections</b>								
100-41410-01030	Part-time Wages - Election	\$0.00	\$0.00	\$5,445.00	#DIV/0!	\$5,445.00	#DIV/0!	
100-41410-01220	FICA Employer Contribution	\$0.00	\$0.00	\$417.00	#DIV/0!	\$417.00	#DIV/0!	
100-41410-02050	Office Supplies - Election	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-41410-02100	Operating Supplies - Election	\$0.00	\$0.00	\$1,140.00	#DIV/0!	\$1,140.00	#DIV/0!	
100-41410-03510	Travel, Training Expenses - Election	\$0.00	\$0.00	\$320.00	#DIV/0!	\$320.00	#DIV/0!	
100-41410-03510	Printing and Publishing - Election	\$0.00	\$0.00	\$100.00	#DIV/0!	\$100.00	#DIV/0!	
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,422.00</b>	<b>#DIV/0!</b>	<b>\$7,422.00</b>	<b>#DIV/0!</b>	
<b>Police Department</b>								
100-42100-01010	Regular Wages - Police	\$103,882.35	\$207,147.20	\$247,000.00	19.24%	\$218,000.00	-100.00%	
100-42100-01020	Overtime Wages - Police	\$872.02	\$7,500.00	\$7,500.00	0.00%	\$7,500.00	#DIV/0!	
100-42100-01030	Part-time Wages - Police	\$0.00	\$3,000.00	\$0.00	-100.00%	\$0.00	-100.00%	
100-42100-01210	PERRA Expenses - Police	\$13,044.05	\$36,665.05	\$45,047.00	22.86%	\$39,914.00	-100.00%	
100-42100-01220	FICA Employer Contribution - Police	\$1,451.42	\$3,003.63	\$3,891.00	22.88%	\$3,270.00	-100.00%	
100-42100-01310	Health Insurance - Police	\$15,977.00	\$31,953.78	\$36,000.00	12.66%	\$36,000.00	-100.00%	
100-42100-01320	Health Savings Account - Police	\$5,000.19	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	#DIV/0!	
100-42100-01330	Life Insurance - Police	\$63.18	\$136.60	\$139.00	0.29%	\$139.00	-100.00%	
100-42100-01340	Disability Insurance - Police	\$1,009.84	\$1,759.00	\$1,760.00	0.05%	\$1,760.00	-100.00%	
100-42100-01420	Unemployment Insurance - Police	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42100-01510	Worker's Compensation - Police	\$25,218.12	\$22,000.00	\$30,000.00	36.36%	\$30,000.00	-100.00%	
100-42100-02050	Office Supplies - Police	\$771.06	\$400.00	\$400.00	0.00%	\$400.00	#DIV/0!	
100-42100-02100	Operating Supplies - Police	\$2,744.41	\$2,000.00	\$2,800.00	40.00%	\$2,800.00	-100.00%	
100-42100-02110	Cleaning Supplies - Police	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42100-02120	Motor Fuels - Police	\$5,442.49	\$10,000.00	\$10,000.00	0.00%	\$10,000.00	#DIV/0!	
100-42100-02180	Uniforms - Police	\$373.30	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!	
100-42100-03040	Legal Fees - Police	\$3,600.00	\$7,000.00	\$7,000.00	0.00%	\$7,000.00	#DIV/0!	
100-42100-03045	COVID-19 Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42100-03110	Contracts / Professional Services	\$200.00	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!	
100-42100-03210	Telephone Expenses - Police	\$2,457.77	\$4,000.00	\$4,000.00	0.00%	\$4,000.00	#DIV/0!	
100-42100-03220	Postage Expenses - Police	\$16.53	\$50.00	\$50.00	0.00%	\$50.00	#DIV/0!	
100-42100-03230	Radio Expenses - Police	\$0.00	\$1,500.00	\$500.00	-66.67%	\$500.00	-100.00%	
100-42100-03240	Computer Expenses - Police	\$2,848.71	\$5,000.00	\$5,000.00	0.00%	\$5,000.00	#DIV/0!	
100-42100-03310	Travel, Training Expenses	\$1,635.79	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	#DIV/0!	
100-42100-03510	Printing and Publishing - Police	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42100-03610	Insurance: General Liability	\$8,158.63	\$7,000.00	\$9,000.00	28.57%	\$9,000.00	-100.00%	
100-42100-03620	Insurance: Property	\$1,398.50	\$600.00	\$1,750.00	191.67%	\$1,750.00	-100.00%	
100-42100-03630	Insurance: Automotive	\$3,736.00	\$3,700.00	\$4,500.00	21.62%	\$4,500.00	-100.00%	
100-42100-03810	Electric Utilities - Police	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	



100-42100-03030 Gas Utilities - Police	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42100-04010 Repair and Maintenance - Buildings/Grounds	\$18.00	\$3,000.00	\$300.00	-75.00%	\$500.00	-100.00%
100-42100-04050 Repair and Maintenance - Equipment	\$0.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!
100-42100-04060 Repair and Maintenance - Vehicle - Police	\$1,252.10	\$5,000.00	\$5,000.00	0.00%	\$5,000.00	#DIV/0!
100-42100-04330 Dues, Subscriptions, Fees - Police	\$5,964.67	\$3,000.00	\$6,000.00	100.00%	\$6,000.00	-100.00%
100-42100-04450 Restricted Savings Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42100-04900 Grant Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42100-05000 Capital Outlay - Police	\$4,150.98	\$20,000.00	\$20,000.00	0.00%	\$20,000.00	#DIV/0!
<b>TOTALS</b>	<b>\$211,287.31</b>	<b>\$400,917.34</b>	<b>\$464,137.00</b>	<b>15.77%</b>	<b>\$429,583.00</b>	<b>-100.00%</b>
<b>Fire Department</b>						
100-42200-01010 Regular Wages	\$3,300.00	\$0.00	\$6,600.00	#DIV/0!	\$6,600.00	#DIV/0!
100-42200-01030 Part-time Wages - Fire	\$936.00	\$25,000.00	\$18,400.00	-26.40%	\$18,400.00	-100.00%
100-42200-01220 FICA Employer Contribution - Fire	\$323.98	\$1,000.00	\$1,913.00	91.30%	\$1,913.00	-100.00%
100-42200-01340 Disability Insurance - Fire	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-01420 Unemployment Insurance - Fire	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-01510 Worker's Compensation - Fire	\$15,431.43	\$13,000.00	\$17,000.00	30.77%	\$17,000.00	-100.00%
100-42200-02050 Office Supplies - Fire	\$14.88	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!
100-42200-02100 Operating Supplies - Fire	\$2,311.32	\$2,500.00	\$2,500.00	0.00%	\$2,500.00	#DIV/0!
100-42200-02120 Motor Fuels - Fire	\$3,755.66	\$5,000.00	\$5,000.00	0.00%	\$5,000.00	#DIV/0!
100-42200-02180 Uniforms - Fire	\$7,674.06	\$7,000.00	\$7,000.00	0.00%	\$7,000.00	#DIV/0!
100-42200-02200 Repair and Maintenance Materials - Fire	\$109.68	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-02400 Small Tools, Minor Equipment - Fire	\$1,074.46	\$1,000.00	\$1,000.00	0.00%	\$1,200.00	#DIV/0!
100-42200-03040 Legal Fees - Fire	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-03045 COVID-19 Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-03050 Fire State Aid Payment	\$0.00	\$30,000.00	\$30,000.00	0.00%	\$30,000.00	#DIV/0!
100-42200-03110 Contracts / Professional Services	\$5,477.06	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	#DIV/0!
100-42200-03210 Telephone Expenses - Fire	\$55.89	\$500.00	\$500.00	0.00%	\$0.00	#DIV/0!
100-42200-03220 Postage Expenses - Fire	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-03230 Radio Expenses - Fire	\$24.25	\$4,000.00	\$4,000.00	0.00%	\$4,000.00	#DIV/0!
100-42200-03240 Computer Expenses - Fire	\$1,054.06	\$1,250.00	\$1,250.00	0.00%	\$1,250.00	#DIV/0!
100-42200-03310 Travel, Training Expenses - Fire	\$6,219.42	\$9,000.00	\$9,000.00	0.00%	\$9,000.00	#DIV/0!
100-42200-03410 Advertising for Employment - Fire	\$0.00	\$100.00	\$100.00	0.00%	\$100.00	#DIV/0!
100-42200-03510 Printing and Publishing - Fire	\$0.00	\$100.00	\$100.00	0.00%	\$100.00	#DIV/0!
100-42200-03610 Insurance: General liability	\$236.54	\$1,600.00	\$1,600.00	0.00%	\$1,600.00	#DIV/0!
100-42200-03630 Insurance: Property	\$1,386.50	\$600.00	\$1,500.00	150.00%	\$1,500.00	-100.00%
100-42200-03650 Insurance: Automotive	\$1,819.00	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-42200-03810 Electric Utilities - Fire	\$1,713.36	\$3,500.00	\$3,500.00	0.00%	\$3,500.00	#DIV/0!
100-42200-03830 Gas Utilities - Fire	\$1,725.70	\$2,000.00	\$3,500.00	75.00%	\$3,500.00	-100.00%
100-42200-04010 Repair and Maintenance - Buildings/Grounds	\$10,713.00	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-42200-04050 Repair and Maintenance - Equipment	\$937.33	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-42200-04060 Repair and Maintenance - Vehicle	\$22,455.50	\$18,000.00	\$18,000.00	0.00%	\$18,000.00	#DIV/0!
100-42200-04330 Dues, Subscriptions, Fees - Fire	\$990.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!
100-42200-04450 Restricted Savings Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-04900 Grant Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42200-05000 Capital Outlay - Fire	\$56,934.25	\$65,000.00	\$65,000.00	0.00%	\$65,000.00	#DIV/0!
<b>TOTALS</b>	<b>\$148,735.33</b>	<b>\$200,650.00</b>	<b>\$207,963.00</b>	<b>3.64%</b>	<b>\$207,663.00</b>	<b>-100.00%</b>
<b>Rescue</b>						
100-42300-01340 Disability Insurance - Rescue	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42300-01510 Worker's Compensation	\$3,380.86	\$3,500.00	\$3,500.00	0.00%	\$3,500.00	#DIV/0!
100-42300-03610 Insurance: General liability	\$5.19	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-42300-03620 Insurance: Property	\$0.00	\$600.00	\$600.00	0.00%	\$600.00	#DIV/0!
100-42300-03630 Insurance: Automotive	\$295.00	\$300.00	\$300.00	0.00%	\$300.00	#DIV/0!

<b>TOTALS</b>	<b>\$3,681.05</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>	<b>0.00%</b>	<b>\$4,400.00</b>	<b>#DIV/0!</b>	
<b>Planning</b>							
100-42400-02050 Office Supplies - Planning	\$66.17	\$0.00	\$100.00	#DIV/0!	\$100.00	#DIV/0!	
100-42400-02100 Operating Supplies - Planning	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42400-03040 Legal Fees - Planning	\$75.00	\$200.00	\$200.00	0.00%	\$200.00	#DIV/0!	
100-42400-03170 Building Official / Professional Services	\$5,668.07	\$20,000.00	\$16,080.00	-19.60%	\$16,080.00	-100.00%	
100-42400-03220 Postage Expenses - Planning	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42400-03310 Travel, Training Expenses - Planning	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42400-03510 Printing and Publishing - Planning	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42400-03640 Garbage / Recycling Utilities	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-42400-04330 Dues, Subscriptions, Fees	\$84.99	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!	
<div> <div> Proj Plan Item = \$16,080  Proj Plan Exp = \$17,380  Proj Item = \$285.00  If added \$2 to total Expense Item would be removed and there would be a \$270 surplus </div> <div> Proj Plan Item = \$16,080  Proj Plan Exp = \$17,380  Proj Item = \$285.00  If added \$2 to total Expense Item would be removed and there would be a \$270 surplus </div> </div>							
<b>TOTALS</b>	<b>\$5,894.23</b>	<b>\$21,200.00</b>	<b>\$17,380.00</b>	<b>-18.02%</b>	<b>\$17,380.00</b>	<b>-100.00%</b>	
<b>Street</b>							
100-43100-01010 Regular Wages - Street	\$25,641.00	\$51,043.20	\$59,000.00	15.59%	\$53,600.00	-100.00%	
100-43100-01020 Overtime Wages - Street	\$200.00	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!	
100-43100-01030 Part-time Wages - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-01210 PERA Expenses - Street	\$1,923.08	\$3,826.24	\$4,463.00	16.50%	\$4,055.00	-100.00%	
100-43100-01220 FICA Employer Contribution - Street	\$1,875.11	\$3,904.80	\$4,552.00	16.57%	\$4,139.00	-100.00%	
100-43100-01310 Health Insurance - Street	\$7,345.39	\$14,690.78	\$16,500.00	12.32%	\$16,500.00	-100.00%	
100-43100-01320 Health Savings Account - Street	\$1,250.00	\$2,500.00	\$2,500.00	0.00%	\$2,500.00	#DIV/0!	
100-43100-01330 Life Insurance - Street	\$21.06	\$46.20	\$46.00	-0.43%	\$46.00	-100.00%	
100-43100-01340 Disability Insurance - Street	\$267.02	\$432.12	\$432.00	-0.03%	\$432.00	-100.00%	
100-43100-01420 Unemployment Insurance - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-01510 Worker's Compensation - Street	\$4,972.15	\$5,000.00	\$5,000.00	0.00%	\$5,000.00	#DIV/0!	
100-43100-02050 Office Supplies - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-02100 Operating Supplies - Street	\$201.87	\$1,500.00	\$1,500.00	0.00%	\$1,500.00	#DIV/0!	
100-43100-02110 Cleaning Supplies - Street	\$0.00	\$200.00	\$200.00	0.00%	\$200.00	#DIV/0!	
100-43100-02120 Motor Fuels - Street	\$3,532.21	\$8,500.00	\$8,500.00	0.00%	\$8,500.00	#DIV/0!	
100-43100-02180 Uniforms - Street	\$0.00	\$250.00	\$250.00	0.00%	\$250.00	#DIV/0!	
100-43100-02300 Salt / Sand Materials - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-02400 Small Tools, Minor Equipment - Street	\$564.29	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!	
100-43100-03030 Engineering Services - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03040 Legal Fees - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03045 COVID-19 Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03210 Telephone Expenses - Street	\$498.17	\$1,500.00	\$1,500.00	0.00%	\$1,500.00	#DIV/0!	
100-43100-03220 Postage Expenses - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03240 Computer Expenses - Street	\$702.79	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03310 Travel, Training Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03510 Printing and Publishing - Street	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
100-43100-03610 Insurance: General Liability	\$1,018.87	\$1,500.00	\$2,000.00	33.33%	\$2,000.00	-100.00%	
100-43100-03620 Insurance: Property	\$3,318.00	\$2,500.00	\$3,500.00	40.00%	\$3,500.00	-100.00%	
100-43100-03630 Insurance: Automotive	\$1,673.00	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!	
100-43100-03610 Electric Utilities - Street	\$3,450.97	\$5,000.00	\$7,000.00	40.00%	\$7,000.00	-100.00%	
100-43100-03630 Gas Utilities - Street	\$1,135.97	\$1,400.00	\$2,500.00	78.57%	\$2,500.00	-100.00%	
100-43100-03640 Garbage / Recycling Utilities	\$739.68	\$0.00	\$1,600.00	#DIV/0!	\$1,600.00	#DIV/0!	
100-43100-04010 Repair and Maintenance - Buildings/Grounds	\$742.43	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!	
100-43100-04020 Signage Expenses	\$7.00	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!	
100-43100-04040 Street Improvements	\$18,558.00	\$15,000.00	\$50,000.00	233.33%	\$42,500.00	-100.00%	
100-43100-04050 Repair and Maintenance - Equipment	\$945.06	\$4,000.00	\$4,000.00	0.00%	\$4,000.00	#DIV/0!	

100-43100-04090 Repair and Maintenance - Vehicle	\$319.08	\$1,500.00	\$1,500.00	0.00%	\$1,500.00	#DIV/0!
Turf Care Repair & Maint.	\$0.00	\$0.00	\$2,000.00	#DIV/0!	\$2,000.00	#DIV/0!
100-43100-04150 Rentals, Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43100-04330 Dues, Subscriptions, Fees	\$418.65	\$400.00	\$450.00	12.50%	\$450.00	-100.00%
100-43100-04450 Restricted Savings Expenditure	\$34,981.59	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43100-04900 Grant Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43100-05000 Capital Outlay - Streets	\$3,462.30	\$15,000.00	\$15,000.00	0.00%	\$15,000.00	#DIV/0!
<b>TOTALS</b>	<b>\$129,764.82</b>	<b>\$144,695.32</b>	<b>\$198,993.00</b>	<b>37.53%</b>	<b>\$185,275.00</b>	<b>-100.00%</b>
<b>Snow Removal</b>						
100-43125-02100 Operating Supplies - Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-02120 Motor Fuels	\$8,553.32	\$8,000.00	\$10,000.00	25.00%	\$10,000.00	-100.00%
100-43125-02200 Repair and Maintenance Materials - Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-02300 Salt / Sand Materials - Snow Removal	\$0.00	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-43125-02400 Small Tools, Minor Equipment - Snow Removal	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-03610 Insurance: General Liability	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-03630 Insurance: Automotive	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-04010 Repair and Maintenance - Buildings/Grounds	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-43125-04050 Repair and Maintenance - Equipment	\$280.31	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-43160-04060 Repair and Maintenance - Vehicle	\$185.64	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
<b>TOTALS</b>	<b>\$8,999.27</b>	<b>\$12,000.00</b>	<b>\$14,000.00</b>	<b>16.67%</b>	<b>\$14,000.00</b>	<b>-100.00%</b>
<b>Street Lighting</b>						
100-43160-02100 Operating Supplies - Street Lighting	\$0.00	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!
100-43160-03620 Insurance: Property	\$1,423.00	\$1,000.00	\$1,750.00	45.83%	\$1,750.00	-100.00%
100-43160-03810 Electric Utilities - Street Lighting	\$9,181.85	\$20,000.00	\$20,000.00	0.00%	\$20,000.00	#DIV/0!
100-43160-04010 Repair and Maintenance - Buildings/Grounds	\$2,016.80	\$100.00	\$100.00	0.00%	\$100.00	#DIV/0!
<b>TOTALS</b>	<b>\$12,613.65</b>	<b>\$21,800.00</b>	<b>\$22,350.00</b>	<b>2.52%</b>	<b>\$22,350.00</b>	<b>-100.00%</b>
<b>Parks</b>						
100-45200-01010 Regular Wages - Parks	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-01020 Overtime Wages	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-01030 Part-time Wages - Parks	\$940.00	\$3,000.00	\$3,000.00	0.00%	\$3,000.00	#DIV/0!
100-45200-01220 FICA Employer Contribution	\$71.91	\$200.00	\$230.00	15.00%	\$230.00	-100.00%
100-45200-01510 Worker's Compensation	\$234.12	\$1,200.00	\$1,200.00	0.00%	\$1,200.00	#DIV/0!
100-45200-02100 Operating Supplies - Parks	\$21.98	\$500.00	\$500.00	0.00%	\$500.00	#DIV/0!
100-45200-02120 Motor Fuels - Parks	\$569.17	\$2,000.00	\$2,000.00	0.00%	\$2,000.00	#DIV/0!
100-45200-02200 Repair and Maintenance Materials - Parks	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-02400 Small Tools, Minor Equipment - Parks	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-03030 Engineering Services - Parks	\$5,000.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-03110 Contracts / Professional Services	\$545.08	\$6,000.00	\$6,000.00	0.00%	\$6,000.00	#DIV/0!
100-45200-03610 Insurance: General Liability	\$164.49	\$700.00	\$700.00	0.00%	\$700.00	#DIV/0!
100-45200-03620 Insurance: Property	\$6,461.00	\$4,000.00	\$7,500.00	87.50%	\$7,500.00	-100.00%
100-45200-03630 Insurance: Automotive	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-03810 Electric Utilities - Parks	\$2,238.01	\$3,500.00	\$3,500.00	0.00%	\$3,500.00	#DIV/0!
100-45200-03840 Garbage / Recycling Utilities	\$739.62	\$0.00	\$1,500.00	#DIV/0!	\$1,500.00	#DIV/0!
100-45200-04010 Repair and Maintenance - Buildings/Grounds	\$403.96	\$3,000.00	\$3,000.00	0.00%	\$4,600.00	#DIV/0!
100-45200-04050 Repair and Maintenance - Equipment	\$461.25	\$1,000.00	\$1,000.00	0.00%	\$1,000.00	#DIV/0!
100-45200-04060 Repair and Maintenance - Vehicle	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-04330 Dues, Subscriptions, Fees - Parks	\$35.00	\$0.00	\$35.00	#DIV/0!	\$35.00	#DIV/0!
100-45200-04450 Restricted Savings Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-04900 Grant Expenditure	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45200-05000 Capital Outlay - Parks	\$0.00	\$12,000.00	\$12,000.00	0.00%	\$12,000.00	#DIV/0!
<b>TOTALS</b>	<b>\$17,885.61</b>	<b>\$37,100.00</b>	<b>\$42,165.00</b>	<b>13.65%</b>	<b>\$46,564.00</b>	<b>-100.00%</b>
<b>Fireworks</b>						
100-45400-02100 Operating Supplies - Fireworks	\$250.00	\$4,500.00	\$4,500.00	0.00%	\$4,500.00	#DIV/0!
100-45400-03510 Printing and Publishing	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-45400-03620 Insurance: Property	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
<b>TOTALS</b>	<b>\$250.00</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>	<b>0.00%</b>	<b>\$4,500.00</b>	<b>#DIV/0!</b>
<b>Libraries</b>						
100-45500-412 Rentals, Buildings	\$0.00	\$0.00	\$3,300.00	#DIV/0!	\$3,300.00	#DIV/0!
<b>TOTALS</b>	<b>\$250.00</b>	<b>\$4,500.00</b>	<b>\$3,300.00</b>	<b>-26.67%</b>	<b>\$3,300.00</b>	<b>-100.00%</b>
<b>Joint Powers</b>						
100-46200-01010 Regular Wages	\$0.00	\$500.00	\$500.00	0.00%	\$800.00	#DIV/0!
100-46200-01030 Part-time Wages	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-46200-01220 FICA Employer Contribution	\$0.00	\$30.00	\$37.00	23.33%	\$45.00	-100.00%
100-46200-02100 Operating Supplies - Joint Powers	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-46200-03610 Insurance: General Liability	\$6.64	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
100-46200-03620 Insurance: Property	\$21.00	\$350.00	\$350.00	0.00%	\$350.00	#DIV/0!
100-46200-03810 Electric Utilities	\$142.04	\$250.00	\$250.00	0.00%	\$250.00	#DIV/0!
100-46200-04010 Repair and Maintenance - Buildings/Grounds	(\$2,000.00)	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
<b>TOTALS</b>	<b>(\$1,830.32)</b>	<b>\$1,130.00</b>	<b>\$1,137.00</b>	<b>0.62%</b>	<b>\$1,245.00</b>	<b>-100.00%</b>
<b>General Fund Expenditures</b>	<b>\$1,071,938.28</b>	<b>\$1,301,693.69</b>	<b>\$1,521,732.00</b>	<b>1690.40%</b>	<b>\$1,478,455.00</b>	<b>-10000.00%</b>

### CONSTITUTION AND BYLAWS

#### FRAZEE FIRE DEPARTMENT

##### ARTICLE I

###### NAME AND PURPOSE

*Section 1.* This organization shall be known as the Frazee Fire Department.

*Section 2.* Its objective shall be the preservation and protection of life and property from and during such fires as may occur in the city of Frazee and vicinity and also to prevent fires from starting through education and other means.

##### ARTICLE II

###### MEMBERSHIP

*Section 1.* The Department shall have no more than 30 active members.

*Section 2.* Any person who has attained the age of 18 and has a high school diploma or equivalent shall be eligible for membership.

*Section 3.* When membership positions are open, the City Clerk shall place a notice in the official newspaper of the City for two successive weeks and shall direct that applications for membership can be obtained from the City Clerk during normal business hours. The notice shall set a deadline for returning applications to the City Clerk not less than two weeks after final publication of the notice.

Application forms shall be developed by the Fire Department in consultation with the City Clerk. All applicants shall complete and return the same standardized form.

Upon expiration of the deadline to return applications, those applications shall be delivered to the Fire Department Chief Officers for review. Review shall include an interview with each applicant by the Chief Officers, a written standardized test, and a standardized test of physical ability to perform the necessary tasks of a firefighter. The Chief Officers shall schedule each applicant for this review.

Applicants will be scored on a uniform basis on each aspect of the review. Those candidates receiving the highest overall scores in descending order, depending upon the number of open membership positions, shall be selected as candidates for membership.

All successful candidates for membership shall thereafter submit to a physical examination by a physician selected by the City of Frazee to verify that each candidate can perform the duties of a firefighter without detrimental effects upon their health. All candidates must consent to a release of the results of this physical examination to the Fire Department Chief Officers, which information shall be deemed confidential personal information and not released or disseminated to other persons. Candidates who do not pass this examination shall be excused and shall be replaced by the next applicant in descending order of score.

Successful candidates who pass the physical examination shall be recommended by the Fire Department Chief Officers to the Frazee City Council for probationary membership status. The

Frazee City Council shall review those recommendations and shall select the new members of the Frazee Fire Department.

All new members shall serve their first twelve (12) months on probationary status. Two months prior to expiration of any probationary membership status, the Fire Department Chief Officers shall conduct an evaluation of the probationary member and make recommendations to the Frazee City Council regarding that probationary member's continued membership. The Frazee City Council shall act upon that recommendation at the next regularly scheduled City Council meeting after receipt of the recommendations, but in any case, prior to the expiration of the probationary member's probationary status. The City Council may terminate the probationary member's membership or approve the member for full membership status.

*Section 4.* Any member who misses a combination of any four (4) unexcused meetings, mandatory training exercises, or fund raiser events within a calendar year shall lose one year of eligibility in the Frazee Firefighters Relief Association and be subject to dismissal from the Department.

*Section 5.* No member shall be excused from attending any regular or special meetings or training exercises except on the grounds of absence for work, sickness, or excused prior to the meeting by a Chief Officer of the Department. All members are required a minimum of 24 hours of training per calendar year. Any member who does not complete 24 hours of training in a calendar year will lose that year of eligibility and be subject to dismissal from the Department. Training consists of any sectional school, state school, conferences, technical colleges, etc., related to fire suppression, rescue, equipment, administration, recruitment, mental health awareness, relief association, or any classes or drills organized by the Frazee or neighboring Fire Departments. Work related classes that are related to the fire service, with a certificate of completion, and with the approval of the Training Officer or a Chief Officer will also be credited. Unexcused meetings and missed training can be made up with the approval of a Chief Officer or the Training Officer. Hall cleanup, truck maintenance, gear washing, open houses, fundraisers, department functions, and any other duties or responsibilities do not qualify as credit towards the required annual 24 hours of training. A minimum of 12 hours in-house training is required per calendar year.

*Section 6.* A leave of absence will be granted for not longer than twelve (12) months. The Chief or acting Chief must be notified in writing of the request for a leave of absence prior to its being granted.

*Section 7.* All elected Officers are required to attend one non in-house school per year. All members are required to attend one non in-house fire service related training every three years.

*Section 8.* Any member of the Department who moves their place of residence to the extent that it severely curtails their duties as an active member of the Department shall be automatically dropped from the Department unless granted a leave of absence.

*Section 9.* The Fire Department Chief Officers may recommend a member for dismissal based upon a violation of these Bylaws or any conduct inconsistent with the rules or regulations of the Department and/or the policies of the City of Frazee. Upon recommendation for dismissal, the affected member shall be advised of their right to a hearing before the Frazee City Council. If a



hearing is requested, no action shall be taken regarding the member's status prior to the hearing. Thereafter, the Council shall act upon the recommendation.

*Section 10.* Any member who doesn't make a minimum of 10 calls or 20% of calls (whichever is less) within a calendar year shall lose one year of eligibility in the Frazee Firefighters Relief Association and be subject to dismissal from the Department.

### ARTICLE III

#### OFFICERS

*Section 1.* The elected officers of the Department shall be as follows:

- 1) Chief
- 2) 1<sup>st</sup> Assistant Chief
- 3) 2<sup>nd</sup> Assistant Chief

*Section 2.* All other committees, such as committee on finance, grievance, etc., shall be appointed by the Chief and serve at his/her convenience. All committees are to be composed of at least three members.

*Section 3.* All elected officers shall be elected at the December meeting. Said meeting to be on the 2<sup>nd</sup> Wednesday of the month. Nominations of all elected officers shall be made at the November meeting and at the December meeting prior to elections. If you cannot attend the meeting, you may vote by proxy. Newly elected officers shall take over January 1.

*Section 4.* The Chief shall have the following duties:

- a) to call all regular and special meetings
- b) to preside and preserve order at all meetings
- c) to appoint committees
- d) to see that all subordinate officers execute their obligations
- e) to be present at all fires, if possible, and to assume full charge of all operations
- f) to enforce the Constitution and Bylaws of the Department to the best of his/her ability
- g) to have general supervision over all the affairs of the Department
- h) to participate on all committees
- i) to appoint temporary officers in the absence of any elected officers

*Section 5.* The 1<sup>st</sup> Assistant Chief shall have the following duties:

- a) to assist the Chief in the discharge of his/her several duties
- b) in the event of the absence of the Chief, to assume all the duties of the Chief
- c) to supervise the structural firefighting activities at the direction of the Chief

*Section 6.* The 2<sup>nd</sup> Assistant Chief shall have the following duties:

- a) to assist the Chief and 1<sup>st</sup> Assistant Chief in the discharge of their duties
- b) to assume all duties of the Chief and 1<sup>st</sup> Assistant Chief at a fire scene in their absence
- c) to supervise the water supply/pumping activities at the direction of the Chief and/or 1<sup>st</sup> Assistant Chief

*Section 7.* Other fire ground officers shall be appointed as needed by a committee consisting of the elected Officers.

*Section 8.* The Secretary of the Relief Association shall have the following duties:

- a) to keep a record of all proceedings of the Department
- b) to call the roll
- c) to record all absences
- d) to keep the books and preserve the records of the Department
- e) to collect all dues and other moneys due the Department, giving proper receipt thereof
- f) upon direction from the Chief, to give notice of special meetings.

#### ARTICLE IV

##### MEETINGS

*Section 1.* Regular meeting of the Department shall be held on the 2<sup>nd</sup> Wednesday of the month at 7pm. Training exercises shall be held on the 4<sup>th</sup> Wednesday of the month.

*Section 2.* In the event a meeting night falls on a holiday, the Chief, at his/her discretion may change the meeting night.

*Section 3.* Special meetings shall be called by the Chief, or at the written request of five members of the Department.

*Section 4.* The following rules of order shall govern all meetings of the Department:

- a) 2/5ths of the active membership of the Department shall constitute a quorum at any meeting
- b) any member desiring the floor shall arise and address the Chair, and may speak when properly recognized by the Chair
- c) no question can come before

#### ARTICLE V

##### OPERATIONS

*Section 1.* It shall be the first duty of all members of the Department to obey all commands of their officers while on duty.

*Section 2.* It shall be the duty of all members to be present at all meetings, training exercises, fund raisers, and on every alarm of fire to assemble at the Fire Hall without delay; to assist in getting the apparatus to the fire and in readiness for operation as soon as possible; and to secure all equipment after fires and drills.

*Section 3.* All members of the Department shall:

- a) become familiar with the Departmental and City chain of command
- b) participate in all training as designated by the Chief Officers
- c) become familiar with the handling and working of all Departmental equipment

## ARTICLE VI

### AMENDMENT AND DISSOLUTION

*Section 1.* An amendment requires three-fourths (3/4) vote of the entire membership. If a member is unable to attend a meeting where an amendment is being voted on, that member may cast their vote by a signed proxy ballot.

## ARTICLE VII

### VALIDITY AND INTERPRETATION

*Section 1.* All provisions of these Bylaws shall be deemed supplementary to any ordinance now or hereafter enacted by the City Council of Frazee, MN and any ordinance inconsistent with any provisions herein shall govern.

*Section 2.* These Bylaws shall be effective from the date of adoption.

# New Business

## FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

FFD STANDARD OPERATING GUIDELINES

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### **FRAZEE FIRE DEPARTMENT (10/09/23) STANDARD OPERATING GUIDELINES**

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Frazee Fire Department 2023

**FRAZEE FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINES**

1) **INTRODUCTION:**

- a) THE FRAZEE FIRE DEPARTMENT IS GOVERNED BY THE CONSTITUTION AND BYLAWS OF THE FRAZEE FIRE DEPARTMENT, THESE GUIDELINES WORK IN UNISON WITH THE STANDARD OPERATING GUIDELINES.
- b) THE FRAZEE FIRE DEPARTMENT IS AN ORGANIZATION THAT IS PROUD OF ITS ACCOMPLISHMENTS, MEMBERSHIP, AND ITS CONTRIBUTIONS TO THE COMMUNITY.
- c) THE FRAZEE FIRE DEPARTMENT WILL CONTINUE TO IMPROVE UPON ITS ACCOMPLISHMENTS AND SERVICE TO THE COMMUNITY. ADOPTION AND USE OF STANDARD OPERATING GUIDELINES WILL INSURE THAT ALL MEMBERS OF THE FFD ARE CONDUCTING THEIR ACTIVITIES DEDICATED TO PERSONAL SAFETY, THE PRESERVATION OF LIFE AND PROPERTY.
- d) STANDARD OPERATING GUIDELINES ARE NOT ADOPTED TO REPLACE THE ORGANIZATIONAL BY-LAWS OF THE DEPARTMENT BUT ARE INTENDED TO SUPPLEMENT THE BY-LAWS. STANDARD OPERATING GUIDELINES ARE ADOPTED BY THE MEMBERSHIP FOR THE PURPOSE OF PROVIDING EACH MEMBER THE PROCEDURES TO BE USED FOR CONDUCTING ACTIVITIES IN A SAFE AND EFFICIENT MANNER. GUIDELINES AND ACTIVITIES IN EFFECT AS STANDARD OPERATING GUIDELINES WILL NOT BE CONDUCTED IN A MANNER CONTRARY TO THE ADOPTED GUIDELINE UNLESS AN EXEMPTION IS GIVEN BY THE OFFICER IN CHARGE OF AN EMERGENCY OR BY THE BOARD OF TRUSTEES.
- e) STANDARD OPERATING GUIDELINES ALSO SERVE AS THE DEPARTMENT'S GENERAL TRAINING MANUAL, SO THAT ACTIVITIES ASSIGNED BY ANY OFFICER IN CHARGE AT AN EMERGENCY WILL BE PREDICTABLE. THESE ACTIVITIES WILL THEN CONTRIBUTE TO THE GAME PLAN DEDICATED TO BRINGING THE EMERGENCY TO AN ACCEPTABLE END.



**2) DEFINITION OF FIREFIGHTING FUNCTIONS:**

- a) The FFD provides three types of membership: active, deferred pensioner, and retiree. The functions of each membership type are defined according to the constitution and by-laws of the FFD.
- b) Active members are classified into either interior structure firefighters or exterior structure fire support. Interior firefighters are members who have qualified and meet the physical requirements and training criteria as defined by the FFD constitution & by-laws.
- c) Interior structure firefighters are listed on the active interior firefighter roster which is kept on file in the fire department office. If a member becomes disqualified due to temporary or permanent physical or mental disability, training status, or etc, they will be removed from the interior firefighter roster until their status as active interior can be restored.
- d) Exterior fire support firefighters are members who are not able to meet the physical requirements and/or training requirements as set forth for the interior structure firefighters. Exterior fire support members will need to meet the physical and training requirements set forth for the duties they are assigned too.
- e) Deferred pension and retired members will not participate in active firefighting duties unless they are called up by a senior officer.

**3) THE EMERGENCY RESPONSE**

- a) When the alarm is sounded, the firefighter's responsibility is to deliver the required equipment to the scene of the emergency. It is generally accepted that the Fire Chief or Assistant Fire Chief, in his absence, will respond directly to the scene, and all others firefighters will respond to the fire hall.
- b) Firefighters reporting to the fire hall will follow all traffic laws and park their vehicles so as not to interfere with the free movement of all fire apparatus out of or into the fire hall.
- c) Firefighters must be in full PPE before mounting the apparatus to report the emergency.
- d) All firefighters must be seated and seat belts attached before the driver moves the vehicle. Standing or riding on vehicle tailboard is not allowed.
- e) Officer in Command may request firefighters report directly to the emergency scene in their private vehicle, if more manpower is needed. Firefighters reporting to the scene of the emergency in private vehicles are to wear seat belts and obey all traffic laws while in transit.
- f) Firefighters reporting to the scene of the emergency from the fire hall are to report in full uniform and be ready and available for immediate task assignment.
- g) When parking a private vehicle at the scene per Officer in Command, you must do so that it does not interfere with the placement or removal of any fire apparatus, or impede tanker access to drop tanks. Most times, personal vehicles will not be parked in driveways at emergency scenes.
- h) For most emergency calls, we will follow the responding apparatus guidelines sheet as seen below. Only an Officer in Command can request differently.

**4) RESPONDING APPARATUS GUIDELINE**

- a) Incident Command will respond in their personal vehicle and give report on scene size up and safety for additional responding units.

- b) Firefighters remaining at the hall will remain on standby until they are requested to report to scene, released from duty by the scene IC or a senior officer that is present at the hall.
  - c) Drivers of the fire apparatuses are responsible for ensuring that the truck is unplugged, making sure all passengers are seated and belted and insuring that the garage door is completely open before the vehicle moves from the garage area.
  - d) Drivers will carefully and slowly remove the vehicle from the fire hall by driving straight out until the vehicle is completely clear of the garage. Observation must be kept for people or obstacles in front of the vehicle. Proceed as normal when completely clear of the fire hall.
  - e) When responding to an emergency, all warning lights must be on, including the headlights. Step lights, back-up lights and spot lights must be off. The siren will be turned on in any sequence.
  - f) When returning from an emergency or driving on a public road, the headlights will be turned on.
  - g) At the scene of an emergency, the siren will be turned off and only those lights that are required for safe operation on the fire ground will be turned on.
  - h) Emergency response vehicles will be operated in compliance with the State of Minnesota regulations. In all cases, speed will not exceed that required for safe operation of the vehicle according to the weather conditions, or the ability, or the training of the driver.
- 5) RANKING ORDER
- a) Order of Rank is as follows:
    - i) Chief
    - ii) Assistant Chief
    - iii) Deputy Chief
    - iv) Captain 1
    - v) Captain 2
    - vi) Captain 3
    - vii) Captain 4
    - viii) Engineer
    - ix) Firefighters
  - b) **\*\*(Safety officer has no direct ranking, but can override any position for safety.)\*\***
- 6) RESPIRATORY PROTECTION PROGRAM:
- a) 2017 MOSHA REQUIREMENT:
    - i) RESPIRATORS SHALL BE REGULARLY CLEANED AND DISINFECTED AFTER EACH USE.
      - (1) DEPARTMENT COMPLIANCE GUIDELINE:
        - (a) Compliance with Fire Department Operating Guidelines entitled, "Maintenance of SCBA".
  - b) MOSHA REQUIREMENT:
    - i) A WRITTEN RESPIRATORY PROTECTION PROGRAM AS OUTLINED AS FOLLOWS.
      - (1) DEPARTMENT COMPLIANCE GUIDELINE:
        - (a) This manual shall constitute the operational guidelines governing selection, use and maintenance of self-contained breathing apparatus for the Frazee Fire

- Department. Said rules may be changed, altered or modified by the department as deemed necessary to improve efficiency and personal safety.
- c) MOSHA REQUIREMENT:
    - i) RESPIRATORS SHALL BE SELECTED ON THE BASIS OF THE HAZARD TO WHICH THE WORKER IS EXPOSED
    - (1) DEPARTMENT COMPLIANCE GUIDELINE:
      - (a) Self-Contained Breathing Apparatus modified to Pressure/Demand operation has been selected on the basis of reliability and service ability to deal with the hazards inherent to fire fighting.
  - d) MOSHA REQUIREMENT:
    - i) THE USERS SHALL BE INSTRUCTED IN THE PROPER USE OF ALL SELF-CONTAINED BREATHING APPARATUS AND THEIR LIMITATIONS.
    - (1) DEPARTMENT COMPLIANCE GUIDELINE:
      - (a) Class outlines and/or proficiency tests shall be conducted as a regular part of the department training program. Records of individual's training shall be maintained by the Training Officer.
- 7) SCBA--Self Contained Breathing Apparatus
- a) Maintenance
    - i) To maintain self-contained breathing apparatus in operable equipment at all times as follows:
      - (1) All breathing apparatus removed from an apparatus and worn by a member of the department shall not be returned to the apparatus until said unit shall have been inspected for the following:
        - (2) Air bottle has been filled
        - (3) Hose and connection have been checked for lead and/or unusual wear.
        - (4) All straps are in good condition and pulled out to maximum extension
        - (5) Any units found to have any of the above shall be immediately tagged and placed out of service in the department work area and notify senior officer.
        - (6) Face masks shall be inspected after each use for cleanliness, proper exhaust valve operation, condition of harness straps and lens.
  - b) Reasons for SCBA
    - (1) Breathing apparatus is most important to the safety of the individual firefighter.
    - (2) Proper maintenance of the equipment is essential to insure its proper operation and to maximize firefighter safety.
    - (a) MOSHA REQUIREMENT:
      - (i) RESPIRATORS SHALL BE STORED IN A CLEAN, CONVENIENT AND SANITARY LOCATION.
      - 1. DEPARTMENT COMPLIANCE GUIDELINE:
        - a. Fire department rules require donning of SCBA for all fires in structures and motor vehicles or where hazardous materials may be involved. Therefore, storage shall be accomplished in brackets designed for storage in convenient locations on the apparatus.
    - (b) MOSHA REQUIREMENT:
      - (i) WHERE PRACTICAL, RESPIRATORS SHALL BE ASSIGNED FOR INDIVIDUAL USERS FOR EXCLUSIVE USE.
      - 1. DEPARTMENT COMPLIANCE GUIDELINE:



- a. Only members of the Frazee Fire Department who have completed the required training programs will use the department's positive pressure SCBA's. Each user will be responsible to ensure that the proper cleaning procedure as described in the manual is completed after each use.
- (c) MOSHA REQUIREMENT:
  - (i) RESPIRATORS SHALL BE ROUTINELY INSPECTED DURING CLEANING.
    - 1. DEPARTMENT COMPLIANCE GUIDELINE:
      - a. Compliance with Fire Department Operating Guidelines entitled, "SCBA Testing Procedure".
- (d) MOSHA REQUIREMENT:
  - (i) APPROPRIATE SURVEILLANCE OF WORK AREA AND FIRE FIGHTER PERFORMANCE SHALL BE MAINTAINED.
    - 1. DEPARTMENT COMPLIANCE GUIDELINE:
      - a. Officers and firefighters are instructed to observe fire fighters operating in SCBA for safe practices and to be alert for signs of fatigue or stress prior to, during or after the wearing of SCBA at the fire scene or training session and must undergo rehab/ health screening.
- c) SCBA TESTING GUIDELINE
  - i) To provide a verifiable record of inspection of breathing apparatus as follows.
    - (1) Each individual breathing apparatus shall be checked monthly with the truck checks, or after each use. The inspection shall include the following:
      - (a) Air bottle full
      - (b) Low pressure alarm sounds
      - (c) Hose connections are tight
      - (d) Straps are in good condition and fully extending
    - (2) Non-compliant findings shall be noted on an inspection sheet provided for each unit and initialed by the person inspecting and notifying senior officer.
  - ii) Reason for testing SCBA equipment
    - (1) OSHA standards require the inspection of all respiratory breathing apparatus.
      - (a) Our procedure has been installed with the purpose of bringing our department into compliance with these requirements and thereby providing a safer working environment for the firefighters.
    - (b) FRAZEE FIRE DEPARTMENT SCBA INSPECTION FORM
- d) MOSHA REQUIREMENT:
  - i) RESPIRATORS SHALL BE REGULARLY CLEANED AND DISINFECTED AFTER EACH USE.
    - (1) DEPARTMENT COMPLIANCE GUIDELINE:
      - (a) Compliance with Fire Department Operating Guideline entitled, "Maintenance of SCBA".
- e) MOSHA REQUIREMENT:
  - i) THERE SHALL BE REGULAR INSPECTION AND EVALUATION TO DETERMINE THE CONTINUED EFFECTIVENESS OF THE PROGRAM.
    - (1) DEPARTMENT COMPLIANCE GUIDELINE:

- (a) Staff officers shall monitor and evaluate SCBA for effectiveness and compliance. Officers shall also stay alert to new developments and technological changes that can or should be included in the program.
- f) MOSHA REQUIREMENT:
  - i) PERSONS SHALL NOT BE ASSIGNED TASKS REQUIRING USE OF RESPIRATORS UNLESS IT HAS BEEN DETERMINED THAT THEY ARE PHYSICALLY ABLE TO PERFORM THE WORK AND USE THE EQUIPMENT.
  - (1) DEPARTMENT COMPLIANCE GUIDELINE:
    - (a) Each and every department member shall be required to complete a physical evaluation form prior to conducting fire suppression activities requiring the use of SCBA. The firefighter's blood pressure shall be recorded on a regular basis following the rehab SOG.
- 8) GENERAL GUIDELINE FOR FIREFIGHTER PHYSICALS
  - a) (Essentia Health initially- then provided by MED compass in Personnel master File)
    - i) Revised Friday, October 14, 2016
    - ii) Hemogram (Complete Blood Count or CBC)
    - iii) Comprehensive Metabolic Panel (CMP)
    - iv) Lipid Profile
    - v) Urinalysis, Dipstick
    - vi) 5 Panel Drug Screen
    - vii) Tuberculosis Screen (T-Spot)
    - viii) Vitals w/nurse Included w/Physical
    - ix) Wall Vision Screen (Snellen) w/nurse Included w/Physical
    - x) Hearing Screen (Tympanogram hand-held) w/nurse Included w/Physical
    - xi) Spirometry w/nurse
    - xii) EKG and interpretation w/nurse
    - xiii) Verify vaccinations are up-to-date; administer if needed w/nurse
    - xiv) a. Hepatitis A (series of 3)
    - xv) b. Hepatitis B (series of 3)
    - xvi) c. Tetanus /Diphtheria (Td)
    - xvii) Employment Physical with Provider
  - b) The step-by-step list of how the process would work. Proposed timeline for appointments would follow this example format: Lab-8:00, Nurse Visit-8:15, Comprehensive Physical-8:45, appointments completed-9:15. Staff from the Frazee Fire Department will call 218-314-7349 to request an appointment for employment candidate. This is a phone number created specifically for companies such as yours to call for Occ Med services. It rings into Katie Hanson's office and has its own voicemail. If Katie is ever out of the office, other designated staff from our phone bank team will monitor the voicemail and return calls on a regular basis. Katie's regular hours are Monday-Friday, 8:00am – 4:30pm.
  - c) Patient will arrive at scheduled appointment time with Driver's License, full bladder, and empty stomach. They should report to the main entrance of Essentia Health St. Mary's Clinic, located on Lincoln Avenue.
  - d) Upon arrival, patient will be registered at front desk and directed to the Lab.

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- e) Patient will provide a urine specimen and have blood drawn. When completed patient will then be directed to the waiting room on 2nd floor of the Clinic.
  - f) A nurse from our Family Practice/Occ Med Team will escort patient to exam room and conduct required ancillary tests. When those are complete our Provider, Sarah Winter, will conduct a comprehensive physical.
  - g) At end of day, nursing staff in Family Practice/Occ Med will access patient's chart, obtain test results that are available, and email to the Frazee Fire Dept at designated email address. My team and I have built result "forms" into our Electronic Medical Record software system. This means that the patient does not have to return the forms to you, since we will be emailing the results. The information will also be permanently stored in the patient's medical chart, so it can be easily accessed for future reference if needed. Results of drug screen and TB screen will be sent separately, within 1 week.
  - h) 3/1/2017
  - i) Coordinator of Firefighter Physicals
  - j) Melody Jahnke, Client Relations Coordinator
  - k) Essentia Health St. Mary's
  - l) Detroit Lakes and Park Rapids
  - m) 218-314-7733
  - n) [Melody.Jahnke@EssentiaHealth.org](mailto:Melody.Jahnke@EssentiaHealth.org)
- 9) SCBA/TURN OUT GEAR GUIDELINES
- a) MOSHA REQUIREMENT:
    - i) APPROVED OR ACCEPTED RESPIRATORS SHALL BE USED WHEN AVAILABLE.
    - (1) FFDD COMPLIANCE GUIDELINE:
      - (a) Compliance with Fire Department Operating Guideline entitled "Mandatory Use of Breathing Apparatus (SCBA) and Turnout Gear".
  - b) MANDATORY USE OF BREATHING APPARATUS (SCBA) AND TURN OUT GEAR
    - i) To protect firefighters from inhalation and exposure to toxic and irritant gases resulting from combustion and other emergency situations.
    - (1) ALL MEMBERS, EXCLUDING THE INCIDENT COMMAND, RESPONDING ON FIRST DUE FIRE APPARATUS IN RESPONSE TO CALLS TO STRUCTURES AND AUTOMOTIVE VEHICLES SHALL BE REQUIRED TO OPERATE ON THE FIREGROUND WEARING FULL TURNOUT GEAR, INCLUDING THE DEPARTMENT'S SELF-CONTAINED BREATHING APPARATUS. NO MEMBER OF THE DEPARTMENT SHALL ENTER A FIRE INVOLVED STRUCTURE WITHOUT PROPER PROTECTIVE CLOTHING AND BREATHING APPARATUS UNLESS SUCH ENTRY HAS BEEN APPROVED BY THE OFFICER IN CHARGE. PROTECTIVE BREATHING APPARATUS SHALL BE WORN ON THE FIREGROUND UNTIL THE OFFICER IN CHARGE SHALL AUTHORIZE ITS REMOVAL. A SAFE AREA WILL BE DESIGNATED BY THE OFFICER IN CHARGE.
      - (a) It is a well know fact that fire conditions expose firefighters to a high number of toxic and irritant gases. Many of the products of today's society are capable of decomposition at temperatures considerably lower than their ignition

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temperature. ABS and PVC are two of the more notable examples with PVS know to decompose at temperatures as low as 300° F. Also included are many herbicides and insecticides.

- (i) This rule reflects the need for each of us to provide the utmost in protection to ourselves to insure the highest degree of safety to ourselves and the other members of the department.

c) MOSHA REQUIREMENT:

- i) RESPIRATORS SHALL NOT BE WORN WHEN CONDITIONS PREVENT A GOOD FACE SEAL.

(1) FFD COMPLIANCE GUIDELINE:

- (a) Compliance with Fire Department Operating Guideline entitled, "Hair Length, Facial Hair and Sideburns".

(i) HAIR LENGTH, FACIAL HAIR AND SIDEBURNS

1. Established standards for hair length, facial hair and sideburns.
  - a. ALL MEMBERS HAIR SHALL BE NEAT, TRIMMED, CLEAN, AND PRESENT A GROOMED APPEARANCE. IN NO CASE SHALL THE BULK OR LENGTH OF HAIR INTERFERE WITH THE PROPER WEARING OF ANY AUTHORIZED FIRE DEPARTMENT PPE. THE FACE SHALL BE NORMALLY CLEAN SHAVEN OTHER THAN NEATLY TRIMMED MUSTACHE AND SIDEBURNS. BEARDS AND GOATEES ARE NOT RECOMMENDED AS THEY INTERFERE WITH THE PROPER POSITIONING OF AUTHORIZED HEAD GEAR AND SELF-CONTAINED BREATHING APPARATUS.
  - i. Firefighters are most often called up to function in atmospheres that present numerous, hazards of inhalation of toxic other irritant gases. Considerable scientific data has been accumulated to support the contention that facial hair has a detrimental effect on the function of self-contained breathing apparatus. Unnecessary risks are not needed in performance of a firefighter's duties and these factors that alter risk, but are controllable should be controlled.
  - b. This rule is promulgated to reduce unnecessary risk the level of safety to the individual member of the department.

10) STANDARD FOR PPE

- a) PPE has been assigned to each member of the Frazee Fire Department to be used in every incident in which potential injury or death can occur. PPE is not the answer to safety. PPE is only a tool to use in the performance of our duty, protective clothing offers protection until we can remove ourselves from the danger zone without injury.
- i) SAFETY IS THE ATTITUDE WHICH COMES FROM OUR COMMANDERS AND FIREFIGHTERS AND THE USE OF STANDARD OPERATING GUIDELINES.
- b) It is a requirement of the FFD that each member report to duty at emergency incidents fully attired in their protective gear ready for assignment.

- c) Each member attending training meetings shall have full protective gear available for use in hands on training and in the event emergency calls.
- d) Full protective gear shall be worn during training exercises which require the gear for normal work assignments.
- e) Each member attending a business or special call meeting shall have full protective gear available for an emergency response.
- f) Protective gear issued by the FFD will meet the OSHA criteria as specified.
- g) Consist of helmet, hood, and turnout coat with bunker pants, boots and gloves.
  - i) Only equipment issued and/or approved by the Frazee Fire Department or equivalent is allowed, no exceptions.
- h) Protective clothing will be worn according to accepted guideline.
  - i) Helmets will be worn with proper liner and strapped under the chin.
  - ii) Hoods will be worn with SCBA. It is recommended to wear hoods at all times except when heat exhaustion becomes a major factor.
  - iii) Coats will be worn with all snaps, zippers, velcro and hooks secure.
  - iv) Collars will be up with the storm flap in place.
  - v) Bunker pants will be on with all the snaps, zippers, velcro and hooks secure.
  - vi) Gloves will be worn during all assigned activities except pump operation.
  - vii) Boots will be worn under bunker pants.
- i) Full protective clothing will be worn on the initial response to a grass fire. If weather conditions and fire emergency warrants, the brush coats or less protective clothing may be worn at the discretion of the Officer in Command.
- j) During extrication, approved rubber gloves under extrication gloves and eye protection must be worn.
- k) Cleaning of PPE after every event is strongly recommended.

#### 11) FIREGROUND INCIDENT COMMAND

- a) Command responsibility lies with the Chief, Assistant Chiefs or other designated officer in order of rank.
- b) Upon the arrival at the scene, if none of the above officers are present, the Pump Operator will assume command until relieved.
- c) As firefighters arrive at the scene of an emergency and within the confines of manpower availability, incident command will be established. Crew Commanders are Captains or designated firefighters. Crew Commanders will be in charge of operating areas and work crews. The Incident Commander will coordinate all crews.
- d) All fire ground conditions must be reported to the Incident Commander (IC). Any change in emergency conditions, crew locations, or assigned tasks must be reported to the IC.
- e) The FFD IC will assume command of all mutual aid companies through their command officers or responding unit commanders per our mutual aid contracts.
- f) Crew Officers will report to their assigned area, size up the incident, and determine what resources are needed to complete the assignment. The Crew Officer will report to the Incident Commander.
- g) The IC establishes fireground strategies.
  - i) In priority these are #1 - begin size up, #2 - establish command, #3 - establish a source of water. Other strategies can then be prioritized; these are Rescue, Exposures,



Confinement, Extinguishment, Overhaul, Ventilation, Salvage, or other strategies per IC.

- ii) The IC will establish safety zones on the fireground.
  - (1) Hot Zone will only be accessed by personnel equipped with personal protective gear and SCBA.
  - (2) Warm Zone will be accessed only by personnel with personal protective gear.
  - (3) Cold Zone will only be accessed by unprotected medical and police personnel.
  - (4) Other zones will be designated for staging, news media, etc as required.
  - (5) Spectator zones will be established and enforced.

## 12) ENGINE / TENDER / TRUCK OPERATIONS

- a) The driver/operator of the emergency response vehicle is responsible for the safe transportation of people and equipment to the scene of the emergency.
  - i) IF YOU'RE NOT GOING TO GET TO THE FIRE - YOU SHOULD HAVE STAYED AT THE HALL!
- b) The driver of the vehicle is responsible for the operation of the water transfer system of that vehicle unless otherwise assigned.
- c) The driver of the vehicle is required to stay with the vehicle unless relieved or reassigned by the officer in charge.
- d) The driver of the vehicle is required to have radio communication available at all times.
- e) The driver of the vehicle is responsible for the safe transport to and the return from, of all equipment assigned to that vehicle, including hose, fittings, appliances, and firefighting or medical equipment.
- f) The operator of the water pumping system is responsible for the safe operation of all systems and appliances required for emergency response operations including drafting, drop tanks, water relay.
- g) The pump operator will neither supply nor shut down any water transfer operation until directions are received from the point of water use or IC. The only exception is in case of an emergency and/or to prevent unnecessary injury to personnel or damage to equipment.
  - i) PERSONAL INJURY RECEIVES PRIORITY OVER EQUIPMENT DAMAGE.
- h) The pump operator will supply water to nozzles at pressures no greater than 125 psi or less than 75 psi using friction loss calculations for 1 ½" hose at 35 psi/100 feet; 2 ½" hose at 10 psi/100 feet; and 5 psi for each appliance in the line except the nozzle. Pressure at +5 psi will be required for every 10 foot increase in nozzle elevation and -5 psi will be decreased for every 10 foot decrease in nozzle elevation.
  - i) Pump operators will report any problems of system operation for the IC.
    - a. Pump operators will request mutual aid from the IC if water supplies cannot be maintained.
  - b. Tender operators will report any problems of system operation to the IC.
  - c. The Driver of the apparatus is responsible for making sure their CREW gets the truck back in service by completing the following tasks before dismissal:
    - a. Fueling (¾ tank Minimum)
    - b. Cleaning inside and compartments
    - c. Washing whole apparatus
    - d. SCBA ready
    - e. Tools back into working order and any other required tasks.

**12. GENERAL APPARATUS OPERATIONS GUIDELINE**

- a. Visually inspect around the truck to be sure that all compartments are secure and no loose material is lying on the truck.
  - i. Push the door opener.
  - ii. Enter the truck and turn the master switches on and start truck.
  - iii. Buckle seat belts, check to see the passengers are seated and have buckled their seatbelts.
  - iv. Check to see that the garage doors are completely open; remove truck from hall and drive the vehicle completely out of the garage.
  - v. Front seat passenger handles all communication and warning signals.
    1. Check for radio on assigned BK Channel.
    2. Check that back up and step lights are off.
- b. Do not leave the hall unless you know the location of the fire.
- c. Obey all traffic regulations.
- d. Do not pass other emergency vehicles or firefighters unless otherwise directed.
- e. When arriving at the fire turn off the siren and lights, the beacon will remain on at all scenes.
- f. Follow parking directions or park the truck to maintain an access for tenders to the drop tank or truck removal.
- g. **WHEEL CHOCKS MUST BE USED AT ALL EVENTS**
- h. Engage the pump, circulate water. (pumpers)
  - i. No one touches the pump panel unless the operator approves.
- i. When returning to the fire hall do not use siren or lights except for head lights.
- j. Trucks must be put back into 100% service upon returning to the fire hall. (Fueled up if at ¾ full)

**13. NOZZLES, HOSES AND FIRE STREAMS**

- a. Tactical success on the fireground is a great result of putting the right amount of water on the fire.
- b. Tactical success hinges on the correct firestream type, size, placement, timing and water supply.
- c. Nozzle and Stream choice is determined by Fire attack.
- d. Booster lines are to be used only on small non-structural fires. Example: wildfire, minor vehicle or mop-up fires.
- e. All structure fires will require the use of 1 ¾" lines as a minimum. When multiple lines are required, 3" supply lines will be drawn and Gated-Y to 1 ¾" for the proper length to attack the fire.
- f. When volumes in excess of 100 gpm are required, 2 ½" lines are the minimum required and must be manned by no less than three firefighters.
- g. Nozzles are to be operated at a maximum pressure of 125 psi and a minimum of 75 psi. This is to be accomplished by the pump operator.
  - i. If nozzle pressure is too high or too low it is the responsibility of the nozzle operator to inform the pump operator to make the proper adjustments.



1. If the pressure is too high, temporarily adjust the nozzle to fog to reduce the nozzle reaction, get help and communicate the adjustment to be made.
  2. If the nozzle pressure is too low, retreat from the danger zone until the proper pressure is obtained.
- h. The following guidelines will be used for hoseline placement:
- i. The first line is placed between the fire and the victims or the most severe exposure.
  - ii. The second line is placed as a backup or to protect the means of escape, or to the most severe exposure, in that order.
  - iii. The third line supports the first or second line.
- i. Hoselines are operated to extinguish the fire, cool environment, and hydraulically ventilate.
- j. All nozzles and valves are closed slowly to avoid water hammer which hurts people and damaged equipment.
- k. Operate fire streams and nozzles so as not to contribute to structure collapse. Interior and exterior hoselines are to be coordinated through IC.
- l. Never operate hoselines in opposing directions to avoid striking opposite working crews.
- m. Each engine operating hoselines will develop its own water supply.
- n. When working from ladders or elevated positions the nozzle and hose line will be tied off in the acceptable manner.
- o. Before entering a Hot zone the nozzle is to be tested for proper stream configuration.
- p. The use of defective nozzles is forbidden.
- q. Hoselines are to be inspected and tested at 300 psi static pressure for 5 minutes.
- i. Damaged hose, leaky hose, defective or loose couplings are cause for immediate removal of the hose from service.
    1. Testing is to be conducted on an annual basis and the date is recorded on file using numbering marked on the end of the hoseline.
    2. Hose recoupled or otherwise repaired is to be tested before being placed into service.
    3. New hose is to be tested before being placed into service.
- r. All water supply equipment including drop tanks, suction hose, strainers and appliances are to be inspected after each use. Defective equipment is to be removed from service.

#### 14. LADDER OPERATING GUIDELINES

- a. Frazee Fire Department personnel assigned ladder duties must have received training in the recent year on the proper use of ladders and be trained in the activity they are assigned.
  - i. These operations include ventilation, hose and nozzle, and rescue.
- b. All ladder activities will be conducted in full protective gear.
- c. All roof activities will be conducted using roof ladders or ground ladders as work platforms.

- d. Extension of ladders to roofs or other elevations will be done in such a manner so that three rungs extend over the work surface.
- e. Ground ladder activities will be conducted using a ladder anchor or by tying off the ladder top.
- f. Hose and nozzle operation on ladders will require that the nozzle and hose be tied to the ladder.
- g. Hose and nozzle operation from a ladder require that ladders be positioned either over the work opening, or from the side of the work opening, whenever practical.
- h. Firefighters will be tied to the ladder or "hooked in" using a leg lock when performing from the ladder.
- i. Rescue operations may require that a ladder be positioned up to or through a work opening, depending on the situation.
  - i. Rescue involving person removal will be conducted by a firefighter and a back-up person.
    - 1. The "same side leg-arm technique" will be used for ladder climbing to minimize potential injury or ladder failure.
- j. The firefighter assigned to perform ladder duties will check the ladder for proper placement using the extended arm - straight back method. Proper ladder placement is for the base to be  $\frac{1}{4}$  the distance of the height from the vertical rest point.
- k. All ladders used in the fire service either during emergency responses or at the fire hall will be visually inspected after each use.
- l. The visual inspection will include:
  - i. rail alignment, rung condition, rung to rail attachment, foot pads or spurs, ladder stops, pawl operation, rail guides and halyard condition.
- m. If the ladder was subjected to impact loading, high heat exposure or other deficiencies will be inspected for repair or replacement.
- n. Any condition which prevents normal ladder operation or suspected unsafe condition is reason to immediately remove the ladder from service and tag it for repair.
  - i. If the ladder cannot be repaired, it shall be destroyed.

#### 15. RADIO COMMUNICATIONS

- a. When an alarm is received from dispatch (Becker County), it is the duty of the Designated Senior Officer to acknowledge the alarm by notifying dispatch by portable radio on BK 1 (Fire Main).
- b. First Truck will also notify Dispatch on BK 1 when the first truck leaves the garage, then switch to assigned BK channel and contact designated Incident Command to let know you are in route.
  - i. Please keep the handheld radios on low volume until you get off the truck to prevent feedback.
- c. Every firefighter must carry a hand held as part of their PPE on every call.
- d. All Fire ground communications will be on the assigned BK channel.
  - i. Know your assigned channel and switch as soon as you leave the garage.
- e. Radio transmissions will be abbreviated and to the point using plain English.
  - i. Example: Frazee Engine 1

- f. The Senior Officer or Incident Command has #1 priority on the radio with the exception of anyone notifying the system of an immediate personal danger.
- g. Radio transmissions should not be started unless a channel is clear.
  - i. Identify yourself and the receiver.
    - 1. Example: Frazee Engine1 to Frazee Chief 1.
  - ii. If a transmission is questionable, ask for a "repeat".
  - iii. REMEMBER THAT ALL RADIO TRANSMISSIONS ARE PUBLIC.
    - 1. KEEP IT PROFESSIONAL.
  - iv. The Fire Hall/Garage will monitor both BK 1 and the assigned BK channel while on standby.

#### 16. VENTILATION

- a. Ventilation for the purpose of a standard operating procedure is defined as the operation required to remove toxic gases and heat from an area to assist in rescue, entry and fire control.
  - i. Other ventilation procedures are used for salvage, etc. and are not addressed in this standard.
- b. Personnel who are assigned ventilation operations will have received training within the recent year on ladders, SCBA, and small tools.
- c. Roof or vertical ventilation operations will be conducted by personnel wearing full protective gear, SCBA and using a roof ladder as a work platform. The full protective gear, SCBA and using a roof ladder as a work platform. The ventilation opening will be downwind from the crew.
- d. The ventilation opening will be located, as close as safety allows, directly over the fire area at the highest point on the roof, a residential structure will be opened a minimum of 4 square feet, a commercial structure a minimum of 32 square feet.
- e. The ventilation crew will continue ventilation procedures by opening a passageway from the fire area to the roof opening or an appropriate outside exit.
- f. Only personnel required to complete the ventilation operation are allowed or assigned to the roof.
- g. Horizontal ventilation procedures will be conducted by personnel in full protective gear as directed by IC.
- h. Windows are to be broken using small tools:
  - i. Procedure is to stand to the side of the window and break the glass from the top down. The frame of the window is to be completely cleared of glass and the opening to be cleared for the free passage of air and gases.
- i. Ventilation operations from a ladder will be conducted from the side of the opening using all ladder safety procedures.
- j. Hose lines will never be placed in ventilation openings.
- k. Avoid working on truss roofs. Use horizontal ventilation at the peak of bell roofs or arch type roofs; do not climb this style of roof.
  - i. Leave the roof when the job is complete!

#### 17. FIREGROUND RESCUE

- a. Rescue operations are completed as primary and secondary search operations. No rescue activities will be attempted that endanger the health or life of the rescuer.

- b. Personnel who are assigned primary or secondary rescue activities by the IC must have received SCBA training in the recent year.
- c. Primary rescue activities are assigned by the IC and are conducted as soon as possible.
  - i. When searching for victims in the immediate hot zone, the primary search is conducted by firefighters in full protective gear wearing SCBA and the use of a hose line.
  - ii. Primary rescue activities will be conducted in a left or clockwise direction within a search area starting from the top - down in a multi-story building.
    - 1. The exception is if the suspected location of the victims is known.
  - iii. The doors of search areas will be closed when the search has been completed.
    - 1. This is to prevent fire extension and avoid duplication of search activities.
  - iv. The IC must be notified when the search is complete and the crew is clear.
- d. Secondary rescue activities are assigned by the IC and are conducted after the fire has been contained or extinguished.
  - i. The purpose of the secondary rescue is to do an intensive search of the hot zone, remove victims in potential danger, or to evacuate danger areas.
  - ii. The rescuers will wear full protective gear and SCBA.
    - 1. The exception is in an evacuation is conducted remotely from the hot zone.
  - iii. The IC must be notified when the secondary search is completed and search crew is clear of the assigned zone.

#### **18. VEHICLE AND MOBILE EQUIPMENT FIRES**

- a. Emergency response to unattended vehicle fires requires that first person on the scene do a size-up by completely circling the vehicle looking for victims and serious exposures.
  - i. The attack team will approach the vehicle from up-wind, when applicable.
  - ii. Command will be established and at the discretion of the IC, the size of the fire and the potential for further loss; dry powder extinguishers, booster lines, or attack lines may be used.
  - iii. Any approach that results in entry to a hot zone, either exterior or interior to the vehicle will require the use of SCBA.
  - iv. During the size-up on the vehicle; look for signs of hazardous materials.
    - 1. Special hazards to be considered:
      - a. Front and rear bumper mount explosions
      - b. Air Bags and incendiary devices.
      - c. Fumes from the motor compartment contain heavy metals, cyanides and phosgene which are potentially fatal.
      - d. Fumes from the passenger compartment contain cyanides which are potentially fatal.
      - e. Contents of trunks are potentially explosive.
      - f. Tires are explosive.



- g. Direct flame impingement on gas tanks 20 minutes will generally be cause for explosion.
- h. Chock wheels to prevent from rolling.

#### 19. WILDFIRE RESPONSE GUIDELINE

- a. Wildfire response guidelines are conducted according to the Frazee Fire Department standard operating guidelines with the following exceptions:
  - i. All Frazee Fire Department vehicles will respond to a wildfire carrying, in addition to the normal structure fire equipment, portable pumps, wildfire hose and appliances, and all available hand tools.
    - 1. Size-up will include among the normal consideration of firefighting strategies:
      - a. size of the fire, the rate of spread of the fire, the potential loss and the requirement for mutual aid.
  - ii. Fire department personnel will wear protective gear until the IC requests other gear.
  - iii. Vehicles will be parked and/or operated from areas that present no danger of operator injury or vehicle loss.
  - iv. A command system will be established according to normal standard operating guidelines.
  - v. No persons, public or private, will conduct firefighting operations that have potential for respiratory injury.
    - 1. If activities are assigned in hot zones, the use of SCBA is required.
      - a. This procedure includes members of the FFD, mutual aid companies and the public.
  - vi. Wildfire assignments will require the use of the buddy system where crews have a minimum of two members. All members of the crew will perform duties within sight of at least one other crew member.
  - vii. For wildfire operations involving a large area or multiple unit mutual aid, staging areas will be set up by the IC for reporting reserve units.
  - viii. Wildfire mop-up will be considered complete when no hot zones or residual smoking debris remains along the outer ten-foot perimeter of the fireground.
    - 1. The IC shall retain a mop-up crew until this action is complete.

#### 20. MUTUAL AID GUIDELINES

- a. Will get updated 2017
  - i. JOINT AGREEMENT RELATING TO INTERCITY USE OF FIRE PROTECTION FACILITIES AND PERSONNEL  
THIS AGREEMENT, Made and entered into between the City of Frazee, Minnesota, and the City of Detroit Lakes, Minnesota, each acting by and through its City Council pursuant to the provisions of Minnesota Statutes, Sections 471.59 and 438.08.

#### WITNESSETH:

It is the purpose of this Agreement to provide for the joint and several uses of the fire protection and fire fighting facilities, equipment, and personnel of the cities participating in this Agreement

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in the event of the necessity arising in any one of the contracting cities or areas under contract to the cities. The use of such personnel and equipment shall be exercised with the law of the State of Minnesota relating thereto.

When a Fire Chief or other authorized official of one of the participating cities determines that assistance is necessary for the purpose of fire fighting or fire protection within his city and when, in his judgement assistance is desired from another participating city, the Fire Chief or other authorized city official is authorized to request such assistance as he may determine necessary from the Fire Chief or authorized city official of any participating city. Upon receipt of such request, the Chief or authorized official of the requested city is authorized to furnish the requesting city such assistance in the form of personnel and equipment as he may determine to be available.

Personnel or equipment may return to their "home base" if emergencies at home indicate the necessity of doing so.

Upon reporting for duty to the requesting city, the visiting firemen will report to the officer in charge in the requesting city, pursuant to provisions of Minnesota Statutes, Section 358.11

When a responding party supplies firemen to a requesting party, such firemen shall remain under the direction and control of the responding party and shall be paid by the responding party, shall be protected by the Workmen's Compensation of the responding party, and shall otherwise be deemed to be performing their regular duties for the responding party. The responding party shall undertake to coordinate with the requesting party the fire fighting assistance which it provides.

A responding party shall be responsible for its own personnel, equipment, and supplies and for injuries or death to any such personnel or damage to any equipment and supplies, except that unused equipment and supplies shall be returned to the responding party the requesting party when the circumstances permit this to be done.

The firemen of the respective cities are hereby authorized to enter into such mutual agreement relating to matters which may arise under activities contemplated by this Agreement as may be necessary and desirable in the circumstances for the purpose of fire fighting and fire prevention in the several cities.

The requesting cities hereby agree to pay for meals and lodging if they are necessary for responding personnel.

It is mutually agreed that the fire departments participating in this Agreement will answer fire calls outside their fire contract area and will remain at the scene of the fire until such times as the fire department having the contract responsible for that fire area responding to the call. After arrival of the responsible fire department, the fire department that answered the call originally will be released and the responsible fire department will take over the fire fighting duties.

In the event of a structural fire in an unincorporated area of the Detroit Lakes' fire district, when in the judgement of the Becker County Sheriff's Dispatcher it is determined that the Frazee Fire

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Department is the nearest neighboring Fire Department, then the Frazee Fire Department hereby agrees to respond immediately to said fire scene with a tanker or pumper-tanker to assist in water supply.

In the event of a structural fire in the unincorporated area of the Frazee fire district, when in the judgement of the Becker County Sheriff's Dispatcher it is determined that the Detroit Lakes Fire Department is the closest neighboring Fire Department, then the Detroit Lakes Fire Department hereby agrees to respond immediately to said fire scene with a tanker or pumper-tanker to assist in water supply.

The Becker County Sheriff's Dispatcher will, immediately following notification of the Fire Department in whose district the fire is located, notify the appropriate neighboring Fire Department, without waiting for specific instructions or requests from the Officer in charge of the fire incident.

This Agreement shall continue in force until terminated by written notice by either party involved.

Dated \_\_\_\_\_, 19\_\_ CITY OF FRAZEE

By \_\_\_\_\_

Mayor

By \_\_\_\_\_

Administrator

Dated \_\_\_\_\_, 19\_\_ CITY OF DETROIT LAKES

By \_\_\_\_\_

Mayor

By \_\_\_\_\_

Administrator

#### 21. HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

- a. A hazardous material response incident is defined as an incident that has the potential of serious or large loss of life, life threatening or major property loss. A hazardous material incident usually involves major chemical or substance release and may include the destruction of the material container and the surrounding environment.
- b. The FRAZEE FIRE DEPARTMENT will function as an emergency response team and will not respond as a hazardous material response team.
- c. The standard operating guidelines applicable to all FFD responses including:
  - i. Emergency Response, Respiratory Protection, Protective Clothing, Fire Ground Command, and all other operating guidelines of the FFD will be in effect as required.
- d. The mutual aid program is especially important during a hazardous material incident. In addition to the normal mutual aid responders, help can be obtained by calling:
  - i. Duty Officer                      1-800-422-0798

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- ii. CHEMTREC 1-800-424-9300
- e. Personnel and apparatus responding to the incident will not approach the scene but will maintain a safety perimeter so that any release of material or energy will not have potential for injury, death or damage.
  - i. Only when the material has been identified and the potential hazard has been defined can the proper approach be made.
- f. The incident commander will establish command from a command post in accordance with the standard operating guideline.
- g. A safety officer will be designated who is knowledgeable in hazardous substance handling procedures.
  - i. The safety officer will identify and evaluate hazards and to change or terminate any unsafe activity, reporting the change to the incident commander.
- h. Hazardous material identification will be made from the most remote position available using: driver information, binoculars, or container markings.
  - i. Upon identifying the material, refer to the HAZARDOUS MATERIAL EMERGENCY RESPONSE GUIDE BOOK (orange book) for the general precautions to be taken.
  - ii. If the incident requires a hazardous materials response team, the request can be made to CHEMTREC or Duty officer.
  - iii. The emergency site security and control will be accomplished by the appropriate police departments.
  - iv. In the event evacuation is required, priority zones will be established and the evacuation accomplished by the appropriate police department, coordinated by the incident commander.
    - 1. Evacuation routes will be determined by the incident commander and the predicted sequence of events of the incident.
  - v. The incident commander will limit the number of personnel in the various zones to those actively performing emergency operations. Operations in hazardous zones will be performed using the buddy system.
  - vi. The IC will review all known information with the personnel assigned to the work crews. The information should consist of chemical, physical and toxicologic properties of the materials in concern.
  - vii. Emergency medical treatment of at least a basic life support level will be present during hazardous materials emergencies.
  - viii. All personnel and equipment in contact with the hazardous material will be decontaminated according to procedures developed specifically for the material and the incident. The incident commander is responsible for organizing the decontamination process. Decontamination is not complete until the commander of an attending Hazardous Materials Response team concurs with the completion.
  - ix. The emergency response will receive a post incident critique as soon as practical after a conclusion of the incident and the recommended improvements will become a part of the incident report as submitted by the incident commander.

- x. Training will be given to members of the FRAZEE FIRE DEPARTMENT at the operation level for emergency response to hazardous materials incidents.
  - 1. In addition to the regular firefighting training, hazardous materials identification, handling isolation and general guidelines will be discussed.

## **22. CLASS A DRESS UNIFORM**

- a. The Frazee Fire Department Class A Dress Uniform consists of:
  - i. FFD Issued White shirt
  - ii. Black tie/ ascot
  - iii. Black pants
  - iv. Black shoes
  - v. Badge on left
  - vi. Name on right
  - vii. Lapel pins centered

## **23. ALCOHOL and CONTROLLED SUBSTANCE POLICY**

- a. The Frazee Fire Department maintains a Zero Tolerance Policy regarding the use of alcohol and/ or drugs.
  - i. It is the policy of the department that no member shall respond to or sign in for incident response or perform any function for the fire department when the member uses or is under the influence of any controlled substance and/ or alcohol.
  - ii. Members shall not drive a FFD apparatus anytime after consuming any alcohol and/or controlled substances.
  - iii. Members shall report any prescribed medication by a physician that could adversely affect the ability of fire functions to a chief or officer of the Department and information will be documented.

## **24. DISCIPLINARY GUIDELINES**

- a. The Chief Officers shall determine all cases of violations brought in writing of any rule, regulation, or other breach of discipline and shall have the power to discipline the offending party by reprimand or suspensions. Suspensions by the Chief shall be limited to thirty (30) days.
- b. The city of Frazee Personnel committee will have the ultimate decision if a longer or more severe suspension, reduction of rank, or expulsion is recommended.
- c. The Chief's or Officers can bring any discipline issues to the City of Frazee Personnel committee for advisement.
- d. The city of Frazee Personnel committee will have the ultimate authority in these cases.
  - i. Progressive Disciplinary Action Guidelines:
    - 1. Verbal/Documented warning
    - 2. Written/ Documented warning
      - a. Subject to suspension
    - 3. Meeting with Officers/Documented



- a. Subject to a suspension or discharge based on the degree of offense
  - 4. Expulsion/discharge from Frazee Fire Department
    - a. Per Personnel committee
  - 5. One offense may result in Expulsion/Discharge
- ii. No member shall appear at the meetings of the Department or on duty, being disruptive in nature, or being a disgrace to the Department, fail to properly perform their duties or otherwise fail to abide by this Guideline and/or By-Laws that may be established there under, under penalty of being disciplined or removed from membership under the procedure set forth here.
- iii. Expulsion/Discharged from FFD
  - 1. The Frazee City personnel committee will be assigned to decide any case that may require longer or more severe suspensions, reduction of rank or expulsion.
- e. Expulsion and Appeals of Members
  - 1. Any member of the Department who abuses their level of authority or performs misconduct of their duties or are in violation of the Guidelines and By-Laws may be expelled from the Department.
    - a. These recommendations will be taken from Frazee City Personnel committee to the city council for approval.
    - b. If the member is expelled from the Department, the member shall have thirty (30) days in which to appeal.
      - i. All appeals brought to the Frazee City Personnel Committee and shall be made in person and in writing, dated, and signed.
        - 1. If no appeal is made, the member shall become a non-member
        - 2. If an appeal is made before the end of the 30 day period, then the member shall remain active with all of its rights and privileges, during the period of question and proceedings.
        - 3. Upon expulsion, all Fire Department property shall be turned over to the Department Chief by said member. Failure to comply will result in the filing of criminal charges.

**25. RULES AND REGULATIONS AND FOR DUTIES AND PERSONNEL AND GUIDELINES AT FIRES, DRILLS AND EMERGENCIES**

- a. The guidelines herein contained are not designed to limit any member in the exercise of their judgment in taking the action in extraordinary situations that a reasonable person would take.
- b. Situations may arise from time to time which cannot be foreseen and for which no rule or regulation can be provided.

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- c. It is expected that all members will act at such time with promptness and discretion. It is essential for the efficient conduct of the Fire Department that it be organized on a prearranged systematic basis as it is in other organizations, whether public or private.
- d. Rescue and fire extinguishment being the fundamental purpose of a Fire Department.
- e. Members should always bear in mind that they are serving the City even though voluntary and that their conduct and behavior is subject to criticism by the general public to a greater extent than almost any other line of work. For this reason, the unwritten social rules of good conduct and behavior as practiced by all law-abiding and self-respecting citizens should be observed at all times by all the members of this Department.
- f. In any emergency the order of rank in command of the Department shall prevail.
  - i. Officers shall be based on departmental rank.
- g. Additions and/or changes to these guidelines shall take a majority vote at a general or special business meeting.
- h. NOTE: Any action by a FFD member during firefighting activities violating established FFD guidelines or policy, constituting defiance of or failure to carry out directives or orders issued by FFD officers (except when compliance with these orders or directives may cause imminent danger to life safety), causing or potentially causing injury or property damage, harmful or potentially harmful to the public image of the FFD or constituting a criminal offense.
- i. Conviction of a felony in a court of law, regardless of whether the precipitous act is related to FFD activities, will also be considered an offense against the FFD
- j. Examples or Actions that may result in Suspensions:
  - i. Reckless driving
  - ii. Disobeying orders from superior officers
  - iii. Safety violations
  - iv. Social media posts unbecoming of FFD
  - v. Insubordination
  - vi. Falsification of documents
  - vii. Driving under the influence/Driving with Intoxicated
  - viii. Any violation of the city of Frazee or FFD policies
  - ix. Repeated warnings to follow the standard operating guidelines
- k. Examples or Actions that may result in expulsion or discharge
  - i. Multiple suspensions with no change in behavior
  - ii. A felony conviction, of any type
  - iii. Commission of a felonious act on properties owned or leased by or while acting under the endorsement of the FFD, regardless of conviction.
  - iv. Theft of or intentional damage to FFD property or member property stored on properties owned or leased by FFD.
  - v. Major offense resulting in serious injury to, or death of, another member or civilian.
  - vi. Sexual misconduct involving FFD personnel or property.
- l. See attached Employee Written warning and Employee Notice of Discipline

<b>EMPLOYEE NOTICE OF DISCIPLINE</b>		
Employee _____	Work Location _____	Date of Discipline Action Given _____
Employee ID # _____	Date of Occurrence _____	Supervisor Issuing Action _____

**Violations**

☐ Attendance  
☐ Unauthorized Absence  
☐ Tardiness  
☐ Insubordination  
☐ Conduct  
☐ Endangerment to others

☐ Vile, Foul or Abusive Language  
☐ Safety/Carelessness  
☐ Willful Damage to District Property  
☐ Harassment  
☐ Falsification of Documentation  
☐ Other \_\_\_\_\_

☐ Violation of District Policy:  
 (Indicate policy) \_\_\_\_\_

**Violation Statement** (attach any supporting documentation)

Date of Violation: \_\_\_\_\_

Place of Violation: \_\_\_\_\_

Statement of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by Supervisor Issuing Action \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

**Disciplinary Action**

☐ Oral Reprimand  
☐ Suspension with out pay \_\_\_\_\_ days  
☐ Recommendation for Termination

☐ Written Reprimand  
☐ Sent Home w/out Pay  
☐ Administrative Leave w/ Pay

**Corrective Actions to be Taken**

Corrective Actions/Timeframe: \_\_\_\_\_

\_\_\_\_\_

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness's Signature \_\_\_\_\_

Date \_\_\_\_\_

---

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

CE Program Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_

<b>EMPLOYEE WRITTEN WARNING</b>		
Employee _____	Work Location _____	Date of Discipline Action Given _____
Employee ID # _____	Date of Occurrence _____	Supervisor Issuing Action _____

This shall serve as a written warning for above employee.

Statement of Violation(s): \_\_\_\_\_

\_\_\_\_\_

**26. City of Frazee social media policy for Frazee Fire Department**

- a. Purpose of this policy is to protect the non-public employee data, medical patients, the public, the operations of the Fire Department, and the public confidence in the Fire Department and its employees.
  - i. This policy is not intended to limit the right of freedom of speech or expression that is intended to protect the rights of this organization, its members, and the public they sworn to protect.
  - ii. Employees and volunteers are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities, may not be protected speech under the First Amendment.
  - iii. Speech that impairs or impedes the performance of the fire department, undermines discipline and Harmony among co-workers, or negatively affects the public perception of the fire department may be sanctioned.
- b. Ownership of work-related images. All photos, videos, digital images, or recordings taken by any employee or agent of the Frazee Fire Department while responding to any fire or any other emergency or while engaged in any training are work-related images and are property of Frazee Fire Department work-related images include, but are not limited to, any written, auditory, and or visual messages communicated via or on fire department resources or via or on personal devices and or social media, videos, or pictures gather while on fire department or city business.
- c. Permission to take work-related images. Work-related images shall not be taken of any emergency response, training exercise, or fire except as permitted by the policy or as directed by the Fire Chief.
  - i. All work-related images shall be taken using fire department issued equipment, unless otherwise directed by the officer in charge of the scene/operation. Work-related images taken by the fire department employees using privately owned equipment are also governed by this policy.
  - ii. Reasons for taking work-related images. Photos or other recordings may be taken to assist in the diagnosis or treatment of accident fire victims. Such images should be forwarded to the appropriate medical care provider and then be deleted from fire department or city files. Work-related images, including recordings showing possible evidence of crime, must be forwarded to law enforcement. Other work-related images used for internal. Departmental purposes such as training or publicity shall be taken in a manner that minimizes the possibility of identifying accident victims.
  - iii. Control and dissemination of work-related images. All work-related images shall be stored in the fire department's computer system and be governed by the city's record management policies and procedures. Work related images should not be stored, returned, or disseminated by any manner by anyone other than the Fire Officers, City Manager/Clerk appointed to review all images and approve retention period released, or

- dissemination and cannot be used for personal profit or business interest or to participate in personal political activity.
- d. Professionalism and public confidence.
  - i. The appearance of professionalism is important to Public Safety and the Public's confidence and Trust. Accordingly, and employees personal use of social media should not, use any work-related images, department logos, or any images which depict an employee in any uniform or in which the employee uses their job title or is otherwise identified as an employee of the Fire department, without prior approval from a Fire officer appointed to review all images and approve release and dissemination of such images. Similarly, in order to maintain the appearance of professionalism and public confidence, no employee should post any material on any social media that is detrimental to the Frazee Fire Department or City of Frazee effective operation.
- e. Employees should not disseminate protected, private, non-public, or confidential information including, but not limited to, the following:
  - i. Matters that are under investigation.
  - ii. Patients and employee information protected by HIPAA medical confidentiality laws.
  - iii. Personal matters data that are protected from Disclosure by law.
- f. Definition of social media
  - i. Social media shall be defined as any publicly shared medium where users post content or share files. Examples of social media include, but are not limited to, Facebook, Twitter, Snapchat, and Instagram.
- g. Reporting violations.
  - i. Any employee becoming aware or having knowledge of a posting or of any website or web page in violation of this policy May anonymously report possible violations to any Fire Department Chief or supervisor.
- h. Penalties for violation of policy
  - i. Violation of this policy may be considered an extraordinary breach of the public's expectation of privacy and of the Frazee Fire Department's guidelines regarding the use of social media and may be subject to the offender to discipline and possible termination of employment.

## 27. MEDICAL RESTRICTED DUTY

- a. If you cannot perform normal firefighter duties listed in these guidelines, you'll be put on restricted duty until you get a note from your doctor to go back to normal duties.
  - i. Restricted Duty would be determined by the Chiefs and/or the officers on a case-by-case basis. You will need a note from your doctor to be on restricted duty status.

## 28. 2017 Frazee Fire Officer Duties

- a. The following to be set by the current Chief
  - i. **BOLD ARE FFD BY LAWS AND CONSTITUTIONAL DUTIES** (found in Section 2 of this document)



- b. **Fire Chief**
  - i. Run the Fire Department and to call all regular and special meetings to preside and preserve order at all meetings to appoint committees to see that all subordinate officers execute their obligations to be present at all fires, if possible, and to assume full charge of all operations to enforce the Constitution and Bylaws of the Department to the best of his/her ability to have general supervision over all the affairs of the Department to participate on all committees to appoint temporary officers in the absence of any elected officers
- c. **Additional Chief Duties**
  - i. Other fire ground officers shall be appointed as needed by a committee consisting of the elected officers, set rank of all Captains and non-elected officers. Report to City and townships monthly.
- d. **Additional Assistant Chief Duties:**
  - i. Be able to work with Email, have some knowledge of Microsoft/Google documents and spreadsheets.
  - ii. Oversee all finances (checks and balance of chief)
  - iii. Report at one City council meeting per year
  - iv. Run a FFD regular meeting once a year.
- e. **1st Assistant/Assistant Chief**
  - i. To assist the Chief in the discharge of his/her several duties. In the event of the absence of the Chief, to assume all the duties of the Chief. To supervise the structural firefighting activities at the direction of the Chief.
  - ii. Responsible for care and maintenance of SCBA'S, PPE and Monthly checks on PPE.
  - iii. Check and schedule testing/certifying of bottles, Compressor, SCBA and Interior firefighting gear annually. Keep accurate records for all.
  - iv. Run semiannual PPE/SCBA drills to be familiar and antiquated with the equipment we use.
  - v. Grant supervisor -keep track and be the other contact for all grants.
- f. **2nd Assistant/Deputy Chief**
  - i. To assist the Chief and 1st Assistant Chief in the discharge of their duties. To assume all duties of the Chief and/or 1st Assistant Chief at a fire scene in their absence. To supervise the water supply/pumping activities at the direction of the chief and/or Assistant Chief.
  - ii. Grievances/Membership supervisor
  - iii. Accountable for pumper operations/water shuttle operation E1, E2, E3, tender 7, 9, and all pumps and equipment on the Apparatuses.
  - iv. Test all Dry hydrants semi-annually, at least once in winter months- work with City Public works.
  - v. Make sure all pumps pass pump tests annually
  - vi. Make sure flow water monthly through all intakes and discharges on each apparatus.
- g. **Frazee Fire Department Captains (revised 01/11/17)**
  - 1. Training Captain



- a. Directs other Captains and Chiefs on training schedules. (does not necessarily run trainings, just schedules them)
  - b. Obtains all required burning permits
  - c. Follows all by-laws, and advises members of needed trainings
  - d. Recommends specialized trainings for individuals within the department
  - e. Approves all outside classes for each member.
  - f. Turns in school required registrations to city office, including: hotels, mileage, meals, & require all members to fill out report/learning statement for all outside classes taken.
  - g. Keeps a calendar of required trainings and re-certification if needed.
  - h. Files all certificates in master file and along with the secretary who logs the certificates in computer.
  - i. Is an active part of the Regional training committee. (meet 4 times a year, usually in DL M-state)
2. Jaws/Rescue Captain (preferred EMR certified)
- a. Responsible for Truck checks on Jaws 10, E2 Extrication stuff and all equipment on the Apparatuses with extrication equipment.
  - b. Make sure all equipment is run and checked monthly.
  - c. Run trainings that involve Extrication/Rescue activities.
  - d. Certify and train all Firefighters to be certified operators of all equipment.
  - e. Maintain the entire Apparatus.
  - f. Run trainings that involve all rescue act
3. Pumper Captain (must become Pumper certified)
- a. Responsible for Truck checks on E1, E2, E3, Pump on Tender 7 and all pumps and equipment on the Apparatuses.
  - b. Maintain the entire Apparatus.
  - c. Run trainings that involve Pumper activities.
  - d. Certify and train Pumper operators.
  - e. Reports to Chief and 2nd Assistant Chief for water supply applications.
4. Tender/Off Road Captain
- a. Responsible for Truck checks on Tender 7 & 9, Grass 6, 5, U11, & side by side and all equipment on the Apparatuses.
  - b. Make sure to drive apparatus & flow water monthly through all intakes and discharges on each apparatus.
  - c. Certify and train operators.
  - d. Maintain the entire Apparatuses.
  - e. Winterize if needed.
  - f. Run trainings on all Tender/water shuttle activities and misc. wildland fire activities.

- g. Works directly with Pumper Captain and Reports to Chief and 2nd Assistant Chief for water supply applications.
- 5. Engineer (can have an assistant)
  - a. Responsible for all building maintenance
  - b. Purchasing assistant.
  - c. Learns to program and update Pagers & Radios.
  - d. Mechanically inclined and experience preferred.
  - e. Maintenance specialist
    - i. has all truck maintenance and repairs run through him/her
- 6. Safety Officer
  - i. May be one of the above or a separate person
    - 1. never in charge of scene accountability
  - ii. Be an outside set of eyes and ears.
  - iii. Report immediately and stop any unsafe act condition during emergency scenes and trainings.
    - 1. Not limited to scenes or trainings
  - iv. Responsible for monitoring firefighter rehabilitation during activities.
  - v. Oversees the overall Scene Safety and situational awareness.
  - vi. Responsible for reporting to Chief any unsafe situation.
  - vii. Make sure someone else is doing accountability Incident Commander is asking for PAR (Personnel Accountability Report) orally.

#### 29. Pool filling Guideline

- a. Frazee Fire Department Relief Association
  - i. Date
  - ii. Name
  - iii. Address
  - iv. Phone#
  - v. Officer
  - vi. Fire Fighter 1
  - vii. Fire Fighter 2
  - viii. \$20.00 per Tender load (No matter on how much water dumped)
  - ix. Tender Loads of Water \$20.00 X = Amount Total Water Loads
  - x. \$1.00 per Mile of trips Start Mileage Ending Mileage
  - xi. Total Miles X \$1.00 = Total Mileage
  - xii. Total paid to City of Frazee
  - xiii. Total
- b. Normal additional Donation to the FFD Relief Association is \$50 per load(firefighters time)
  - i. Tender Loads of Water X \$50.00 = Frazee Fire Department Relief Association FFD Relief

Frazee Fire Department 2023

- ii. Date
- iii. Name
- iv. Address
- v. Phone number
- vi. Officer
- vii. Fire Fighter 1
- viii. Fire Fighter 2

30. GUIDELINES TO COME:

- a. Vehicle Extrication Guidelines
- b. Water rescue – cold and warm
- c. Gas meter Guidelines
- d. MISC rescue

DATE: \_\_\_\_\_

I have received a copy of the Frazee Fire Department Standard Operation Guidelines (SOG) and will follow all Guidelines going forward from today.

Signed: \_\_\_\_\_

Frazee Fire Department 2023



## New Business

### REVIEW OF THE EVALUATION PROCESS HANDBOOK

**A HANDBOOK  
FOR EVALUATING  
THE FRAZEE  
CITY ADMINISTRATOR**

City of Frazee, MN

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## Introduction

This Handbook has been developed for use by Frazee's City Council to help establish and conduct an evaluation process for the City's chief executive officer and the Council's sole employee, the City Administrator.

An annual examination of the City Administrator's performance is important and healthy for an effective Council-Administrator relationship. Ultimately, the City Administrator's performance evaluation is an essential tool for promoting more effective decision-making throughout the city organization.

This Handbook first discusses the purpose for completing an evaluation of the Administrator's performance, and defines the context within which a performance evaluation takes place. It then outlines a series of steps for an effective performance evaluation process and concludes with other reference materials and a generic evaluation form.

The information includes related resource materials assembled from various publications.

## Purpose

Performance evaluation need not be painful for either the Council or its most important and the City Administrator. It should be constructive, providing not only an examination of past performance but guidance for future efforts by the City Administrator.

The needs of any city often change over time and priorities are likely to shift with each council election. As with any employer/employee relationship, an employer has a responsibility to clearly communicate to its employee exactly what it expects and wants. As the employer, each new council has an obligation to relate to their employee, the Administrator, their desire for him or her to focus on particular community needs, projects or priorities.

If conducted properly, a performance evaluation process will be positive and useful for both the Council and Administrator. It will:

- allow Council members to become better acquainted with each other and the Administrator;
- improve communication between the Council and Administrator;
- provide important feedback to the Administrator;
- acknowledge strengths and point out weaknesses for the Administrator;
- bring problems into focus and reduce future misunderstanding and conflict; and
- help clarify roles and responsibilities of both the Council and Administrator.

There is another purpose for completing the City Administrator performance evaluation process. An effective evaluation process can help the council examine and improve upon its own performance. A Council's success in achieving its goals is tied to the performance of its City

Administrator. The City Administrator can provide useful feedback and observations to the council about such things as:

- Is the Council providing clear direction about its needs, goals, and priorities?
- Is the Council fulfilling its role as a policy-making body?
- Is the Council becoming too involved in day-to-day administration?

There are numerous methods and techniques that a city council may choose to follow in evaluating their city administrator. The process outlined in this handbook is general in nature and can be adapted to accommodate various needs or circumstances that may arise from time to time. Although there is no "right" way to conduct an evaluation, there is a right way to approach performance evaluations. The City Council's evaluation of the City Administrator must be approached as part of an on-going process which strives to allow for a more thoughtful and effective decision-making body and more effective city management.

### Context for Performance Evaluation

**Council and Administrator Roles and Responsibilities.** A council and its administrator depend on each other. . . the council depends on its Administrator for a considerable amount of information, and the Administrator depends on the council to make the best decisions it can after receiving and evaluating that information. Given this dependency, the importance of respect, forthrightness and confidence in the Council-Administrator relationship cannot be overemphasized.

The original concept behind the council-administrator form of government was to separate the policy-making functions, the domain of the elected council, from the administrative functions to be directed by the Administrator. In reality, the separation of administrative and policy-making functions is not so clear cut. Defining the difference between policy and administration may be the greatest source of confusion and conflict between city councils and an administrator.

Before any performance evaluation takes place, a council and its administrator should define their respective roles and reach agreement about them. Without a clear understanding of functions and roles, performance evaluation is of little value. The areas of responsibility of the City Council and City Administrator are outlined in the City's Charter, Administrative Code and ordinances. These documents should be consulted and provide the basis for further discussions to clarify "what falls where."

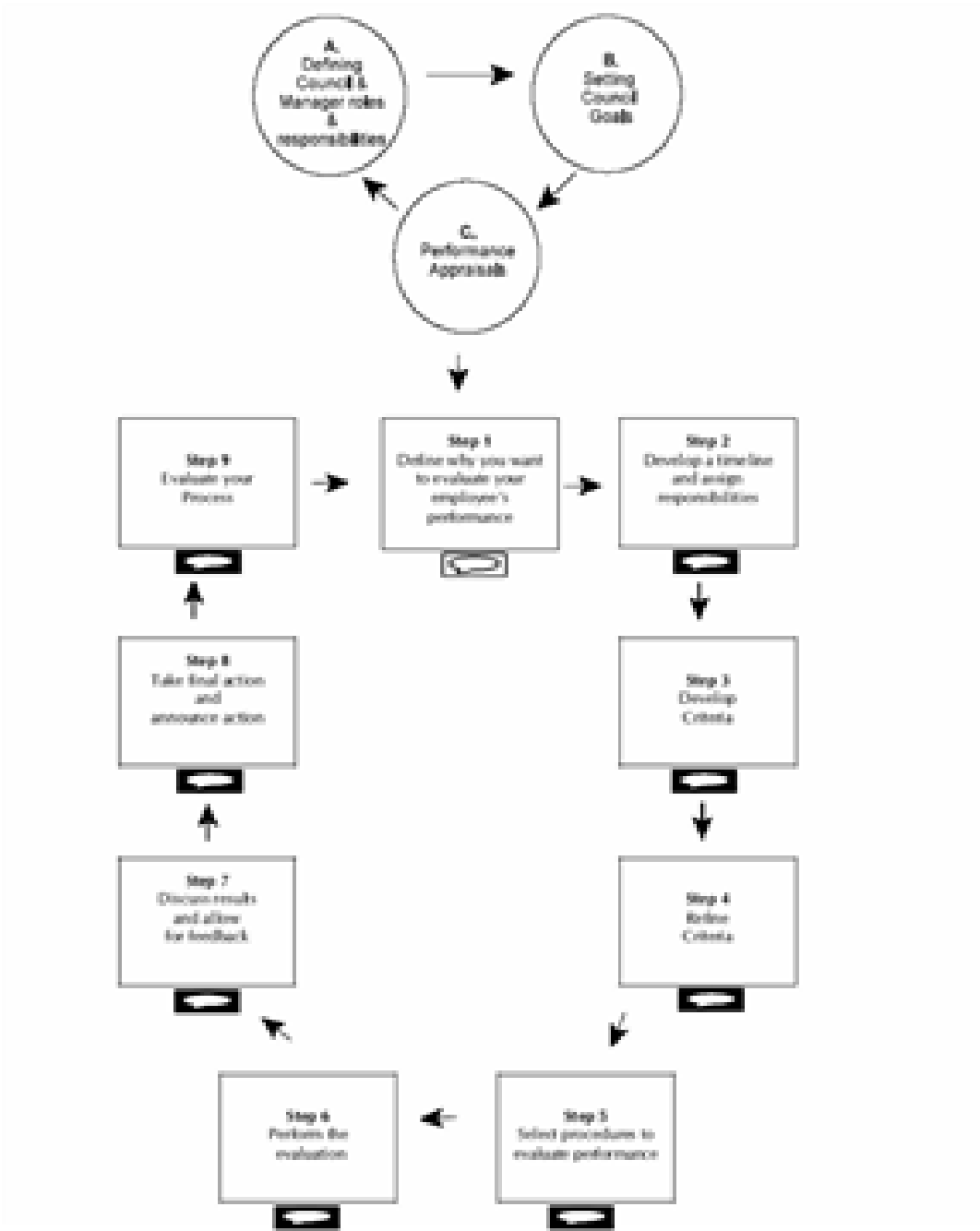
**Council Goals and Priorities.** Goals are a necessary ingredient for success in an organization. To be effective, any organization must have a clear picture of its purpose and what it hopes to achieve, an understanding of what it must do to achieve its purpose, specific goals, and objectives, and a valid method for evaluating its effectiveness in reaching them.

Setting goals has a direct relationship to the Administrator's performance. Goals set clear direction and let the Administrator know what issues are important to pursue. The council goals, themselves, should not be a part of appraising the Administrator's performance. However, the City Administrator's professional capacity to take policy direction from the Council and implement the goals is an important ingredient of evaluating the Administrator's performance.





The Performance Evaluation Process



## **STEP 1: DEFINE CLEARLY WHY YOU WANT TO EVALUATE THE PERFORMANCE OF YOUR EMPLOYEE**

There are many reasons for a Council to evaluate the performance of its Administrator. Frequently, the Council wants to measure performance and determine salary, or define or improve, the working relationship between the Administrator and the Council. Whatever the particular reasons, they should be honest, clear, and understood by the Council, the employee, and the public before launching a performance evaluation process.

Following are examples of objectives that can be established prior to completing the appraisal process:

- To establish and maintain effective Council and City Administrator relationships;
- To allow the City Administrator and Council to identify and understand their respective roles, relationships, expectations of, and responsibilities, to each other; and
- to allow the discussion of the City Administrator's strengths and weaknesses as demonstrated by past performance, away from the decision-making table, and the methods where performance may be improved and crisis confrontations avoided.

## **STEP 2: DEVELOP A TIME LINE AND ASSIGN RESPONSIBILITIES**

A Council which is committed to a good evaluation process will also commit the time necessary to perform each task involved in the process. The entire council should be involved in every step. The Council as a body employs the City Administrator and is needed to provide guidance to the City Administrator.

A Council may decide to use the services of an outside facilitator to assist in, some or all, phases of the process. Using an outside facilitator has advantages. For example, the facilitator has not been involved in the council-Administrator relationship or the individual personalities which would likely influence the process. It is also easier for an outside person to keep the process moving along during periods when the Council can otherwise get bogged down.

If you choose not to use an outside facilitator, you should select a leader who will take responsibility for facilitating the evaluation process. This leader could be the Mayor or a designated Council member.

## **STEP 3: DEVELOP CRITERIA**

Once the Council and Administrator are comfortable with your respective roles and responsibilities, have adopted goals which are supported by the Council, and are clear about why you're conducting an evaluation, you're ready to move to the next step — selecting the criteria to measure against. Criteria are like yard sticks — they establish standard dimensions by which we can measure progress. Without these yardsticks, evaluations can turn into unfair, unproductive free-for-alls.

Nowadays, employers of all types commonly identify the specific professional competencies and skills employee's need to succeed in any given position. These competencies and skills are used as the criteria for employment related evaluations beginning with an employee's initial recruitment, ongoing training, and subsequent performance evaluations.

Examples of competencies that can be incorporated into an evaluation of the City Administrator may be found in the 18 practice areas recognized by International City/County Management

Association as essential for every local government Administrator. The professional competencies for effective local government management are listed in Appendix A.

Aside from selecting criteria based on professional competencies, do not overlook the Administrator's ability to achieve Council goals. If a goal is purely a Council goal, such as Council members being more visible in the community, it would not be fair to add that to the list since it is not something the Administrator can implement. However, the Council can look at whether or not the Administrator has the professional capacity to help the Council implement its goals.

In developing the criteria to be used for evaluating the City Administrator's performance, both the Council and Administrator should discuss and agree upon the competencies, skills and expected outcomes necessary for being an effective City Administrator. ***The evaluation process will be enhanced if both the entire Council and the Administrator are involved from the start in developing the criteria and agreeing on them.*** This is an important area where a facilitator may add value to the evaluation process. A facilitator should be able to assist with identifying and developing evaluation criteria that are specific to the circumstances found in this community.

#### **STEP 4: REFINE CRITERIA**

You are now ready to refine the criteria and develop specific questions you want to ask and have answered during the evaluation. It is important to be specific about what you really mean in each category. Again, it is best to refine the criteria with the entire Council and the Administrator to ensure categories are not misinterpreted or new performance goals inadvertently added which were not previously defined.

After developing evaluation criteria, refining and expanding upon each is one of the most critical steps in an effective performance appraisal system, and one of the most involved. For each competency and/or responsibility you list, you must be able to answer two questions:

First, "What is the purpose, effect, or desired outcome of this competency/responsibility?"

Second, "How will I know, if and when, this purpose, effect, or desired outcome is being achieved?"

Answers to these questions achieve two important goals: (1) a clear statement of purpose helps assure that individual Council members understand one another's values, ideas, and concerns about the role and functions of the City Administrator in city government; and (2) knowing the data and performances that tell you that responsibility is, in fact, being achieved requires that you look for tangible criteria to use in judging Administrator performance.

Example:

##### **CRITERIA: Policy Facilitation**

##### **What is the purpose, effect, or desired outcome of this responsibility?**

To allow the council to function as efficiently and effectively as possible in its interaction with administrative staff members, departments, and the overall guidance of city affairs. To minimize delays, confusion, and conflict generated by incomplete staff work, favoritism,

lobbying, and unprofessional administrator performance. To assist the council in acting as a single body . . . etc.

**How will I know, if and when, this purpose, effect, or desired outcome is being achieved?**

Availability and timeliness of information requested or needed by the council.  
Preparedness for council meetings. Accuracy and thoroughness of information and reports.  
Keeping councilors apprised of day-to-day events and information necessary for them to carry out their functions. Impartial and professional interaction with each councilor, regardless of opinions and recommendations . . . etc.

Ultimately, performance appraisal addresses the actions taken by the City Administrator to meet the expectations of the Council and the requirements of the position. Performance is action. Appraisal focuses on the effects of that action.

Focusing each criterion by addressing the two questions above will help you in objectively identifying the actions and effects of the City Administrator's performance while avoiding the traps of trying to assess subjective characteristics that may not truly be bona fide job requirements.

**STEP 5: SELECT PROCEDURES TO EVALUATE PERFORMANCE**

After you have specific criteria by which you will evaluate your employee, review them until both the Council and Administrator are satisfied with the results.

The next step is deciding how you're going to perform the evaluation. The criteria you've developed may help determine the best way to do it. There are three general approaches to consider: written evaluations, oral evaluations, or a combination of both.

Written Evaluations. This technique allows each person to make all comments in writing. There are several methods used for written evaluations. A combined essay and rating scale is perhaps the most commonly used.

Essays. An essay is a written statement describing the employee's performance. It is most effective when each answer responds to a specific question, topic or criterion. It is least effective when each answer is generally stated and when its relation to criteria is vague and unspecific.

Rating Scales. A rating scale consists of a set of statements about job performance. A scale, either using numbers or adjectives, is used by evaluators to make their judgments.

Combination Essay and Rating Scales. A simple and effective way to perform the evaluation is to develop a rating scale and leave room for additional comments under each criterion. This allows for individuals to use specific examples of what the employee has done. It also helps the Administrator understand what the Council thinks more specifically about his or her performance.

Oral Evaluation. Openly discussing the appraisal with the Administrator is another technique. As with written evaluations, conversation should center on the criteria you developed and should be conducted by the Council as a group. An advantage of verbal evaluation is that it presents

an opportunity to clear up any misunderstanding about performance in face-to-face settings. However, unlike written evaluations, verbal evaluations do not leave a written record and sometimes lead to confusion at a later time about what was said.

Combination of Written and Oral. A combined written and oral evaluation is probably the most effective method of performing the evaluation. This method allows each individual Council member to evaluate the performance of the Administrator in writing and follow up with face-to-face discussion individually and/or preferably collectively as a group.

Whatever technique chosen, it is important to stick to the developed criteria. You are evaluating the performance of an individual in a position. The evaluation is not a free-for-all gripe session, nor is it an awards ceremony; it is important to express legitimate concerns and recognize good performance as well as communicate future expectations.

#### **STEP 6:       PERFORM THE EVALUATION**

The system for performing the evaluation you have just designed is now in place and ready to use. Make sure you have a definitive schedule set up and a target date for completing the evaluation.

If you have chosen to use a written evaluation technique, the forms should be distributed to individual Council members, requesting that the forms be completed and returned according to the established schedule.

Collecting accurate information according to the criteria you have developed is more difficult for a Council than in an ordinary supervisor-subordinate situation because Council members are not always in a position to observe the employee on a day-to-day basis.

It is certainly not appropriate for Council members to follow the Administrator around for a week with a pencil and pad in their hands. But there are several things Council-members can and should do to help ensure that they have accurate information to perform a meaningful evaluation.

The most important thing is to allow enough time to collect information about the Administrator's performance. An extended information-collection period will make the entire process a little longer; however, it is well worth spending the additional time to have an effective and productive evaluation. Council members cannot base their judgments on the employee's performance in only 2 or 3 months. Allowing six months after you have developed the criteria may be more appropriate.

Looking over minutes of past meetings may bring to mind projects that the Administrator has been responsible for and the outcome of those projects.

Individual Council members may want to make appointments with the Administrator to discuss his or her performance. This meeting is not intended to make judgments about his or her performance. Its purpose is to seek information.

Remember, the primary responsibility for Councilors during this phase of the evaluation cycle is to be alert and responsive to data about the Administrator's performance. One of the most common errors found in formal employee evaluation systems is, as one Administrator explained, that they often reflect only the performance just prior to the evaluation session. To avoid this, it



is important for Councilors to document incidents and information throughout the performance cycle that reflect the performances of the City Administrator.

Note: It is as important to document outstanding performances as it is to document performances that don't meet with your expectations.

It will be extremely helpful to both the Administrator and the Council to use specific examples of performance in the evaluation. Vague generalizations will not help the Administrator understand how he or she can improve performance. Specific examples help to illustrate positive and negative comments and put everyone on the same wavelength.

In preparing for discussion of the evaluation results with the Administrator, the facilitator of the review session should compile the information from each Council member into one document which reflects all the input. The facilitator should then share the results with the entire Council before it is presented to the Administrator. The purpose of sharing the results of the evaluation with the Council is to provide each member with an understanding of the total results. The Council should strive to reach consensus on the report so that each person can feel a part of the result and be comfortable with it. This does not mean that any individual should try to push others into changing their minds about how they filled out the evaluation. But this group discussion will allow each council member to understand how the others feel and what differences need to be resolved. There may be differences in the perceptions of individuals which need further discussion and clarification.

Having one document from the whole council is very important. The entire performance evaluation process has been a group process. It is not appropriate for each Council member to independently pass judgment on the Administrator without consensus of the entire Council. The Council has authority and the Administrator receives direction only when the Council acts as a body.

#### **STEP 7: DISCUSS RESULTS WITH EMPLOYEE AND ALLOW FOR FEEDBACK**

Before you make a final decision about any action as a result of the evaluation, or make any final statement as a Council about the Administrator's performance, it is important to discuss the results of the evaluation with the Administrator first.

Several things should happen during this discussion. First, you may wish to let the Administrator evaluate him or herself. You can give the same rating form or set of questions to the Administrator and ask him or her to fill it out according to their own perception of how he or she has performed in the position.

Discuss the areas where there are differences between the Administrator and the Council about strengths and weaknesses. There may be misunderstanding among Council members about the Administrator's actual performance. Likewise, the Administrator may not have understood or may have misinterpreted the Council directives. Try to reach agreement on the areas that need improvement and what types of changes the Council would find acceptable.

A Council that is serious about evaluation should understand that its performance often affects the Administrator's performance. The Council should ask the Administrator about how the Council's performance has enhanced or hindered the Administrator's performance.

#### **STEP 8: AGREE ON FOLLOW-UP STEPS**

One of the most important reasons for evaluating the performance of an employee is to acknowledge the employee's strengths and point out areas that need to be improved. Any recommendations or actions the Council takes should be tied to this reason and any others the Council listed in Step 1 of this process.

**Nobody is perfect** — even the best evaluation will likely show a few things that need improvement and attention. Also, change may be necessary on the part of the Council as well as the Administrator.

Remember that the evaluation process is intended to bring out positive change. **Focus on future improvement, not on past performance.**

Agree on the areas that need improvement and the best course of action. The facilitator, if you are using one, may be able to suggest ways to improve performance.

Set up a work program and schedule for workshops or any other methods which will help the Administrator and Council improve the identified areas. Stick to the schedule.

Effective performance should be acknowledged. Everyone needs positive reinforcement for good work. The Council should decide how they would like to acknowledge strong performance. But, at the very least, a public statement by the Council should be made supporting and acknowledging the Administrator's performance.

#### **STEP 9: EVALUATING YOUR PROCESS**

No process is ever complete without an evaluation of what it is you have done. Whether you develop a questionnaire to evaluate the process or have a debriefing session, every individual involved in the process should participate and make recommendations for future use. Here are some questions to get you started:

- What were the positive outcomes?
- What were the negative outcomes?
- Could negative outcomes have been avoided?
- How could you improve the process next time?
- What areas of the process do you and the Administrator need to work on?
- Were the criteria fair and objective?
- What have you learned about yourself as an elected or appointed official?
- How did the general public react?

Involve the Administrator in this review. He or she may have some valuable insights for the next time.

As a group, try to develop a list of ways you could improve what you have done.

## **Your Next Steps**

Once you have completed this process, you will have done more than evaluate the performance of your employee. You will have defined your roles and responsibilities, set goals, opened up lines of communication, and made significant strides toward increasing your own effectiveness as an elected body.

But don't stop here! Go back and refine your roles; you may have accomplished some of your goals and need to set new ones. If you haven't accomplished them, set deadlines for ~~their~~ accomplishment. It may be time to put another appraisal process together. There may be some Council training and team development sessions needed as a result of reviewing the Council's and Administrator's accomplishments. Don't be discouraged if you felt a little uncomfortable or if the process wasn't perfect the first time. This process takes practice and refinement, but it is worth it!

Continue the good work that you have started and watch how positive change can happen.

## Appendices

### ICMA Recognized Practices for Effective Local Government Management

1. Staff Effectiveness: Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations; skill in motivation techniques; ability to identify others' strengths and weaknesses). Practices that contribute to this core content area are:

COACHING/MENTORING Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)

TEAM LEADERSHIP Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)

EMPOWERMENT Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)

DELEGATING Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)

2. Policy Facilitation: Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; ability to engage others in identifying issues and outcomes). Practices that contribute to this core content area are:

FACILITATIVE LEADERSHIP Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships)

FACILITATING COUNCIL EFFECTIVENESS Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)

MEDIATION/NEGOTIATION Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)

3. Functional and Operational Expertise and Planning (a component of Service Delivery Management): Practices that contribute to this core content area are:

FUNCTIONAL/OPERATIONAL EXPERTISE Understanding the basic principles of service delivery in functional areas—e.g., public safety, community and economic development, human and social services, administrative services, public works (requires knowledge of service areas and delivery options)

OPERATIONAL PLANNING Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)

4. Citizen Service (a component of Service Delivery Management): Determining citizen needs and providing responsive, equitable services to the community (requires skill in assessing community needs and allocating resources; knowledge of information gathering techniques)

5. Quality Assurance (a component of Service Delivery Management): Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes; ability to facilitate organizational improvements; ability to set performance/ productivity standards and objectives and measure results)

6. Initiative, Risk Taking, Vision, Creativity, and Innovation (a component of Strategic Leadership): Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspectives, and identifying options; ability to create an environment that encourages initiative and innovation). Practices that contribute to this core content area are:

INITIATIVE AND RISK TAKING Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives

VISION Conceptualizing an ideal future state and communicating it to the organization and the community

CREATIVITY AND INNOVATION Developing new ideas or practices; applying existing ideas and practices to new situations

7. Technological Literacy (a component of Strategic Leadership): Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access (requires knowledge of technological options and their application)

8. Democratic Advocacy and Citizen Participation: Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process). Practices that contribute to this core content area are:

DEMOCRATIC ADVOCACY Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations)



CITIZEN PARTICIPATION Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance

9. Diversity: Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community

10. Budgeting: Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems; skill in communicating financial information)

11. Financial Analysis: Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them)

12. Human Resources Management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law; ability to project workforce needs)

13. Strategic Planning: Positioning the organization and the community for events and circumstances that are anticipated in the future (requires knowledge of long-range and strategic planning techniques; skill in identifying trends that will affect the community; ability to analyze and facilitate policy choices that will benefit the community in the long run)

14. Advocacy and Interpersonal Communication: Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others). Practices that contribute to this core content area are:

ADVOCACY Communicating personal support for policies, programs, or ideals that serve the best interests of the community

INTERPERSONAL COMMUNICATION Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)

15. Presentation Skills: Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options; ability to match presentation to audience)

16. Media Relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives)

17. Integrity: Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics;

ability to understand issues of ethics and integrity in specific situations). Practices that contribute to this core content area are:

**PERSONAL INTEGRITY** Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

**PROFESSIONAL INTEGRITY** Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics)

**ORGANIZATIONAL INTEGRITY** Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)

18. Personal Development: Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity (includes maintaining personal health, living by core values; continuous learning and improvement; and creating interdependent relationships and respect for differences).



# "How Are We Doing?"

## Evaluating the Performance of the Chief Administrator

**Margaret S. Carlson**

**P**icture a governing board meeting at a hectic time of year. Perhaps it is budget season and difficult funding decisions loom. Or the members are still recovering from stinging criticism over a hot community issue. Suddenly, someone says, "Hey, didn't we say last year that we were going to evaluate the manager around this time?" Other members groan inwardly as they envision yet another series of meetings and potential conflict with other board members. One member says, "Everything seems to be going OK. Let's just go ahead and decide on a salary increase now. Is an evaluation really that important?"

Yes.

Evaluating the performance of the chief administrative officer—whether the title is local government manager or health director or school superintendent or social services director—is critically important.

In recent years, jurisdictions increasingly have recognized the importance of a useful performance evaluation system to the overall effectiveness of their organizations. They have taken steps to improve their methods of evaluating line workers, supervi-

**Avoid the  
Pitfalls by  
Using a  
Systematic  
Evaluation  
Process**



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sors, and department heads. But one important individual is frequently overlooked at performance evaluation time: the person who reports to the governing board. Governing boards have a responsibility to get on with that job. This article is designed to show how to evaluate a chief administrative officer who reports to a governing board, for simplicity called here the "manager."

Ironically, the reasons that a manager may not receive a regular performance evaluation are the very reasons that an evaluation can be helpful:

- This individual is in a unique position in the organization.
- He or she serves at the pleasure of the board.
- He or she may frequently receive conflicting messages about priorities and direction from board members.

It is vital for managers to get regular, accurate feedback about whether they are meeting the expectations of the board, but it is unlikely that the organization will have a useful process in place for administrators to get that information in the absence of a well-conceived performance evaluation system.

Conducting an effective evaluation is hard work, but it doesn't have to be a bad experience for the board or the manager. With planning and a commitment to open lines of communication, chances are good that the experience will result in a new level of cooperation and understanding between manager and board and, ultimately, a more effective working relationship.

### Common Pitfalls

Both the board and the manager may approach an evaluation with reluctance. Board members will be required to talk openly and honestly about the positive and negative aspects of a person's performance—a difficult task for many people. The manager must be able to receive this feedback in a nondefensive manner, even when it appears that the board is articu-

lating specific performance expectations for the first time, or that the board is focused on the manager's conduct in the most recent crisis, rather than his or her overall performance.

Here are some common problems that boards and managers encounter when they plan for and conduct performance evaluations:

- The board evaluates the manager only when there are serious performance problems, or when all or some of the board members already have decided that they want to fire the manager.
- The board realizes it is time to determine the manager's salary for the upcoming year, and it schedules a performance evaluation for the next meeting without discussing the format or process of the evaluation.
- The discussion during the evaluation is unfocused, with board members disagreeing about what the manager was expected to accomplish as well as whether the manager met expectations.
- The board excludes the manager from the evaluation discussion.

■ The board evaluates only the manager's interactions with and behavior toward the board, even though members recognize that this may represent a relatively small portion of the manager's responsibilities.

■ The board borrows an evaluation form from another jurisdiction or from a consultant without assuring that the form matches the needs of its own board and manager.

Most of these pitfalls can be avoided by planning and conducting a systematic process for evaluating the manager's performance. A thorough evaluation process, like the one suggested below, contains several essential components (see Figure 1).

### A Suggested Evaluation Process

#### Planning the Evaluation.

1. Agree on the purpose(s) of the evaluation. Typically, boards identify one or more of the following goals when describing the purpose of an evaluation:

- To give the manager feedback on his

### Figure 1. Steps in Planning and Conducting an Evaluation Process

#### Planning the Evaluation.

1. Agree on the purpose(s) of the evaluation.
2. Agree on what the board expects of the manager.
3. Agree on the frequency and timing of the evaluation.
4. Agree on who will be involved.
5. Agree on an evaluation form to be used.

#### Conducting the Evaluation.

1. Have individual board members complete the evaluation form before the evaluation session.
2. Have the manager do a self-assessment.
3. Agree on a setting for the evaluation discussion.
4. Have the manager present during the evaluation.
5. Consider using a facilitator.
6. Allow sufficient time.
7. Include a portion during which the board evaluates its own performance.
8. Decide on the next steps, and critique the process.





or her performance and to identify areas in which improvement may be needed.

- To clarify and strengthen the relationship between the manager and the board.
- To make a decision about the manager's salary for the upcoming year.

These goals are not incompatible, and it is possible to accomplish all of these tasks at once. However, it is essential that board members and the manager discuss and reach agreement on the purpose of the evaluation before deciding what the rest of the process will be. For example, a board member who thinks the main reason for doing an evaluation is to make a decision about compensation may think that a brief consultation among board members—minus the manager—is sufficient to ensure that no members have any major concerns about the manager's performance. This member also may ask for input from a personnel specialist who can provide information about managers' salaries in comparable jurisdictions. By contrast, a board member whose main interest is improving communication between the board and the manager may suggest a process that includes a conversation between the board and the manager, with the manager present throughout the evaluation.

A board might question whether the manager should be involved in planning the evaluation process, as the evaluation may be seen as the board's responsibility, with the manager as the recipient of the evaluation. Yet most boards want to conduct an evaluation that is helpful to the manager and provides guidance for his or her future actions. Because it can be difficult for the board to anticipate fully what the manager would—or would not—find useful in an evaluation, it is wise to consult with the manager early in the planning process.

For instance, the board may feel that the manager would be uncomfortable hearing board members talk about his or her performance at first hand and so

may design a process that "protects" the manager from hearing any negative feedback. Although the board's motives may be good, such a design may not meet the manager's needs if the manager actually wants to be part of the discussion, negative comments and all. Spending some time talking about the purpose of an evaluation at the beginning of the process will reduce the possibility of misunderstandings and conflicting priorities later on.

*2. Agree on what the board expects of the manager.* A job is essentially a set of expectations. It is possible to assess whether or not an individual holding that job has met expectations. But an evaluation can be useful only if an earlier discussion has taken place in which the board and manager have outlined expectations for the manager's performance. A board and manager may discuss expectations in conjunction with setting organizational goals for the upcoming year, perhaps as part of an annual retreat.

After setting goals, the board may specify objectives for the manager that define his or her role in meeting these goals. These objectives, then, are the board's expectations concerning the manager. For example, a city council may set a goal of working with agencies and community groups to reduce drug-related crimes in the city. The council may list one or more objectives for the manager related to this goal: identifying groups and agencies that already are working to reduce drug-related crime, forming a partnership that includes members of all relevant groups, or explaining new programs to the local media. If the manager needs clarification of the objectives or has some concerns about his or her ability to meet the board's expectations, these issues are best discussed at the time these objectives are set, rather than a year later, when the board wants to know why its expectations have not been met.

In addition to identifying what the board wants the manager to achieve, a board typically has an interest in how

the manager achieves these objectives; it expects the manager to have certain knowledge and to exhibit certain skills while performing his or her duties. Expectations about the manager's knowledge and skills also should be articulated by the board. The board may expect the manager, for example, to have oral and written presentation skills that enable him or her to present ideas clearly and concisely to diverse groups. It also may expect the manager to be able to allocate resources in a way that ensures equitable service delivery to citizens and to be able to delegate work effectively and evaluate the performance of his or her staff.

A board's expectations for the manager often represent a mix of general areas of knowledge and skills every manager should possess, as well as specific expectations based on the board's composition, the organization's history, or special features of the city or region. Therefore, it may be helpful for the board to use an existing list of managerial expectations as input for its discussion, then to customize these expectations to fit the needs of the jurisdiction. Many professional organizations—like ICMA—can supply such a list; or the board and manager may contact other communities in their area. Remember that a list of expectations for the manager that comes from a source outside the board is intended to begin a discussion of the board's expectations for the manager, not to replace this discussion.

*3. Agree on the frequency and timing of the evaluation.* The board and manager should agree on how often evaluations should be conducted (perhaps once a year) and adhere to that schedule. The timing of the evaluation also should be considered. For instance, the board may wish to have the evaluation cycle and budget cycle coincide and to make decisions about the manager's compensation at such a time. Or, it may choose to conduct the evaluation before the budget process gets under way if it feels that it would not be able to give its full attention to the evaluation during the



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months leading up to the adoption of the budget.

The board should avoid scheduling the evaluation just before or after an election. If the evaluation is held too soon after an election, new members may not have had the time they need to gather information about and form a judgment of the manager's performance. Likewise, it is not a good idea to schedule an evaluation just before an election if a change in the composition of the board is expected.

4. *Agree on who will be involved.* All members of the board and the manager should participate in the evaluation (more about the manager's presence at the evaluation, below). The full board's participation is necessary because all members have relevant information about the manager's performance. In addition, during the planning process, the board and manager should consider whether there are other parties who have an important perspective on the manager's performance. A common problem is for the board to focus entirely on the manager's interactions with the board, even though the manager spends only a fraction of his or her time in direct contact with the board.

Although both the board and manager may feel that the perceptions of staff, citizens, and others are important, they may be concerned about how these perceptions will be collected and shared. It is not a good idea for board members to go directly to staff and to poll employees on their views of the managers' strengths and weaknesses. Such actions would put board members in an inappropriate administrative role and may put staff members—including the manager—in an uncomfortable position. Instead, the manager might hold "upward review sessions" with his or her staff in order to receive feedback from subordinates and to report general themes that came out of these sessions as part of his or her self-assessment.

The goal is not to make the manager feel under attack; rather, it is to acknowl-

edge that many people may have relevant information about the manager's performance and that the board should not be expected to know everything about the manager's work. If the board and manager choose not to incorporate other sources of information in the evaluation, the board may want to consider omitting performance criteria that it feels unable to judge (such as the coaching and mentoring of subordinates).

5. *Agree on an evaluation form to be used.* Frequently, this is the first step that boards consider when planning an evaluation, and they find it to be a difficult task. However, if the board already has discussed and agreed on what it expects of the manager (see Step 2), agreeing on an evaluation form becomes much easier. It is simply a matter of translating expectations into performance criteria, making sure that the criteria are clear and measurable. For example, three expectations in the area of "knowledge and skills necessary for local government

management" may look like Figure 2.

Following each criterion on the evaluation form is a scale ranging from "does not meet expectations" to "exceeds expectations," with an option of marking "unable to rate." A board may choose to assign numbers to this scale (say, 1 through 5, with 1 corresponding to "does not meet expectations" and 5 corresponding to "exceeds expectations"). But a numerical rating system is less useful in an evaluation of the manager than it is in an organization-wide evaluation of all employees, where standardized comparisons may have some value. In fact, a potential problem with using a numerical rating system is that it is easy to focus on the number as the end in itself, rather than simply a shorthand way to express the evaluation. Thus, a board may discuss at length whether a manager's performance on a given dimension is a 3 or a 4, and perhaps conclude that it is a 3.5, without fully exploring what these numbers represent.

Samples of evaluation forms may be

**Figure 2. Portion of Sample Evaluation Form**

**Presentation Skills.** The ability to understand an audience and to present an idea clearly and concisely, in an engaging way, to a group whose interests, education, culture, ethnicity, age, etc., represent a broad spectrum of community interests and needs.

1	2	3	4	5	
.....	.....	.....	.....	.....	
Does Not		Meets		Exceeds	Unable
Meet Expectations		Expectations		Expectations	to Rate

**Citizen Service.** The ability to determine citizen needs, provide equitable service, allocate resources, deliver services or products, and evaluate results.

1	2	3	4	5	
.....	.....	.....	.....	.....	
Does Not		Meets		Exceeds	Unable
Meet Expectations		Expectations		Expectations	to Rate

**Delegating.** The ability to assign work, clarify expectations, and define how individual performance will be measured.

1	2	3	4	5	
.....	.....	.....	.....	.....	
Does Not		Meets		Exceeds	Unable
Meet Expectations		Expectations		Expectations	to Rate



obtained from ICMA (contact Anthony Crowell by fax, 202/962-3500) and other professional organizations. Again, it is essential for boards and managers to tailor forms to meet their needs.

#### **Conducting the Evaluation.**

*1. Have individual board members complete the evaluation form prior to the evaluation session.* Setting aside some time for individual reflection is important preparation for the evaluation session. It reinforces the message that this is an important task, worthy of the board members' attention. Making individual assessments before beginning a group discussion also increases the likelihood that each member will form his or her own opinion without being influenced by the judgments or experiences of other members.

This is not meant to imply that board members cannot change their minds as a result of group discussion; on the contrary, members frequently change their views of a manager's performance as they hear the perspectives of other members and learn information that was not available to them when making their individual assessments.

*2. Have the manager do a self-assessment.* Inviting the manager to assess his or her own performance can add a helpful—and unique—perspective to the evaluation process. In most cases, the manager can simply complete the same evaluation form being used by the board. For the manager, the comparison of the self-assessment with the assessments of others provides an opportunity for insight into his or her own overestimation or underestimation of performance level as compared with the expectations of the board. For the board, hearing how the manager rates his or her own performance (and, more important, how he or she arrived at that rating) can help members gain some insight into whether the board and manager are communicating effectively.

As an example, board members might

rate the manager as not meeting expectations in a given area because a land use study has not been completed. Upon discussion with the manager, however, the board might learn that the study has been completed but not yet been presented to the board. This distinction would be important because it would suggest different areas for improvement. If the manager has not completed the study, the discussion might have focused on the importance of meeting deadlines. Instead, the group could develop strategies for improving communication so that board members will receive information in a timely manner.

*3. Agree on a setting for the evaluation discussion.* The evaluation should be conducted in a setting that is private and comfortable, free from interruptions, and considered neutral by all parties. These are the same characteristics a board may look for in a retreat setting when it meets to develop a long-range plan, discuss roles and responsibilities of new board members, and the like. The idea is to set aside a time and place to address a single topic, away from the pressure of a loaded agenda.

Boards frequently ask whether the manager's evaluation is defined as an open meeting. Because the board is considering the performance of the manager—a public employee—during an evaluation, such a meeting may be held in executive session. According to the North Carolina open-meetings statute, for instance, a public body may hold an executive session to “consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a public officer or employee.”

*4. Have the manager present during the evaluation.* The above example, in which the board learns important information from the manager during the evaluation, illustrates the benefit of having the manager in the room, playing an active role in the evaluation. A manager present during the discussion can respond

to questions from the board, ask questions, and provide relevant information.

Frequently, a board's first impulse is to exclude the manager from the evaluation session. Some members may be reluctant to share negative feedback in the manager's presence. Other members may fear that the evaluation will turn into an analysis of the manager's handling of a single incident, with the manager defending his or her actions. Still others may want to shield the manager from what they perceive to be unduly harsh criticism from a few board members. These are valid concerns.

However, many of the problems anticipated by the board stem from a lack of planning rather than from the manager's presence at the evaluation; consequently, many of these issues can be addressed in earlier phases of the planning process. For example, a good evaluation form will help ensure that the discussion focuses on job-related behaviors rather than personal traits and will look at the previous year's performance rather than that of the previous week.

Some boards choose to exclude the manager from the evaluation session and select one member to summarize the board's discussion for the manager after the evaluation has been completed. Appointing a “designated spokesperson” to communicate the board's evaluation to the manager is often frustrating for both parties. It is difficult for one person to summarize a complex discussion in an accurate and balanced way, and the spokesperson may end up overemphasizing some points and underemphasizing or eliminating others. To a manager who is seeking feedback and guidance, this one-way communication usually does not give a full picture of the board's perceptions; consequently, the manager may make future decisions that are not consistent with the board's expectations.

Even with a careful planning process, board members still may have concerns about sharing negative feedback with the manager. As described in the next section, a skilled facilitator frequently can diminish these concerns by helping



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the group discuss these issues in a constructive way.

After the board has concluded its discussion of the manager's performance, it may wish to excuse the manager while it makes a decision about the manager's compensation. The manager presumably will receive any feedback and guidance from the board before the salary discussion, so his or her presence is not necessary at this point. However, the board should keep in mind that the actual setting of the manager's salary may not be covered under a personnel exception to an open-meetings law, and for this reason this determination should take place in an open session.

**5. Consider using a facilitator.** A performance evaluation is a complex task, particularly when an entire group is participating in the evaluation. Members may have different views of the manager's past performance or different expectations for the future. Board members also may be reluctant to share negative feedback, or they may be concerned that their feedback will be misinterpreted.

For all of these reasons, it often is helpful to use a facilitator when conducting the evaluation. A facilitator can help the group by monitoring the group's process, while leaving all members free to focus on the task of the evaluation. Facilitators often suggest that groups use a set of ground rules to help them accomplish their work more effectively.

The board might look to local business, civic, and academic leaders for recommendations for qualified facilitators; or it might contact the Institute of Government at the University of North Carolina at Chapel Hill, or the state's association of county commissioners, league of municipalities, school board association, or similar organizations for help in this area.

**6. Allow sufficient time.** A useful technique for the actual evaluation is a "round robin" format. Each member in turn expresses his or her judgment of the manager's performance on a given

criterion, and the entire group then discusses any differences among individuals' ratings, with the goal of reaching group consensus on the manager's performance in this area before progressing to the next performance criterion. Even with a small board that is in general agreement about the manager's performance, this is a time-consuming process. Therefore, setting aside a full day for the evaluation session is a good idea.

Although this may seem like a lot of time to devote to one issue, the consequences of failing to reach agreement on what the board expects of the manager can ultimately require far more time and energy. The group may wish to divide the evaluation session into two half-days, if that is more manageable (both in terms of scheduling and energy levels).

**7. Include a portion in which the board evaluates its own performance.** In theory, it is possible for a board to specify expectations for the manager and then to evaluate the degree to which a manager has met these expectations. In practice, however, meeting expectations is usually a two-way street, and it is helpful for a board to examine its own functioning and how it contributes to—or hinders—the manager's effectiveness. In one case, a board set a number of high-priority objectives for the manager to meet, after which individual board members brought new "high-priority" projects to the manager throughout the year. In this case, the board was partly responsible for the manager's failure to meet the expectations initially set by the board.

**8. Decide on the next steps, and critique the process.** The actual evaluation of the manager's (and the board's) performance may seem like the last step in the evaluation process, but there still are a number of decisions to be made before the next evaluation cycle can begin. The board may wish to have a separate session to make a decision about the manager's compensation. This is also a logical time to talk about expectations and goals for the coming year, and the board

may wish to set a date in the near future when it will set expectations and performance measures in preparation for the next evaluation.

An important final step: Before the evaluation is concluded, all members should assess the evaluation process itself. This self-critique helps the group look at its own process and learn from its experiences in working together. By reflecting on the task just completed, the group frequently identifies components of the process that worked well and aspects that could have been more effective. For example, it may decide that it did not clearly define the manager's role in reaching board goals before the evaluation and resolve to address this lack by a specified date.

## A Process, Not an Event

As the steps described here illustrate, the evaluation of a chief administrative officer is a process, not an event. Careful planning and a commitment to communication between the board and the manager throughout the year will greatly facilitate the actual evaluation and increase the likelihood that it will be a valuable experience for all involved.

One last word: Don't let the fear that your board has not laid the proper groundwork prevent you from getting on with the job. You will probably see some things that you would like to change after the first evaluation (and the second, and the third . . .). That is what the self-critique is for. The important thing is to begin the process. Making the evaluation a regular part of the board's work is the best way to ensure its success. **PMI**

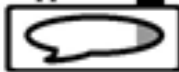
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## City Manager's Performance Evaluation Sample Form

Monitoring the performance of the organization and the City Manager are a continual process for the Mayor and Council. This is punctuated by the annual performance appraisal.



The following instrument allows each member of the Mayor and Council an opportunity to evaluate the City Manager based on the following Job Dimensions:

- ✓ Staff Effectiveness
- ✓ Policy Facilitation
- ✓ Service Delivery Management
- ✓ Strategic Leadership
- ✓ Democratic Responsiveness
- ✓ Organizational Planning and Management
- ✓ Communication
- ✓ Integrity
- ✓ Interpersonal Characteristics and Skills
- ✓ Organizational Values
- ✓ Personal Development
- ✓ Self-Mastery
- ✓ Leadership

On each job dimension you are provided the opportunity to rate the relative importance of the dimension from your individual perspective, as well as the performance of the City Manager. Narrative comments are welcomed to provide specific examples, or additional feedback to the City Manager.

The combined feedback from this multi-rater form and the City Manager's self-evaluation will provide a framework for discussion during the annual performance evaluation meeting.



**Job Dimension: Staff Effectiveness:**

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Staff Effectiveness
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Staff is professional and high quality performers; providing reports and services that are timely and complete and contain sound recommendations.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a commitment to deal with non-performers and hold the organization accountable for results.

**Comments:**





### Job Dimension: Policy Facilitation

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Policy Facilitation
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Presents policy-related information completely and accurately.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects the role of elected officials in making policy decisions
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Ensures that policy decisions and initiatives are implemented.

Comments:



### Job Dimension: Service Delivery Management

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Service Delivery Management
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Ensures prompt, courteous and accurate responses to requests from citizens either directly or through the Governing Body.

Comments:

### Job Dimension: Strategic Leadership

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Strategic Leadership
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Anticipates and positions the organization to address and respond to anticipated events and circumstances.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Accepts responsibility for undesirable results

Comments:



### Job Dimension: Democratic Responsiveness

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Democratic Responsiveness
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates an appreciation for the unique culture of the community.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects and promotes active citizen participation in local governance.

Comments:



### Job Dimension: Organizational Planning and Management

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Organizational Planning and Management
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Prepares clear, effective, understandable budget.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Manages the allocation of financial resources.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Provides accurate assessment of the fiscal condition of the community.

Comments:



### Job Dimension: Communication

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Communication
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a capacity for effective written and oral communication.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Conveys information effectively and matches presentation styles to different audiences.

Comments:





### Job Dimension: Integrity

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Integrity
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Fosters ethical behaviors.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates integrity in professional relationships.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates accountability for personal actions.

Comments:



### Job Dimension: Interpersonal Characteristics and Skills

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Interpersonal Characteristics and Skills
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates the ability to work in harmony with others, minimizing conflict, fostering good will within the organization, in external relationships, with the public and other governmental representatives and interest groups..

Comments:

### Job Dimension: Organizational Values

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Organizational Values
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates and models the organizations values, mission statement, goals and objectives.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	S/he "Walks the Talk!"

Comments:



### Job Dimension: Personal Development

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Personal Development
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates a commitment to ongoing personal professional development through continued education and training.

Comments:



### Job Dimension: Self-Mastery

Level of Importance: ☐ High ☐ Medium ☐ Low

Rater	Self-Mastery
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Demonstrates adaptability and a capability for coping with stress.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Respects the views of others and accepts feedback.
<input type="checkbox"/> No Basis for Rating <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Almost Always Meets Expectations <input type="checkbox"/> Does Not Meet Expectations	Is able to control and manage emotions in conflicts and interactions.

Comments:



## Frazee City Administrator Evaluation

### Leadership

Positions the city of Frazee to address and respond to anticipated events and circumstances to meet city goals.

Researches and assists in developing and recommending solutions to various city problems.

Develops, recommends, and implements administrative policies and guidelines in cooperation with the City Council.

Advises department heads and other employees as to administrative procedures and policies.

Administers performance appraisals of City Staff.

Demonstrates a commitment to ongoing continued education and training.

Provides staff assistance on city boards and commissions.

Represents the City in regards to local, regional, and federal activities on concern to the community.

Corresponds with elected officials on legislative concerns of the city.

Administers and Coordinates construction projects for the city.

Provides direction to contracted professionals, such as City Attorney, City Engineer, City Assessor, Building Inspector, Financial advisors, and the City's Auditing Firm in creating and implementing city policy.

Comments:



## Frazee City Administrator Evaluation

### **Budget and Financials**

Serves as the chief financial officer of the city. Develops and maintains financial systems which provide for complete and accurate records for the city.

Assists with yearly Audit and recommends solutions for Audit compliance. Provides accurate assessment of the financial condition of the city.

Prepares clear, effective, and understandable budgets.

Compiles Grant applications to various agencies.

Manages payroll and City benefits.

Comments:

### **Integrity**

Fosters ethical behavior.

Demonstrates integrity in professional relationships.

Demonstrates accountability for personal and professional actions.

Attests to all contracts made on the behalf of the City in which the city is a party.

Designated as the Cities Responsible Authority for management of the MN Data Practices Act.

Oversees elections in accordance with state and federal guidelines, prepares ballots, posts notices, maintains election records.

Comments:

# Frazee City Administrator Evaluation

## Communication

Receives a wide variety of questions and complaints with regard to City activities and responds personally or directs questions or complaints to the appropriate person or Department for action or answer.

Ensures prompt, courteous and accurate responses to requests from citizens either directly or through the Council.

Demonstrates the ability to work in harmony with others, minimizing conflict, fostering good will within the organization.

Demonstrates a capacity for effective written and oral communications.

Advises the council on ongoing and future city projects and status.

Comments:

# Frazee City Administrator Evaluation

## Staff and Council Interactions

Oversees and coordinates the administration of all departments including personnel, equipment, and facilities to ensure adequate service to the citizens.

Prepares city agendas for all Council and board meetings and records results.

Gives recommendations on personnel actions, subject to Council approval, on hirings, disciplinary action, and dismissal.

Keeps staff informed on council requests.

Respects the views of others and accepts feedback.

Responsible for coordinating enforcement of city ordinances, including zoning, rental, and nuisance codes.

Comments:

Meets Job Standards: Yes No

Date:

Mark Flemmer  
Mayor City of Frazee

Stephanie Poegel  
Frazee City Administrator

# City of Frazee

## Personnel Policy Proposed for January 1, 2024

City Administrator  
218-334-4991

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**HUMAN RESOURCES & BENEFITS INFORMATION  
PERSONNEL POLICY TEMPLATE**

Updated January 1, 2024

**Article I. INTRODUCTION****Section 1.01 Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Frazee. They should not be construed as contract terms for any city employees. No supervisor or city representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Handbook, or in other city policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are 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. As an employee, you are responsible for complying with current city policy at all times.

Except as otherwise prohibited by law, the City of Frazee has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

**Section 1.02 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, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters
6. Election Workers

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. 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 administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

**Section 1.03 EEO Policy Statement**

The City of Frazee 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 Frazee 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, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

#### **Section 1.04 Data Practices Advisory**

Employee records are maintained in a location designated by the city 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.

#### **Section 1.05 Media Requests**

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the city administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the city administrator. No city employee is authorized to speak on behalf of the City without prior authorization from the city administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the city administrator.

When/if the city administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the city administrator.



- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The City finished street cleaning on 16 streets in the northwest corner of the City this past week" instead of "The City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, employees should not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the city administrator on this topic.
- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

#### **Section 1.06 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. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. 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 cannot easily be undone. It may also be spread to larger audience than you intended. 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 concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.
- The City of Frazee 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. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation,

gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.

- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the City, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Frazee."
- City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the City (e.g., (city name) Cop).

## **Article II. CITYWIDE WORK RULES & CODE OF CONDUCT**

### **Section 2.01 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 Frazee. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Frazee, including paid-per-call firefighters. 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.

### **Section 2.02 Attendance & Absence**

The operations and standards of service in the City of Frazee 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 of 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 days. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

#### **Section 2.03 Personal Business During Work Hours**

Employees are expected to refrain from engaging in personal business during paid work time. Personal business may be performed during break and meal periods. Infrequent personal communications during paid work time may be permissible, provided that the communications are deemed necessary, subject to the discretion of the employee's supervisor, and do not interfere with City operations.

#### **Section 2.04 Access to and Use of City Property**

Any employee who has authorized possession of keys, tools, cell phones, pagers, 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 city administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action. Any damaged or misplaced equipment must immediately be reported to the employee's supervisor. If it is found that equipment such as keys or phones are misplaced, and it was not reported within 24 hours, the employee will be subject to disciplinary action.

#### **Section 2.05 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 and 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. Dress needs vary by function. Employees who spend a portion of the day in



the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City.

In all instances, clothing and appearance must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing. If the occasion warrants it business casual or business formal may be required.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the city administrator to obtain approval to deviate from this policy.

#### **Section 2.06 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 a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the city administrator.

#### **Section 2.07 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.

#### **Whistleblower Protections**

An employee of the City who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not

limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

**Section 2.08 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 any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

**Section 2.09 Smoking**

The City of Frazee observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a city facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with 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 their breaks and lunch, and only in areas designated for that purpose.

**Article III. DEFINITIONS**

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

**Section 3.01 Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

**Section 3.02 Benefits**

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

**Section 3.03 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 who work at least 20 hours per week on a regular basis.

**Section 3.04 Core Hours**

The core hours that all employees (exempt and non-exempt) are expected to work are established by their department supervisors and the city administrator.

**Section 3.05 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.

**Section 3.06 Direct Deposit**

As permitted by state law, all city employees have the option to participate in direct deposit.

**Section 3.07 Employee**

An individual who has successfully completed all stages of the selection process, including the training period.

**Section 3.08 Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

**Section 3.09 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 percent for Social Security and 1.45 percent for Medicare as of 2022. The City contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

**Section 3.10 Fiscal Year**

The period from Jan. 1 to Dec. 31.

**Section 3.11 Full-Time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

**Section 3.12 Hours of Operation**

The City's regular hours of operation are Monday through Thursday, from 7 a.m. to 6 p.m. for the Administration department. Other departments such as Public Works, Police, and the Municipal Liquor Store will have separate hours of operation as set by the department head and the city administrator.

**Section 3.13 Management Employee**

An employee who is responsible for managing a department or division of the City.

**Section 3.14 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 any given workweek.

**Section 3.15 Part-Time Employee**

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

**Section 3.16 Pay Period**

A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

**Section 3.17 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.

**Section 3.18 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.

**Section 3.19 Reclassify**

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

**Section 3.20 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.

**Section 3.21 Service Credit**

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

**Section 3.22 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.

**Section 3.23 Training/Probationary Period**

A twelve (12) 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, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work.

**Section 3.24 Transfer**

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

**Section 3.25 Weapons**

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

**Section 3.26 Workweek**

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the city administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

**Article IV. EMPLOYEE RECRUITMENT & SELECTION****Section 4.01 Scope**

The city administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

#### **Section 4.02 Features of the Recruitment System**

There is no requirement to conduct an open recruitment for City jobs within the same department. The City may choose to train and promote qualified employees to fill anticipated job openings and newly created positions. The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the city administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

#### **Section 4.03 Testing and Examinations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- "In-basket" exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate's decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

If you have any questions about whether your qualifications might meet the established minimums, contact the HR department to ask. In many cases the City will consider alternative experience if it is substantially equivalent to the qualification being required.

#### **Section 4.04 Pre-Employment Medical Exams**



The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

#### **Section 4.05 Selection Process**

The selection process will be a cooperative effort between the city administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City Council has the right to make the final hiring decision based on qualifications, abilities, experience and City of Frazee needs.

Upon hire, candidates will be provided with a formal letter offering employment with the City of Frazee. This letter includes: date of the letter; hire date; rate of pay; hours in a regular work day; and whether the employee is eligible for overtime and if so at what rate.

#### **Section 4.06 Background Checks**

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

#### **Section 4.07 Training Period**

The training period is an integral part of the selection process and will be used for the purpose of closely 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 twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal at any time. An employee so disciplined, including dismissal, will not have any grievance rights.

An employee who has completed the period of training service and who has not received, before completion of that period, a written notice from the Council that their services are terminated shall be considered to have successfully completed the training period and attained the status of a regular employee. Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued city employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the City, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six (6) months, you will have a formal review.

#### **Article V. ORGANIZATION**

##### **Section 5.01 Job Descriptions**

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the city administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city administrator, then Council.

##### **Section 5.02 Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

##### **Section 5.03 Job Descriptions and Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator.



**Section 5.04 Layoff**

After at least two weeks notice to the employee, the council may lay off any employee whenever such action is necessary because of shortage of work funds, the abolition of a position, or changes in organization. In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

**Article VI. HOURS OF WORK****Section 6.01 Work Hours**

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city administrator. The regular workweek for employees varies by department and will be established by department heads or except as otherwise approved by the city administrator 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 (such as annual leave or holiday leave). All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment.

**Section 6.02 Meal Breaks and Rest Periods**

A paid fifteen-minute break is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works eight or more consecutive hours.

Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

**Section 6.03 Adverse Weather Conditions**

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments such as working remotely if possible for the position.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city administrator.

#### **Article VII. COMPENSATION**

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the 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 or 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.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

#### **Section 7.01 Gifts**

State law defines a "gift" as money, property (real or personal), a service, a loan, the forbearance or forgiveness of debt, or a promise of future employment, given and received without the giver receiving something of equal or greater value in return.

Any and all "gifts" to elected or appointed officials, and/or employees must abide by state statutes.

#### **Article VIII. PAYCHECKS OR DIRECT DEPOSIT**

##### **Section 8.01 Paychecks**

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 city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Paychecks will be distributed every two weeks/weekly/monthly. 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 following the holiday.

#### **Section 8.02 Direct Deposit**

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

#### **Section 8.03 Improper Deduction and Overpayment Policy**

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee.

Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The City is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the City will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

#### **Section 8.04 Time Reporting**

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time sheet must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

#### **Section 8.05 Overtime / Compensatory Time**

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



**Section 8.06 Non-Exempt (Overtime-Eligible) Employees**

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, sick and safe time leave, and paid holidays do not count toward "hours worked." Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the city administrator.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date. However, the employee may indicate on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. In this case, all compensatory time earned during a year will be paid to the employee by the end of the year at the hourly pay rate the employee is earning at that time. The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. All compensatory time accrued will be paid out when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

**Section 8.07 Exempt (Non-Overtime-Eligible) Employees**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed. The City of Frazee will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for one day or more for personal reasons other than sickness or accident.
- To offset compensation received for military pay. If an employee works part of the week in military service, the City still must pay the entire week salary to the employee, but the City could offset the amount of the military pay for the week against the employee's salary.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or

disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.

- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
  - Paid leave has not been requested or has been denied.
  - Paid leave is exhausted.
  - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Frazee may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Frazee will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future. If an employee thinks that a wage deduction was made in error, please contact the City Administrator promptly.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

#### **Section 8.08 Leave Policy for Exempt Employees**

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four hours or more, on a given day. Absences of less than four hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found there is excessive time away from work that is not justified, the situation will be handled as a performance issue.



If it appears that less than forty hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

#### **Article IX. PERFORMANCE REVIEWS**

An objective performance review system will be established by the city administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary 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 using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, 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, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

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

#### **Article X. BENEFITS**

##### **Section 10.01 Health, Dental, Life Insurance**

The City will pay 100% of the premium for the employee and 50% of the premium for eligible dependents for group health insurance. The City will pay 100% of the premium for life insurance, short-term disability, long-term disability, and accidental/death/dismemberment insurance coverage for the employee; to be terminated upon employee separation.

In accordance with federal health care reform laws and regulations, while avoiding penalties, the City will offer health insurance benefits to eligible employees and their dependents 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. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the city administrator.

##### **Section 10.02 Additional Insurances**

Various additional insurances, including dental, vision, etc. are available through various voluntary insurance carriers such as: Colonial Life and/or Aflac at the employee's expense. Employees working a minimum average of 20 hours per week are eligible to take these insurance policies and have the premium taken from their payroll check.

**Section 10.03 Retirement/PERA**

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the city administrator.

**Section 10.04 Tuition Reimbursement**

To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the City in a full-time capacity for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the city administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not) OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed \$10,000 per year.

**Article XI. HOLIDAYS**

The City observes the below listing of official holidays for all regular full-time and part-time employees:

New Year's Day (January 1)  
Martin Luther King's Birthday (Third Monday in January)  
Presidents Day (Third Monday in February)  
Memorial Day (Last Monday in May)  
Juneteenth (June 19)  
Independence Day (July 4)  
Labor Day (First Monday in September)  
Veterans Day (November 11)  
Thanksgiving Day (Fourth Thursday in November)  
Christmas Eve (December 24) – 4 ½ hours  
Christmas Day (December 25)

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for city operations/facilities that are closed on holidays.

All employees in full-time positions are entitled to time off with full pay for 8 hours on holidays. The City office shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions require. Employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the City is not eligible for holiday pay. Holiday pay will not be treated as clocked time for the purpose of calculating overtime over 40 hours during the work week. Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday. Work completed on the “observed” holiday will be paid at the regular hourly wage. No employee will be compensated at 1.5 times the regular hourly wage for more than 1 shift of a listed holiday. If the employee starts their shift on the “actual” holiday and completes that shift on a non-holiday day, then the entire shift will be compensated at the rate of 1.5 times the regular hourly wage.

#### **Article XII. LEAVES OF ABSENCE**

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers’ compensation absence). Leave requests will be evaluated on a case-by-case basis.

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 the personnel policies.

Full-time employees (40 hours per week) will earn leaves in accordance with the schedules listed.

Part-time employees who work at least 20 hours per week on a regular basis will accrue leaves on a prorated basis of the full-time employee schedule based upon their average number of hours for the previous calendar year.

Part-time employees whose schedule is set at more than 20 hours to less than 40 hours per week at hire will accrue leaves on a prorated basis of the full-time employee schedule based upon their actual worked hours.

Part-time employees who work less than 20 per week on a regular basis, temporary and seasonal employees will not accrue leaves.

**Accrual during leave.** For the purpose of accumulating additional vacation or sick leave, an employee using earned vacation leave or sick leave is considered to be working.

#### **Section 12.01 Unpaid Leave**

For instances of eight hours or less, these need to be pre-approved by the supervisor. For instances of over eight hours, this must be pre-approved by the city administrator and the supervisor.





Unpaid leaves may be approved in accordance with the City personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave.

Premium costs shall be pro-rated hourly for any unpaid leave that is less than a full calendar month.

An employee on unpaid non-FMLA leave will begin eligibility for COBRA coverage if they are on unpaid leave longer than two calendar weeks. In the month an employee transitions from paid to unpaid status, the employee will be responsible for paying the pro-rated portion of their monthly insurance premiums for the time they are on unpaid leave. The City will pro-rate the City contribution toward benefits that month as well. The City will not contribute to insurance costs beginning the first of the month after an unpaid leave begins. The employee may continue to be covered by group medical, dental and life insurance, under applicable state and federal law and as allowed by the terms of each plan but will be responsible for paying 100% of the premium costs.

Benefit accruals, such as vacation and holiday pay benefits, will be suspended at the beginning of the first full month of unpaid leave and will resume upon your return to active employment.

#### Section 12.02 Vacation leave with pay.

- (a) **Amount allowed.** Every full-time employee having less than one year of full-time service shall earn vacation at the rate of five eight hour working days for the first year of full-time service. After one year of full-time employment the following schedule shall be followed:

**Amount allowed.** Vacation leave shall be granted based on the below schedule.

##### Vacation Pay Schedule

0-1 year	= 40 hours
1-3 years	= 80 hours
4-5 years	= 88 hours
6 years	= 96 hours
7 years	= 104 hours
8 years	= 112 hours
9 years	= 120 hours

\*Note\* The above schedule shall continue to accrue one additional day for each full year of service to a maximum of 25 days/ 200 hours of vacation.

- (b) **Accrual.** The designated vacation days accrue per pay period. An employee may accrue vacation leave up to a maximum of 10 days over their yearly vacation schedule.
- (c) **When taken.** Vacation leave may be used as it is accrued, subject to approval by the department head of the time at which it may be taken.
- (d) **Terminal leave.** Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated for vacation leave accrued and unused to the date of separation. Accumulated vacation leave is not payable upon termination of employment by the council for unsatisfactory work performance.



### Section 12.03 Earned Sick & Safe Time

**Amount.** Every employee is entitled to sick leave with pay at the rate of 1.38 hours for each hour worked. Sick leave days accrue per pay period. Sick leave may be accumulated to 320 hours. An additional 480 hours of sick pay may be accumulated if the full-time employee chooses. Sick days unused over the initial 40 days accumulated may be sold back to the City at  $\frac{1}{2}$  pay in December of any given year. Maximum accumulation of sick days allowed is 800 hours. Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated for sick leave accrued and unused to the date of separation at  $\frac{1}{2}$  his/her compensation rate\*.

(a) Use The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (0.25 –  $\frac{1}{4}$  of an hour – 15 minutes) for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
  - Care of a family member:
  - With mental or physical illness, injury or other health condition:
    - who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition.
    - who needs preventative medical or health care.
    - whose school or place of care has been closed due to weather or other public emergency.
    - when it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- 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 loco 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 or
- 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

**(b) Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

**(c) Carry Over of Earned Sick and Safe Leave**

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

**(d) Retaliation prohibited**

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. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. 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.

**(e) Benefits and return to work protections**

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.



An employee returning from time off using accrued Earned Sick and Safe Leave 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. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed. When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

**Section 12.05 Personal Day**

Full-time employees shall be entitled to one personal day per year with pay. No reason or excuse is needed for this day. This day may be taken at anytime during the calendar year. There is no accumulation for personal days. Notice must be given to the department head specifically stating the personal day is being used.

**Section 12.06 Bereavement Leave**

Employees will be permitted to use up to three (3) consecutive working days, with pay, as bereavement leave upon the death of a sibling, grandparent, aunt, uncle, niece, or nephew – blood or in-law. Employees will be permitted to use up to five (5) consecutive working days, with pay, as bereavement leave upon the death of a spouse, parent or child – blood or in-law. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the arrangements to be made, distance to the funeral, etc.).

**Section 12.07 A 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 workdays in any calendar year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion.

The leave of absence 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-day paid leave of absence. Employees on extended unpaid military leave will receive fifteen 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 working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen 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 days will follow the same procedures as for any employee on an unpaid leave of absence.

For reference see [Minn. Stat. 192.261](#); AG Opinion 310h-1(a)

#### **Section 12.07 B Military Leave for Family Members**

The City will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the City discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

For reference, see [Minn. Stat. § 181.948](#).

#### **Section 12.07 C Military Leave for Family Member Injured or Killed in Active Service**

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

For reference, see [Minn. Stat. § 181.947](#) & [Minn. Stat. § 181.948](#)

#### **Section 12.07 D Civil Air Patrol**

The City will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the City. Employees may choose to use vacation leave while on Civil Air Patrol Leave but are not required to do so.

Note: [Minn. Stat. § 181.946](#) is a requirement for cities with more than 20 employees.

#### **Section 12.08 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. For reference, see [Minn. Stat. § 593.50](#).

#### **Section 12.09 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.

#### **Section 12.10 Victim or Witness Leave**

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the City of Frazee for their need to be absent unless it is impracticable, or an emergency prevents them from doing so. The City may request verification that supports the employee's reason for being absent from the workplace. For reference, see Minn. Stat. § 611A.036.

#### **Section 12.11 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 available 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.

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

#### **Section 12.12 Pregnancy and Parenting Leave**

For reference, see [Minn. Stat. § 181.940](#) & [Minn. Stat. § 181.941](#).

Employees who work twenty hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. 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 after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave and 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. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. 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 will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

#### **Section 12.13 Administrative Leave**

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

#### **Section 12.14 School Conference Leave**

Any employee who has worked half-time or more for more than one year may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child under 18 and still attending secondary school, provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence but are not required to do so.

[Minnesota Stat. § 181.940 & Minn. Stat. § 181.9412](#)

#### **Section 12.15 Bone Marrow/Organ Donation Leave**

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

[Minnesota Stat. §181.945 & Minn. Stat. § 181.9456](#)

#### **Section 12.16 A Elections / Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the City at least twenty days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent.



from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

[Minnesota Stat. § 204C.04](#) & [Minn. Stat. § 204B.195](#)

#### **Section 12.16 B Delegates to Party Conventions**

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation leave during their absence.

For reference, see [Minn. Stat. § 202A.135](#).

#### **Section 12.17 Regular Leave without Pay**

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

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety 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, sick leave, or vacation leave (annual leave). Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave (annual leave) based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

Leave without pay for purposes other than medical leave or work-related injuries will be at the discretion of the City.

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 calendar days or less.

Employees receiving leave without pay in excess of thirty calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or

a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

To be eligible for FMLA leave, an employee must:

- have worked for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. The City of Frazee has less than 50 employees and is not obligated to include an FLMA policy. The City will deal with FLMA protected leave on an individual basis if it arises.

#### **Section 12.18 Reasonable Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time must, if possible, run concurrently with any break time already provided. The City will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

#### **Section 12.19 Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis. If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

#### **Section 12.20 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Unless such accommodations impose an undue hardship on the City, the City will engage in an interactive process with respect to an employee's request for a reasonable accommodation. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

### **Article XIII. SEXUAL HARASSMENT PREVENTION**

#### **Section 13.01 General**

The City of Frazee is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, and elected officials and members of the public aware of the matter of harassment, but specifically sexual harassment, to express the City's strong disapproval of harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

#### **Section 13.02 Applicability**

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all city employees, volunteers, applicants, contractors/vendors, members of boards and commissions, City Council members, and members of the public both in the workplace and other city-sponsored social events.

#### **Section 13.03 Definitions**

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on [Minnesota Statute § 363.01, subdivision 43](#), is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:



- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

#### Section 13.04 Expectations

The City of Frazee recognizes the need to educate its employees, volunteers, members of boards and commissions, contractors/ vendors, applicants, elected officials and members of the public on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. A supervisor;
3. City administrator;
4. Mayor or city councilmember;
5. City Attorney.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and/or take other reasonable action, and as soon as feasible.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.

3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the City attorney.

The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The City will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. As noted later in this policy, retaliation is strictly prohibited. All allegations will be investigated. Formal investigations will be prompt, impartial, and thorough. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible. Any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

The City is not voluntarily engaging in a dispute resolution process within the meaning of [Minn. Stat. § 363A.28, subd. 3\(b\)](#) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

#### **Section 13.05 Special Reporting Requirements**

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, a report will be made to the City attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a councilmember is the alleged harasser, the report will be made to the city administrator and referred to the City attorney who will undertake the necessary investigation. The City attorney will report his/her findings to the City Council, which will take the action it deems appropriate.



Pending completion of the investigation, the city administrator and the Personnel Committee may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens. The City will take reasonable and timely action, depending on the circumstances of the situation.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City attorney will be consulted as to the appropriate course of action.

In cases such as these, it is common for the City council to authorize an investigation by an independent investigator (consultant). The City will take reasonable and timely action, depending on the circumstances of the situation.

#### **Section 13.06 Retaliation**

The City of Frazee will not tolerate retaliation or intimidation directed towards anyone who reports employment discrimination, serves as a witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations to the city administrator, or if the complaint is against the city administrator to the City attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

#### **Article XIV. RESPECTFUL WORKPLACE POLICY**

The intent of this policy is to provide general guidelines about conduct that is, and is not, appropriate in the workplace and other city-sponsored social events.

The City acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

#### **Section 14.01 Applicability**

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the City of Frazee for respectful workplace conduct both in the workplace and other city-sponsored social events.

#### **Section 14.02 Abusive Customer Behavior**

While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

#### **Section 14.03 Types of Disrespectful Behavior**

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

- (a) **Violent behavior:**  
includes the use of physical force, harassment, bullying or intimidation.
- (b) **Discriminatory behavior:**  
includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.
- (c) **Offensive behavior:**  
may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular

behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

(d) Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

(e) Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

#### Section 14.04 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area, and/or take other reasonable action

If employees see or overhear what they believe is a violation of this policy, employees should advise a supervisor, the city administrator, or city attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact human resources, the supervisor's manager or the city administrator.

**Step 1(a).** If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.



**Step 1(b).** If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, human resources, your supervisor's supervisor, or the city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

**Step 1(c).** The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, the mayor or councilmember promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the city administrator.

**Step 2.** If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the City attorney.

#### **Section 14.05 Supervisor's Response to Allegations of Disrespectful Workplace Behavior**

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

**Step 1(a).** If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

**Step 1(b).** Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

**Step 2.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

**Step 3.** The supervisor must notify the city administrator about the allegations (assuming the allegations do not involve the city administrator). For more information about what to do when allegations involve the city administrator, the mayor, or a councilmember, see “Special Reporting Requirements” below.

**Step 4.** In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

**Step 5.** After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

**Step 6.** The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

**Step 7.** The City will take reasonable and timely action, depending on the circumstances of the situation.

The City is not voluntarily engaging in a dispute resolution process within the meaning of [Minn. Stat. § 363A.28, subd. 3\(b\)](#) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

#### **Section 14.06 Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the City attorney. In cases such as these, it is common for the City council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City attorney will be consulted as to the appropriate course of action.

**Section 14.07 Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

**Section 14.08 Retaliation**

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City administrator;
3. Mayor or city councilmember
4. In the event an employee feels retaliation has occurred by the city administrator or the City council, then reporting may be made to the City attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations to the city administrator, or if the complaint is against the city administrator to the City attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

**Article XVI. SEPARATION FROM SERVICE**

**Section 16.01 Resignations**

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) days before leaving. Exempt employees must give thirty calendar days' notice. The written resignation must state the effective date of the employee's resignation.



Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

**Section 16.02 Severance Pay**

Employees who leave employment in good standing by retirement or resignation will receive pay for 100 percent of unused vacation leave, 50 percent of unused sick leave with a payout maximum of 100 hours, and 0 percent of unused sick and safe time leave.

**Article XVII. DISCIPLINE****Section 17.01 General Policy**

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Frazee. 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.

The City considers discipline to be a normal management activity which may be necessary to maintain a harmonious and productive work environment for the benefit of its residents, its employees, and others.

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 administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

**Section 17.02 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.

**Section 17.03 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.

The following are descriptions of the types of disciplinary actions:

**(a) Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.



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 supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

**(b) 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 administrator.

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.

**(c) Suspension With or Without Pay**

The city administrator 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, who have completed their initial probationary period, 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.

**(d) Demotion and/or Transfer**

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

**(e) Salary**

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

**(f) Dismissal**

The city 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, who has completed his/her initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

**Article XVIII. GRIEVANCE PROCEDURE**

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 date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty-one days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven 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 date at which the incident allegedly occurred, 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 administrator within seven days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven calendar days. The decision of the city administrator 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.

**Section 18.01 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 time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

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.

**Article XIX. EMPLOYEE EDUCATION & TRAINING**

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that

employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

#### **Section 19.01 Policy**

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

#### **Section 19.02 Job-Related Training & Conferences**

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The supervisor and the city administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

#### **Section 19.03 Request for Participation in Training & Conferences**

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to City Hall for prompt payment.

#### **Section 19.04 Out of State Travel**

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the city administrator.

#### **Section 19.05 Compensation for Travel & Training Time**

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

#### **Section 19.06 Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.



Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor, provided the organization allows for such transfer.

#### **Section 19.07 Travel & Meal Allowance**

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. In no case will city funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The City will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs for travel of family members.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the allowable IRS rate as established by the City Council.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy to a maximum of \$50 per day per employee. No reimbursement will be made for alcoholic beverages. Original receipts must be turned in with employee signed and Department Head approved and signed Request for Reimbursement form.

If meals are provided as a part of registration fees, no meals will be reimbursed.

#### **Article XX. OUTSIDE EMPLOYMENT**

The potential for conflicts of interest is lessened when individuals employed by the City of Frazee regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator.

Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.



- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

#### **Article XXI. DRUG FREE WORKPLACE**

In accordance with federal law, the City of Frazee has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance and/or alcohol on city property or while conducting city business (with the exception of the municipal liquor store and event center when off duty) is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug 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.
- D. 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 days after the conviction as required by the Drug-Free Workplace Act of 1988.

#### **Article XXII. CITY DRIVING POLICY**

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

#### **Article XXIII. CELLULAR PHONE USE**

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

#### **Section 23.01 General Policy**

Cellular telephones are intended for the use of city employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained, or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with city-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
  - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions"

Alternatively, a supervisor may authorize an employee to use his/her own personal phone for city business and be reimbursed by the City for those calls. City employees in some positions, as designated by the city administrator, will have the option to either have a city provided cell phone, or be reimbursed at a rate set by the city administrator on a per-month basis for use of a personal phone for business purposes.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action



which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

#### **Section 23.02 Procedures**

It is the objective of the City of Frazee to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

#### **Section 23.03 Responsibility**

The city administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

### **Article XXIV. SAFETY**

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

#### **Section 24.01 Reporting Accidents and Illnesses**

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 his/her supervisor. The employee's immediate supervisor 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.

#### **Section 24.02 Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

#### **Section 24.03 Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

#### **Section 24.04 Exposure to Hazardous Substances**

Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 (Laws 1983, Ch. 316, Minn. Stat. 182.65-182.675) shall be trained before being assigned or reassigned work exposing the employee to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled, and where to obtain specific information. The public works supervisor shall provide for such training and for compliance with the Minnesota Employee Right to Know Act of 1983, including the establishment of specific policies to ensure compliance with the state laws and regulations. An employee acting in good faith has the right to

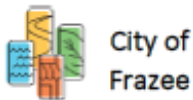
refuse to work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee.

#### **Section 24.05 Emergency Closings**

The city administrator shall have the authority to close all or part of the City's operation during the normal work period for reasons including, but not limited to, weather, safety, bomb threats, memorial services, or other situations as designated.

If it becomes necessary to issue a notice of closing, no employee shall suffer any loss in pay or benefits for the duration of the closing. Those employees choosing to leave will be required to use vacation, compensatory time or take leave without pay.





### City Administrator

#### Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	City Clerk, Treasurer, Administrator	WORK LOCATION	City Hall
SUPERVISOR	City Council	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	11
DEPARTMENT	Administration	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Serves as the chief administrative officer of the City Council by providing overall direction and coordination of all municipal operations including supervision of all departments and personnel, managing finances and investments, preparing and administering the annual budget, payroll administration and overseeing municipal elections.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<p>Plan, organize, and administer the City to ensure a coordinated and efficient effort to meet goals and objectives of the City.</p> <p>Oversee and coordinate the administration of all departments including personnel, equipment, and facilities to ensure adequate service to the citizens. Gives recommendations on personnel actions, subject to City Council approval, on hiring, severe disciplinary action, and dismissal.</p> <p>Receive a wide variety of questions and complaints with regard to City activities, either respond personally or direct the question or complaint to the appropriate person or department for an explanation or answer.</p> <p>Participates in economic development by serving as the Secretary - Treasurer of the Frazee Economic Development Authority and other planning activities. Reports to the City Council and is responsible for statutory Clerk-Treasurer duties.</p> <p>Research and assist in developing and recommending solutions to various City problems. Develop, recommend, and implement administrative policies and guidelines in cooperation with the City Council and advises department heads and other employees as to administrative procedures and policies. Evaluates performance and results in accordance with overall city objectives and makes appropriate recommendations.</p> <p>Represent the City in regards to local, regional, state, and federal activities of concern to the community and corresponds with elected officials on legislative concerns of the City.</p> <p>Provide staff assistance on city boards and commissions including the Economic Development Authority.</p> <p>Attest to all contracts made on behalf of the City in which the City is a party.</p> <p>Draft or assist department heads in drafting various bid specifications for purchasing various equipment or services.</p> <p>Compile or assist in compilation of grant applications to various county, state and federal agencies.</p> <p>Works with contracted professionals, such as the City Attorney, City Engineer, City Assessor, Building Inspector, financial advisors, and the City's auditing firm, in creating and implementing city policy.</p> <p>Responsible for keeping the City Council fully advised of all significant matters and effectively presenting all items which require council action or approval.</p> <p>Coordinate insurance matters, i.e. group health, institutional and automotive policies. File applications for insurance coverage and provides all financial and statistical information required.</p> <p>Designated as the City's "Responsible Authority" with respect to the management of information covered under the Minnesota Data Practices Act and serves as the City's public information representative by maintaining various municipal records and documents, preparing certified copies as requested, and arranging for publication of official and legal notices.</p> <p>Responsible for payroll administration.</p>		

III. ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)	
	Administer major construction projects for the City. Maintain a wide variety of files on each project, i.e., shop drawings, grant correspondence, contractor correspondence and contracts; engineering and financing. Establishes and maintains separate funds to account for revenues and expenses of capital projects. Coordinate the projects on behalf of the City with State/Federal regulatory agencies, engineers, architects, contractors and adjacent property owners.
	Prepare the agenda for the City Council meetings and other meetings of city boards and commissions including the Economic Development Authority and keeps record of the meeting's proceedings; maintains the ordinance book; and attends City Council and other meetings as required.
	Serve as chief financial officer of the city: develop and maintain financial systems which provide for complete and accurate records for the City; oversee accounting, liquor store bookkeeping and utility billing functions by establishing and implementing internal controls; directs all activities of the annual audit of the city and public utility records.
	Develop and submit the annual budget and related plans for capital expenditures and enterprise funds. Present the budget and supporting information to the City Council. Provide department heads with audit and budget figures and current year-to-date figures; assist department heads in drafting proposed budget; and monitor department budgets bringing significant deviations to the attention of the department head.
	Assure the City Council is advised as to the financial status and needs of city government. Coordinate the development of capital improvement projects from a planning, financing, and implementation process. Recommend year end fund transfers.
	Supervise purchasing activities of the City and see that all orders are properly approved and processed and that payment is made in accordance with city policies and procedures.
	Maintain a perpetual cash flow of City funds to allow timely payment of the City liabilities and the investment of excess funds in accordance with the City Council, state, and federal regulations.
	Prepare a variety of reports and permit applications and files with appropriate state, federal, or county offices.
	Responsible for maintaining City utility accounts, including the proper collection procedures for delinquent accounts as established by City policy, and recommends utility rate adjustments to the City Council.
	Oversee local elections in accordance with state and county requirements: prepare ballots, receive filings for election, prepare for registration, prepare election judge roster and advise election officials as to duties, post and publish notices, maintain election supplies and records.
	Serves as the Zoning Administrator; responsible for coordinating enforcement of city ordinances, including zoning, rental, and nuisance codes.
	Process zoning permits including coordinating the review process and notifying applicants of the results. Coordinate zoning efforts with the administration of the building code by the City Building Inspector.
	<i>Miscellaneous Duties and Responsibilities:</i>
	1. Attend monthly City Council Meetings and provide a written City Administration report as directed by the City Council.
	2. Approve and submit employee timecards when required.
	3. Ensure all areas of City Administration are in good working order.
	4. Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.
	5. Any other duties as assigned by City Council.
IV. KNOWLEDGE, SKILLS, AND ABILITIES	
	Knowledge of the principles of governmental accounting, budgeting and payroll administration.
	Knowledge of City Code and other legal requirements governing municipal operations, or the ability to acquire such knowledge.

	Ability to establish and maintain effective working relationships with department heads, other employees, public officials, and the public.
	Ability to efficiently organize work tasks and perform under deadline pressures.
	Working knowledge of human resources principles and administration.
	Ability to analyze and research difficult and complex problems and make effective, solution-oriented recommendations and policy.
	Leadership skills in directing and development of short and long range goals and plans.
<b>V. MINIMUM QUALIFICATIONS</b>	
	Bachelor's degree in public administration, finance, accounting, or related field and two to four years of experience in related fields with progressive increases in responsibility and supervision.
<b>VI. DESIRABLE QUALIFICATIONS</b>	
	Graduate education in a related field.
	Experience working in local government, especially in economic development, code enforcement, and city administration.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<i>Frazee is an Equal Opportunity Employer.</i>	

I. IDENTIFYING INFORMATION			
JOB TITLE	Deputy City Clerk	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	8
DEPARTMENT	Administration	EFFECTIVE DATE	January 1, 2024

II. POSITION SUMMARY	
	Under direct supervision and direction of the City Administrator, this position performs skilled bookkeeping duties including payroll functions, assists with elections, utility billing, assists in the maintenance of official city documents and records, and provides routine information to the public.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES	
	Responsible for the utility billing operations including; entering meter readings, billing, collection of accounts, deposit of utility funds, and following up on delinquent accounts.
	Responsible for payroll functions as assigned by the City Administrator.
	Directs the Frazee Cemetery documents filing and organizing, assisting the Sexton with paperwork duties.
	Prepare and enter miscellaneous deposits and city loans.
	Enter deposits for Liquor, Event Center and credit card sales.
	Prepare and report Sales and Use Tax for city departments.
	Process accounts payable.
	Attend Council and other meetings and record minutes in the absence of the City Administrator.
	Maintain knowledge of election laws and assist the City Administrator with coordinating elections.
	Assists with the issuance of city licenses and permits as provided by city ordinance (dog licenses, tobacco licenses, liquor licenses, etc.).
	Bookkeeping responsibilities as assigned by the City Administrator.
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.
	Any other duties as assigned by City Administrator.

IV. KNOWLEDGE, SKILLS, AND ABILITIES	
	Basic knowledge of accounting and bookkeeping practices and procedures.
	Knowledge of record management and record retention.
	Working knowledge of data privacy as it relates to the release of City data.
	Skill and proficiency in the operation of office equipment including dictating equipment, copier, telephone system, and fax machine.
	Skill and proficiency in using Microsoft suite software.
	High level of written and interpersonal communication skills.
	Ability to perform general clerical work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures.
	Ability to deal confidently and effectively with members of the public with a high degree of tact, courtesy, confidentiality and sound judgment, both in person and on telephone.
	Ability to draft correspondence, minutes, reports, and other written material.



V. MINIMUM QUALIFICATIONS	
	Two year of advanced secretarial/accounting training from a business college or vocational institution or equivalent work experience.
	One year of computer experience, preferable Microsoft Office and accounting software.
	Effective written and oral communications skills.
	Self-motivated and organized.
	Ability to coordinate amongst staff multiple projects or tasks.
	Ability to work independently, mulit-task, collaborate with other departments, practice good time management and prioritization and use considerable discretion and judgement.
	Expertise in technology related communications.
VI. DESIRABLE QUALIFICATIONS	
	Experience in a similar office position, preferably in a municipal office.
	Municipal Clerk certification.
	Two-year degree in accounting and/or bookkeeping.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<i>Frazer is an Equal Opportunity Employer.</i>	

I. IDENTIFYING INFORMATION			
JOB TITLE	Administrative Assistant	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	4
DEPARTMENT	Administration	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Under direct supervision and direction of the City Administrator, this position provides primary administrative support to all city departments, and is responsible for managing a wide range of duties, tasks and projects. Sound, professional, technical, and administrative judgment is constantly applied in responding to the needs of the city.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Acts as administrative assistant to the City Administrator and provides clerical back-up for all City departments as needed.		
	Collaboratively with the City Administrator, respond to inquiries in a prompt and knowledgeable manner providing appropriate information/referrals to business, technical, and financial resources.		
	Handles day to day duties such as receipting bill payments, campground reservations and payments, answering phone calls, maintaining office equipment and supplies and filing of city documents.		
	Directs the development and updating of resource materials.		
	Prepare invoices for all departments for city services.		
	Assist the Building Inspector in maintaining files and administering building permits; and manages the residential rental registration process including invoicing, maintaining records and scheduling of rental inspections.		
	Assists with the issuance of dog licenses. Responsible for maintaining accurate dog licensing files.		
	Directs the Frazee website redesign, maintaining appropriate business and resource links and keeping it current.		
	Facilitates record retention.		
	Provides routine information to the public and other employees.		
	Assist with grant projects.		
	Facilitates record retention.		
	Creation and design of monthly newsletter.		
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.		
	Any other duties as assigned by City Administrator.		
IV. KNOWLEDGE, SKILLS, AND ABILITIES			
	Knowledge of city government practices and policies.		
	Knowledge of record management and record retention.		
	Skill and proficiency in using Microsoft suite software.		
	Proficient in written and interpersonal communication.		
	The Administrative Assistant position requires strong organizational skills and good oral and written communication.		
	Ability to multi-task, shift priorities, and process, retain and disseminate new and/or changing information.		
	Ability to deal confidently and effectively with members of the public with a high degree of tact, courtesy, confidentiality and sound judgement. both in person and on telephone.		

#### V. MINIMUM QUALIFICATIONS

Two years of related office experience or an equivalent combination of education and work experience.

Effective written and oral communications skills.

Self-motivated and organized.

Ability to coordinate amongst staff multiple projects or tasks.

Ability to work independently, multi-task, collaborate with other departments, practice good time management and prioritization and use considerable discretion and judgement.

Expertise in technology related communications.

Must have strong computer skills, including Microsoft Office programs such as Word, Excel and Outlook.

Considerable knowledge of the principles, practices and techniques of modern office equipment.

*This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.*

*Frazer is an Equal Opportunity Employer.*



I. IDENTIFYING INFORMATION			
JOB TITLE	Police Chief	WORK LOCATION	Varies
SUPERVISOR	City Administrator	FLSA STATUS	Exempt
DEPARTMENT HEAD	Police Chief	PAY GRADE	10
DEPARTMENT	Police Department	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	The Chief of Police must exhibit mastery in the field of law enforcement administration and have the skills required to generate new systems, methods, equipment and concepts to stay current on law enforcement to protect the citizens of Frazee. This position is charged with the protection of all persons and property in the City through the prevention of crimes, accidents and civil disorders including activities designed to suppress criminal activities, control traffic, educate the public, manage emergencies and generally the enforcement of all local ordinances and statutory laws applicable to the City. Under direct supervision and direction of the City Administrator and with City Council guidance, the Police Chief is responsible for the supervision and administration of the Police Department. Position also serves in a supervisory role over emergency management situations and other public safety functions as assigned or needed.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<i>Train subordinate officers in a manner that will remove uncertainty as to their responsibilities and the level of performance expected of them in order to command respect and confidence of citizens, preserve law and order and protect life and property.</i>		
	1. Supervise all departmental employees.		
	2. Provide proper training and orientation and ensures proper licensure for departmental employees.		
	3. Schedule shifts and assigns duties to provide maximum law enforcement coverage and for special events as necessary.		
	4. Oversee work performance, provide input to the City Administrator on performance and discipline issues and recommend hiring and dismissing of employees.		
	<i>Establish, implement and enforce policies and procedures for the efficient and safe operation of the Police Department.</i>		
	1. Establish departmental rules and regulations in accordance with City personnel policies, State Statutes, POST Board regulations and OSHA guidelines.		
	2. Disseminate policy and information regarding procedures to departmental personnel.		
	3. Determine organizational structure and plan for (or prepare) future needs regarding number of police personnel; make recommendations to the City Administrator and City Council regarding personnel staffing needs.		
	4. Develop and implement short and long range planning goals to ensure effective police services as well as developing and implementing plans and programs for their achievement.		
	5. Maintain a complete records system, including case files and implement procedures for their processing and retention.		
	<i>Enforce all State laws and City Ordinances and policies.</i>		
	1. Patrol community, in vehicle and on foot, to enforce laws, detect and prevent crimes and protect life and property.		
	2. Respond to calls and complaints, apprehend violators, make arrests, write citations, investigate crimes and accidents, interview suspects/victims/witnesses, collect and preserve evidence, testify in court and take other enforcement actions.		
	3. Locate and transport stray animals designated pound.		



	4. Make ordinance change and law enforcement initiative recommendations to City Administrator or appropriate committee.
<b>III. ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)</b>	
	5. Manage the city camera system and recommend additions or changes to the system including locations around the city.
	<i>Responsible for forfeitures and seizures made by the Frazee Police Department.</i>
	<i>Work cooperatively with all departments of the city, county, state and federal law enforcement agencies and school administration and respond when requested and/or available.</i>
	<i>Develop and implement community law enforcement and crime prevention programs and ordinances.</i>
	1. Obtain information regarding community law enforcement and crime prevention needs and determine priorities for provision of police services.
	2. Research legal information in order to ensure services to the community are provided in accordance with laws and their current interpretations.
	3. Regularly review and evaluate departmental performance in providing services and modify policies and procedures as necessary to maintain efficiency.
	4. Develop and implement community safety and accident prevention programs.
	<i>Direct investigations of, evaluate and take appropriate action on complaints regarding the conduct of department personnel or citizen complaints regarding Police Department policies and procedures.</i>
	<i>Oversee/review resident complaints as provided by the City's Code Complaint Policy.</i>
	<i>Work with City Administrator to prepare and administer annual Police Department operating budget.</i>
	1. Prepare departmental budget and administer the approved budget.
	2. Make recommendations for capital improvement planning and assist in the development of a capital outlay budget.
	3. Prepare equipment specifications for bidding purposes.
	4. Responsible for the maintenance of vehicles and equipment.
	5. Do the purchasing for the Police Department.
	6. Pursue grant programs and other avenues of funding.
	<i>Serve as Public Safety Director (Delegate) to coordinate trainings, meetings etc. between Frazee Police Department, Frazee Fire Department, Frazee Rescue and the Frazee School District. Serve as liaison to Becker County Emergency Manager.</i>
	<i>Communicate with City officials and staff, other organizations and citizens regarding law enforcement and crime prevention objectives and departmental policies and operations.</i>
	<i>Miscellaneous Duties and Responsibilities:</i>
	1. Attend monthly City Council meetings and provide a written Police Department report as directed by City Council.
	2. Approve and submit employee time cards to City Administrator biweekly.
	3. Perform other law enforcement and public safety functions as directed by the City Administrator and City Council.
	4. Ensure all areas of the Police Department are in good working order.
	5. Develop system for tracking City Ordinance violations.
	6. Any other duties as assigned by City Administrator and/or by directive of the City Council at an official meeting.
	<i>Maintain effective community relations, including speaking to and working with civic, community groups, schools, follow-ups on complaints and suggestions.</i>

	Answer questions and provide general assistance to the public using tact, leadership skills and sound judgment to communicate effectively.
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.

#### IV. KNOWLEDGE, SKILLS AND ABILITIES

	<i>The Chief of Police must exhibit mastery in the field of law enforcement administration and have the skills required to generate new systems, methods, equipment and concepts to stay current on law enforcement to protect the citizens of Frazee.</i>
	1. Knowledge of State Statutes, City Ordinances, Civil Ordinances, Human Rights Act, POST Rules and Regulations and OSHA requirements.
	2. Ability to organize, plan and direct law enforcement personnel.
	3. Ability to communicate tactfully and effectively with the city attorney, City Council, staff and the public.
	4. Knowledge of law enforcement principles, arrest procedures, search and seizure laws and citizen complaint procedures.
	5. Ability to analyze situations and determine appropriate action.
	6. Skill in using a patrol car, radar unit, baton, handcuffs, chemical sprays, flashlight, PBT, first aid equipment, defibulator, service weapon, taser and other weapons as required.
	7. Knowledge of city layout including streets, addresses and buildings.
	8. Technical writing, record keeping and computer skills.
	9. Good physical condition and ability to work in adverse conditions.
	10. Works in outside weather conditions, sometimes extreme, including wet, cold, heat, fumes and toxic chemicals. Works in dangerous situations involving people, equipment and vehicles.

#### V. PHYSICAL DEMANDS

	<i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>
	1. While performing the duties of this job, the employee is frequently required to sit, talk and/or hear.
	2. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
	3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### VI. MINIMUM QUALIFICATIONS

	High school diploma or equivalent and two-year degree in law enforcement/criminal justice.
	Must possess a valid POST license or be eligible to be licensed as established by the MN POST Board at the time of hire.
	Valid Minnesota Driver's License.
	Two years full-time law enforcement experience.
	Must have a flexible schedule, be able to respond to calls and be willing to work evenings and weekends.
	Certified in FEMA Management.

#### VII. DESIRABLE QUALIFICATIONS

	Four years of full-time law enforcement experience.
	Supervisory experience in the law enforcement field.

*This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.*

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I. IDENTIFYING INFORMATION			
JOB TITLE	Police Officer	WORK LOCATION	Varies
SUPERVISOR	City Administrator	FLSA STATUS	Exempt
DEPARTMENT HEAD	Police Chief	PAY GRADE	
DEPARTMENT	Police Department	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Perform police patrol, investigation, traffic regulation and related law enforcement activities.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Work on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconducts.		
	Work assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.		
	Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.		
	Carry out duties in conformance with Federal, State, County and City laws and ordinances.		
	Patrol City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving crimes and other law violations and to otherwise serve and protect.		
	Respond to emergency radio calls and investigate accidents, robberies, civil disturbances, domestic disputes, fights, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.		
	Interview suspects, witnesses and drivers. Preserve evidence. Arrest violators. Investigate and render assistance at scene of vehicular accidents. Summon ambulances and other law enforcement vehicles. May take measurements, diagrams, or pictures at scene of incident.		
	Conduct follow-up investigations of crimes committed during assigned shift. Seek out and question victim, witnesses and suspects. Develop leads and tips. Search scene of crimes for clues. Analyze and evaluate evidence and arrest offenders. Prepare cases for giving testimony and testify in court proceedings.		
	Prepare reports, records, evidence as required by the current CAD system.		
	Undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.		
	Participate in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.		
	Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies and obtain advice from the City Attorney and Court Attorney regarding cases, policies and procedures as needed and assigned.		
	Maintain contact with Police Chief to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.		
	Maintain departmental equipment, supplies and facilities.		
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.		
IV. TOOLS AND EQUIPMENT USED			



Computers, security cameras, police car, police radio, radar unit, service weapon and other weapons as required, handcuffs, first aid equipment, PBT, taser, body camera and other equipment as needed.

#### V. PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is frequently required to sit, talk and/or hear.
2. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

#### VI. WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

1. While performing the duties of this job, the employee frequently works in various outside weather conditions.
2. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold and extreme heat.

#### VII. MINIMUM QUALIFICATIONS

A high school diploma or equivalent supplemented by a minimum of two-year degree in law enforcement or criminal justice, public administration, or a related field; or an equivalent combination of education and experience.

Must be licensed or eligible to be licensed by Minnesota POST board.

Knowledge of modern law enforcement principles, procedures, techniques and equipment.

Skill in operating the tools and equipment listed.

Learn the applicable laws, ordinances and department rules and regulations.

Perform work requiring good physical condition.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with subordinates, peers and supervisors.

Follow verbal and written instructions.

Must possess or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.

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I. IDENTIFYING INFORMATION			
JOB TITLE	Event Center Manager	WORK LOCATION	Event Center
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	
DEPARTMENT	Event Center	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Oversee and administer the day-to-day operations of the Event Center in such a manner to maximize profits within the limits of City policy and applicable government regulations. Responsibilities include but are not limited to communications and marketing of the Event Center; supervising and scheduling staff, purchasing, pricing, maintaining inventory, budgeting, technology advancement, and upholding a positive and effective atmosphere. The Event Center Manager will work part-time with expectations of nights and weekends. The Event Center Manager reports directly to the City Administrator.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Control inventory functions within the Event Center bar and kitchen, working directly with the Liquor Store Manager for ordering of goods and materials.		
	Supervise the receiving and storage of products. Check incoming shipments, enter inventory, supervise storage operations to ensure efficient use of space and maintain products in good condition.		
	Direct all advertising and sales operations for the Event Center, including attending beneficial business/wedding expos.		
	Perform all administrative functions, including the preparation of budgets, costs of sales, and expenditures for the Event Center.		
	Personnel management including scheduling and time clock administration, training, evaluating performance, discipline, record keeping, adhering to city policy, and coordinating personnel issues with City Administrator, while maintaining a courteous, friendly and professional work environment.		
	Bookkeeping responsibilities including counting of cash drawers, making deposits, ensuring accountability and safekeeping of funds and coordinate with the City Administrator in the management of all financial matters pertaining to the Event Center.		
	Compliance with all municipal liquor regulations and training requirements.		
	Perform bartender and cleaning duties as needed.		
	Responsible for marketing, showing, and booking of the Event Center, scheduling and booking of events, coordinating events, following up with renters, and enforcing city policies related to the use of the facilities, and other advisory tasks as needed.		
	Keep records of contracts, taking down payments, deposits and rental fees.		
	Oversee all maintenance and cleaning of the buildings and recommend improvements as needed, ensuring excellent levels of safety and sanitation.		
	Miscellaneous Duties and Responsibilities:		
	1. Attend monthly City Council Meetings and provide a written Event Center Department report as directed by the City Council.		
	2. Approve and submit employee timecards when required.		
	3. Ensure all areas of the Event Center are in good working order.		
	4. Any other duties as assigned by the City Administrator and/or by directive of the City Council at an official meeting.		
	5. Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.		
	Responsible for set up and tear down before and after events, ensuring all items rented are accounted for including linens, china, silverware, glassware and other equipment.		

IV. KNOWLEDGE, SKILLS, AND ABILITIES	
	Good administrative and supervisory skills, including considerable knowledge of bookkeeping practices, record retention procedures, personnel management tactics and computer aptitude.
	Thorough knowledge of municipal and state liquor regulations.
	Good knowledge of event planning and the ability to work with vendors and customers to ensure successful events.
	Good public relation skills including ability to deal effectively with all varieties of customers, including vulgar and possibly intoxicated patrons.
	Problem solving and fast decision making is essential.
	Flexible schedule and willing to work evenings and weekends as needed.
	Ability to express oneself, clearly and concisely, verbally and in writing.
V. MINIMUM QUALIFICATIONS	
	High school diploma or equivalent, with one year equivalent of post-secondary training in accounting, management or marketing related area. One (1) year of bartending experience.
	Must be at least 21 years of age.
	Ability to lift up to 50 lbs.
	Possess a Server Training Certificate; or the ability to obtain within 30 days.
VI. DESIRABLE QUALIFICATIONS	
	Two-year post-secondary degree in management, accounting, marketing or related field.
	Two to four years experience in event planning or related field with progressive increases in responsibility and supervision.
	Background in retail, bookkeeping and administrative work.
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I. IDENTIFYING INFORMATION			
JOB TITLE	Event Center Bartender	WORK LOCATION	On / Off Sale Liquor Store
SUPERVISOR	Event Center Manager	FLSA STATUS	
DEPARTMENT HEAD	Event Center Manager	PAY GRADE	
DEPARTMENT	Event Center	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
Under direct supervision of the Event Center Manager, this position is responsible for performing the duties of a bartender and server at event Center events.			
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
<p>Maintain an efficient and professional banquet bar area and provide quality service.</p> <p>Knowledge of responsible alcohol serving practices; make and serve drinks for guests.</p> <p>Ability to communicate customer needs and resolve complaints independently.</p> <p>Work the event area by greeting and preparing drinks for guests through-out the function.</p> <p>Accurately record and account for bar inventory sold.</p> <p>Oversee set-up, breakdown, cleanup and storage of banquet bar and inventories.</p> <p>Verify supplies and products are properly handled and stored.</p> <p>Run the cash register.</p> <p>Assist in keeping all areas of the banquet room clean.</p> <p>Check identification of all persons purchasing liquor.</p> <p>Setting of bar, filling of ice and stocking coolers.</p> <p>Make judgement decisions for the well being of customers and workers.</p> <p>Other general event duties as required.</p> <p>Professionally represent the city and property when interacting with guests.</p> <p>Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.</p> <p>Any other duties as assigned by the Event Center Manager.</p>			
V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS			
<p>Previous bartending / server experience.</p> <p>Thorough knowledge of municipal and state liquor regulations.</p> <p>Remains informed of health and safety regulations regarding food and beverage handling and preparation.</p> <p>Good public relation skills including ability to deal effectively with all varieties of customers, including vulgar and possibly intoxicated patrons.</p> <p>Perform physically demanding actions including bending, turning and lifting of products for stocking shelves.</p> <p>Ability to express oneself, clearly and concisely.</p>			
IV. MINIMUM QUALIFICATIONS			
<p>Must be at least 21 years of age.</p> <p>Ability to lift up to 50 lbs.</p> <p>Possess a Server Training Certificate; or the ability to obtain within 30 days.</p> <p>Previous bartending / server experience.</p>			
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>			
<i>The City of Frazee is an Equal Opportunity Employer.</i>			





I. IDENTIFYING INFORMATION			
JOB TITLE	Liquor Store Manager	WORK LOCATION	Liquor Store
SUPERVISOR	City Administrator	FLSA STATUS	Non-exempt
DEPARTMENT HEAD	Liquor Store Manager	PAY GRADE	
DEPARTMENT	Liquor Store	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Oversee the daily operations of the Municipal On/Off Sale Liquor store, including sales, customer service and inventory management. Develop and implement strategies to achieve sales targets and increase profitability. Manage the Municipal On/Off Sale Liquor Store operation in such a manner to maximize profits within the limits of City policy and applicable government regulations. Includes responsibility for purchases, storage and sale of a full-range alcoholic beverages and mixes and THC and CBD infused drinks. Operate with considerable latitude on normal operational matters but works closely with the City Administrator in planning non-routine matters. Report directly to the City Administrator.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<p>Purchase or supervise the purchase of all products. Involves dealing with liquor, wine, beer and mix salesmen and THC/CBD infused drink salesmen to obtain the best possible purchases considering volume, brand and delivery needs. Ensure that inventories on all products are maintained at proper levels to effectively meet customer needs and minimize inventory costs.</p> <p>Supervise the receiving and storage of products. Check incoming shipment and supervise storage operations to ensure efficient use of space while maintaining products in good condition.</p> <p>Price all products in conformance with City policies, ensure the products are shelved and properly marked and prices are changed where appropriate.</p> <p>Direct all sales operations including planning of in-store promotions and displays, the scheduling and supervising of staff and assisting customers where appropriate. Ensure effective handling of customers and complaints, proper checking of identification and handling of customers who are intoxicated.</p> <p>Perform all administrative functions, including the preparation of purchase orders and requisitions, checking and approving of invoices and work with the City Administrator in preparing regular and special reports of all operations.</p> <p>Ensure compliance with all municipal liquor regulations and performs other duties as required.</p> <p>Conduct monthly inventory counts both off and on sale and reconcile discrepancies.</p> <p>Train and supervise store staff, ensuring they provide excellent customer service. Create work schedules and manage employee performance.</p> <p>Work regular shifts at the store performing the tasks as needed; including routine night(s) and weekend(s). Fill in as needed for absent staff.</p> <p>Good public relations skills including ability to deal effectively with all varieties of customers, including vulgar and possibly intoxicated patrons.</p> <p><i>Miscellaneous Duties and Responsibilities:</i></p> <ol style="list-style-type: none"><li>1. Attend monthly City Council Meetings and provide a written Liquor Store Department report as directed by the City Council.</li><li>2. Approve and submit employee timecards biweekly.</li><li>3. Ensure all areas of the Liquor Store are in good working order and regulary clean facility.</li><li>4. Bag ice and stock shelves.</li><li>5. Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.</li></ol>		

III. ESSENTIAL DUTIES AND RESPONSIBILITIES <i>(cont.)</i>	
	6. Payout pull tabs as needed and be responsible for cash back.
	7. Oversee all maintenance to the building.
	6. Work closely with the City Administrator on all financial matters and daily balances.
	7. Coordinate first respondent to burglary alarms, with law enforcement.
	8. Handle customer complaints and resolve issues in a timely manner.
	9. Responsible for PR work and advertising.
	10. Any other duties as assigned by the City Administrator and/or by directive of the city council at an official meeting.
IV. MINIMUM REQUIREMENTS	
	High school diploma or equivalent, with some post-secondary training preferred in accounting or management-related area.
	Liquor retail experience and one (1) year of bartending experience.
	Experience in retail, bookkeeping and administrative work.
	Food Service License or the ability to obtain one within six (6) months.
	Possess a Server Training Certificate; or the ability to obtain within 30 days.
	Must be at least 21 years of age.
V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS	
	Strong organizational skills to effectively manage store operations.
	Proficiency in math for handling cash transactions and managing inventory.
	Administrative skills to handle paperwork, such as employee schedules and inventory records.
	Considerable knowledge of bookkeeping practices and good supervisory skills.
	Thorough knowledge of municipal and state liquor regulations.
	Knowledge of wholesale beverage business and ability to negotiate effectively with distributor representatives.
	Time management skills to prioritize tasks and meet deadlines.
	Ability to deal effectively with all varieties of customers.
	Knowledge of market trends and competition in the liquor retail industry.
	Ability to express oneself, clearly and concisely, verbal or in writing.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
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I. IDENTIFYING INFORMATION			
JOB TITLE	Bartender/Retail Clerk	WORK LOCATION	On / Off Sale Liquor Store
SUPERVISOR	Liquor Store Manager	FLSA STATUS	
DEPARTMENT HEAD	Liquor Store Manager	PAY GRADE	
DEPARTMENT	Liquor Store	EFFECTIVE DATE	January 1, 2024

II. POSITION SUMMARY	
	Under direct supervision of the Liquor Store Manager, this position is responsible for performing the duties of a bartender and retail clerk in the sale of liquor products at the Municipal On/Off Liquor store.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES	
	Take orders and mixes and serves alcoholic and non-alcoholic drinks to customers from behind the bar and at tables around the bar.
	Heats up frozen and pre-prepared food for customer consumption on-site and for carry-out..
	Remains informed of health and safety regulations regarding food and beverage handling and preparation.
	Run the on and off sale cash registers.
	Maintains adequate stocking of all merchandise including rotation of stock in both the on/off sale locations.
	Note errors in pricing and communicate to Liquor Store Manager.
	Assist in keeping all areas of the store and bar clean and in good repair.
	Wash dishes as necessary.
	Check identification of all persons purchasing liquor.
	Daily setting of bar, filling of ice and stocking coolers.
	Weekly cleaning of popcorn machine, pizza ovens and fryers; including changing oil.
	Good public relation skills including ability to deal effectively with all varieties of customers, including vulgar and possibly intoxicated patrons.
	Make judgement decisions for the well being of customers and workers.
	Responsible for all sales receipts and returns during shift.
	Payout pull tabs as needed and be responsible for cash back.
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.
	Any other duties as assigned by the Liquor Store Manager.

V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS	
	Knowledge of proper methods of display and merchandising of liquor products.
	Thorough knowledge of municipal and state liquor regulations.
	Perform physically demanding actions including bending, turning and lifting of products for stocking shelves.
	Deal effectively with all varieties of customers.
	Ability to express oneself, clearly and concisely.

IV. MINIMUM QUALIFICATIONS	
	High school diploma or equivalent, with some training preferred in retail and liquor sales.
	Must be at least 21 years of age.
	Possess a Server Training Certificate; or the ability to obtain within 30 days.

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I. IDENTIFYING INFORMATION			
JOB TITLE	Public Works Superintendent	WORK LOCATION	Varies
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	8
DEPARTMENT	Public Works	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Under direct supervision and direction of the City Administrator, this position is responsible for all operations and maintenance duties of the Public Works Department. Responsibilities include supervision over department staff; general street maintenance; snow plowing and removal; care and maintenance of all City buildings and parks; upkeep of city equipment; operation, maintenance and repair of municipal water and wastewater systems.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	<i>Supervise all departmental employees (full-time and seasonal).</i>		
	1. Schedule shifts and assign duties.		
	2. Ensure proper training and licensure of all Public Works employees.		
	3. Provide input to Council and City Administrator on performance and discipline issues including the recommendation of hiring and/or dismissal of employees.		
	<i>Develop, implement and execute a safety program for the department that provides a safe work environment and meets applicable state and federal guidelines.</i>		
	<i>Supervise and perform general street, alley, sidewalk and parking lot maintenance.</i>		
	1. Snow plowing / removal, sanding, traffic painting, seal coating, crack filling, hot-patching, concrete repair, laying gravel and grading.		
	2. Street sign placement, fixing and replacing deteriorated or damaged street signs.		
	3. Coordinate activities with contractors and engineers regarding street improvement projects.		
	<i>Maintains and operates all City equipment, including lawn mowers, front-end loader, dump truck (with or without snow plow), motor vehicles and various smaller equipment.</i>		
	<i>Supervise and perform operation, monitoring and maintenance of municipal water system:</i>		
	1. Operate within State and Federal guidelines.		
	2. Tapping water mains for hook-up; inspection of new service lines.		
	3. Take water samples, prepare required reports and submit to appropriate agencies.		
	4. Maintain water system maps, records and maintenance logs.		
	5. Operation of water treatment facilities including chlorination and fluoridation.		
	6. Read and repair water meters.		
	7. Maintain and repair water tower, wells, pumps, water treatment plant, hydrants, curb stops, mains, gate valves and other facilities.		
	<i>Supervise and perform operation, monitoring and maintenance of municipal sanitary sewer system.</i>		
	1. Operate within State and Federal guidelines.		
	2. Inspect all new hook-ups.		
	3. Take samples, prepare required reports and submit to appropriate agencies.		
	4. Maintain sewer system maps, records and maintenance logs.		
	5. Maintain and repair lift stations, mains, wastewater treatment plant and other facilities.		



III. ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)	
	<i>Supervise and perform construction, maintenance and monitoring of storm sewer system.</i>
	1. Clean catch basins, manholes and mains.
	2. Operate storm sewer lift stations.
	3. Thaw storm sewer infrastructure and other activities to ensure proper drainage.
	<i>Responsible for care and maintenance of all municipal buildings and grounds, including supplying and organizing of the City Shop.</i>
	<i>Supervises and performs the following with regard to Parks and other City Property.</i>
	1. Mowing, tree trimming, removal and planting, fertilizing and weeding.
	2. Removal of refuse and debris; general clean-up and upkeep.
	<i>Miscellaneous Duties and Responsibilities.</i>
	1. Attend monthly City Council Meetings and provide a written Public Works report as directed by the City Council.
	2. Approve and submit employee timecards to City Administrator when required.
	3. Ensure all areas of Public Works Department are in good working order.
	4. Official Weed Inspector for the City - possess a Weed Control License.
	5. Oversight of the city-owned Lakeside Cemetary.
	6. Respond to concerns, issues, and complaints from the public, elected officials and regulatory agencies.
	7. Assist in the regulation of City Ordinances, especially water and sewer regulations, weed and grass nuisances and animal ordinances.
	8. Coordinate and plan duties related to special events, emergencies and other city activities.
	9. Any other duties as assigned by City Administrator and/or by directive of the City Council at an official meeting.
	<i>Work with the City Administrator in performing the following:</i>
	1. Prepare departmental budget and administer the approved budget.
	2. Make recommendations for capital improvement planning and assist in the development of a capital outlay budget.
	3. Prepare equipment specifications for bidding purposes.
	4. Execute the purchasing needs for the Public Works Department.
IV. KNOWLEDGE, SKILLS AND ABILITIES	
	<i>Considerable knowledge of the principle and practices of supervision and training.</i>
	1. Comprehensive knowledge of the materials, practices, methods, techniques, tools and superintendent's control.
	2. Comprehension of State and Federal workplace safety requirements and procedures.
	3. Knowledge and understanding of City ordinances as they pertain to the department.
	4. Basic knowledge of business administration and public budgeting.
	5. Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials and staff.
	6. Ability to lift, carry and move heavy objects weighing up to 80 pounds.
	7. Ability to work in adverse conditions.
V. MINIMUM QUALIFICATIONS	
	High school diploma or equivalent, with some post high school education or training in water, wastewater, or related field.

V. MINIMUM QUALIFICATIONS <i>(cont.)</i>	
	Two to four years experience working in municipal public works or other related employment.
	Commercial Drivers License (CDL).
	Must possess a Class C Water License and Class D Wastewater License.
	Must have a flexible schedule, be able to respond to calls and be willing to work some evenings and weekends.
VI. DESIRABLE QUALIFICATIONS	
	Two year certification in water / wastewater operations.
	Supervisory experience in Public Works or other similar field.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
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I. IDENTIFYING INFORMATION			
JOB TITLE	Public Works Assistant	WORK LOCATION	Varies
SUPERVISOR	Public Works Superintendent	FLSA STATUS	
DEPARTMENT HEAD	Public Works Superintendent	PAY GRADE	
DEPARTMENT	Public Works	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Under direct supervision and direction of the Public Works Superintendent, this position is responsible for performing manual labor in the operation and maintenance of the City's water, wastewater, storm sewer, streets, parks, public facilities and equipment to ensure safe and efficient operation.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Assist Public Works Superintendent with performing general street, alley, sidewalk and parking lot maintenance.		
	1. Snow plowing / removal, sanding, traffic painting, seal coating, crack filling, hot-patching, concrete repair, laying gravel and grading.		
	2. Street sign placement, fixing and replacing deteriorated or damaged street signs.		
	<i>Maintains and operates all City equipment, including lawn mowers, front-end loader, dump truck (with or without snow plow), motor vehicles and various smaller equipment.</i>		
	<i>Assist with monitoring and maintenance of municipal water system:</i>		
	1. Operate within State and Federal guidelines.		
	2. Tapping water mains for hook-up; inspection of new service lines.		
	3. Take water samples and be knowledgeable of reports required from appropriate agencies.		
	4. Ability to read water system maps, records and maintenance logs.		
	5. Read and repair water meters.		
	6. Assist in the maintenance and repairs of water tower, wells, pumps, water treatment plant, hydrants, curb stops, mains, gate valves and other facilities.		
	<i>Assist with monitoring and maintenance of municipal sanitary sewer system.</i>		
	1. Operate within State and Federal guidelines.		
	2. Assist with inspection of all new hook-ups.		
	3. Take samples and have knowledge of reports required from appropriate agencies.		
	4. Maintain and repair lift stations, mains, wastewater treatment plant and other facilities.		
	<i>Assist with construction, maintenance and monitoring of storm sewer system.</i>		
	1. Clean catch basins, manholes and mains.		
	2. Operate storm sewer lift stations.		
	3. Thaw storm sewer infrastructure and other activities to ensure proper drainage.		
	<i>Responsible for care and maintenance of all municipal buildings and grounds, including organizing of the City Shop.</i>		
	<i>Assist with the following with regard to Parks and other City Property.</i>		
	1. Mowing, tree trimming, removal and planting, fertilizing and weeding.		
	2. Removal of refuse and debris; general clean-up and upkeep.		
	<i>Miscellaneous Duties and Responsibilities.</i>		
	1. Knowledge of the city-owned Lakeside Cemetery.		

<b>III. ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)</b>	
	2. Respond to concerns, issues, and complaints from the public, elected officials and regulatory agencies.
	3. Assist in the enforcement of City Ordinances, especially water and sewer regulations, weed and grass nuisances and animal ordinances.
	4. Assist as needed with special events, emergencies and other city activities.
	5. In absense of the Public Works Superintendent, attend monthly City Council Meetings and provide Public Works report.
	6. Communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials and staff.
	7. Ability to lift, carry and move heavy objects weighing up to 80 pounds.
	8. Ability to work in adverse conditions.
	9. Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.
	10. Any other duties as assigned by Public Works Superintendent.
<b>IV. KNOWLEDGE, SKILLS AND ABILITIES</b>	
	Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of City utility facilities and svstems.
	Thorough knowledge of maintenance and repair procedures for buildings and equipment.
	Good time management and ability to multi-task and work independently.
	Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials and staff.
	Lift, carry and move heavy objects weighing up to 80 pounds.
	Understand and abide by all safety rules.
	Ability to work in adverse conditions.
<b>V. MINIMUM QUALIFICATIONS</b>	
	High school diploma or equivalent, with some post high school education or training in water, wastewater, or related field.
	Commercial Drivers License (CDL).
	Must possess or be able to obtain (within two years) a Class C Water License and Class D Wastewater License.
	Must have a flexible schedule, be able to respond to calls and be willing to work some evenings and weekends.
<b>VI. DESIRABLE QUALIFICATIONS</b>	
	Two year certification in water / wastewater operations.
	Two to four years experience working in municipal public works or other related employment.
	Supervisory experience in public works or other similar field.
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<b><i>Frazee is an Equal Opportunity Employer.</i></b>	





I. IDENTIFYING INFORMATION			
JOB TITLE	Public Works Operator	WORK LOCATION	Varies
SUPERVISOR	Public Works Superintendent	FLSA STATUS	
DEPARTMENT HEAD	Public Works Superintendent	PAY GRADE	
DEPARTMENT	Public Works	EFFECTIVE DATE	January 1, 2024
II. POSITION SUMMARY			
	Under direct supervision and direction of the Public Works Superintendent, this position provides primary maintenance support to the Public Works Department. Responsibilities include mowing, snow plowing, general street maintenance, operation of all city equipment, maintenance and repair of municipal wells and lift stations and all other water and sewer facilities.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Daily general maintenance.		
	Operate lawn mower and mow city-owned property.		
	Snow plowing when needed.		
	General street maintenance.		
	Operation of all City equipment.		
	Assist with the maintenance and repair of municipal well, lift stations and all other water and wastewater facilities.		
	Care and maintenance of all municipal buildings and grounds.		
	Provide back-up for the Public Works Department as needed.		
	Communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials and staff.		
	Lift, carry and move heavy objects weighing up to 80 pounds.		
	Work in adverse conditions.		
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.		
	Any other duties as assigned by Public Works Superintendent.		
IV. KNOWLEDGE, SKILLS AND ABILITIES			
	Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of City utility facilities and systems.		
	Thorough knowledge of maintenance and repair procedures for buildings and equipment.		
	Good time management and ability to multi-task and work independently.		
	Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials and staff.		
	Lift, carry and move heavy objects weighing up to 80 pounds.		
	Understand and abide by all safety rules.		
	Ability to work in adverse conditions.		

V. MINIMUM QUALIFICATIONS	
	High school diploma or equivalent.
	Must possess or be able to obtain within four years a Class C Water License and Class D Wastewater License, at the discretion of the Public Works Supervisor.
VI. DESIRABLE QUALIFICATIONS	
	Experience with municipal water and wastewater systems.
	Commercial Drivers License (CDL).
<i>This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.</i>	
<i>Frazer is an Equal Opportunity Employer.</i>	

# Addendum

## ADDITIONAL BILLS

Page 1

### City of Frazee Council Approval Report for United Community Bank--180072 (Council Approval Report)

11/29/2023 1:38pm

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1	Aflac, 1932 Wynnston Rd, Columbus, GA, 31999	002597	11/22/23	Account #CB561		11/29/23	\$55.17	\$55.17	100-00000-21709	Aflac / Colonial Life	\$0.00	\$239.22
6	Auto Value, 1115 Jackson Ave, Detroit Lakes, MN, 56501	53546899	11/22/23	Oil Filter		11/29/23	\$17.62	\$17.62	100-43100-04060	Repair and Maintenance -	\$1,500.00	\$320.43
18	Black Dog Property Services, LLC, PO Box 1005, Detroit Lakes, MN, 56502	4099	11/18/23	Fall Clean Up on 1/14, 15, 16/23		11/29/23	\$561.00	\$561.00	230-49010-03110	Contracts / Professional	\$3,500.00	(\$1,211.50)
526	Capital One Trade Credit, P.O. Box 105525, Atlanta, GA, 30348-5525	C01136/4	10/31/23	O Rings, Bulk Fasteners		11/29/23	\$13.50	\$13.50	100-43100-04050	Repair and Maintenance -	\$4,000.00	\$365.46
53	Essentia Health, PO Box 856592, Minneapolis, MN, 55485	October 31, 2023	10/31/23	Guarantor Acct #800009590 Ross Hethelington (Michael) Acct #119397578, #119397692		11/29/23	\$1,024.00	\$1,024.00	100-42200-03110	Contracts / Professional	\$3,000.00	(\$5,340.06)
61	Frazee Electric, Inc., PO Box 278, Frazee, MN, 56544	13049	11/22/23	Misc. Charge & Labor Outlets on Light Poles Not Working		11/29/23	\$140.00	\$140.00	100-43100-04010	Repair and Maintenance -	\$1,000.00	(\$21.55)
75	Hawkins, Inc., PO Box 860263, Minneapolis, MN, 55486-0263	6634119	11/27/23	Azona 15, Freight, Freight Charge		11/29/23	\$751.80	\$751.80	601-49450-02100	Operating Supplies - Wat	\$20,000.00	\$9,669.08
108	Menards - Detroit Lakes, 1465 Menard Drive, Detroit Lakes, MN, 56501	75436	11/16/23	C7 Replacement Bubs		11/29/23	\$72.24	\$72.24	100-43100-04010	Repair and Maintenance -	\$1,000.00	(\$21.55)
544	Metropolitan Life Insurance Company, P.O. Box 804466, Kansas City, MO, 64180-4466	11/16/2023	11/16/23	Nancy Kiehl		11/29/23	\$27.95	\$27.95	100-00000-21710	Flex Payable	\$0.00	\$958.55
11/16/2023	Larry Stephenson + Spouse	11/16/2023	11/16/23	Donald Tate		11/29/23	\$27.95	\$27.95	100-00000-21710	Flex Payable	\$0.00	\$958.55
11/16/2023	Kevin Renollet	11/16/2023	11/16/23	Tyler Treglaff		11/29/23	\$27.95	\$27.95	100-00000-21710	Flex Payable	\$0.00	\$958.55
11/16/2023	Scott Luhnman	11/16/2023	11/16/23			11/29/23	\$27.95	\$27.95	100-00000-21710	Flex Payable	\$0.00	\$958.55

**Council Approval Report for United Community Bank--180072**  
**(Council Approval Report)**

Vendor		Invoice Number		Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		11/19/2023		11/16/23	Bret Anderson	11/29/23	\$27.95	\$27.95	100-00000-21710	Flex Payable	\$0.00	\$958.55
<b>126</b>		<b>NAPA Auto Parts, 122 Main Street East, Detroit Lakes, MN, 56501</b>						<b>\$225.01</b>				
521011-01		11/22/23		11/29/23	Lubriguard-Anti-SEI & Bakfluid DOT 3 gal	11/29/23	\$50.72	\$50.72	100-43100-02100	Operating Supplies - Stre	\$1,500.00	\$508.91
521255		11/27/23		11/29/23	Incandescent SLD BMS & Freight	11/29/23	\$56.88	\$56.88	100-43100-04050	Repair and Maintenance -	\$4,000.00	\$365.46
521011		11/22/23		11/29/23	CREDIT Clamp see Invoice #519958 on 11/08/2023	11/29/23	(\$39.94)	(\$39.94)	100-43100-04060	Repair and Maintenance -	\$1,500.00	\$320.43
<b>161</b>		<b>Swansons' Repair, Inc., 1200 Randolph Road, Detroit Lakes, MN, 56501</b>						<b>\$67.66</b>				
01-104107		11/16/23		11/29/23	Frazee Fire Dept. Spark Plug Side x Side Skid Spark Plugs	11/29/23	\$13.12	\$13.12	100-42200-04060	Repair and Maintenance -	\$18,000.00	\$6,520.34
<b>171</b>		<b>Vergas Hardware, PO Box 159, 137 East Main Street, Vergas, MN, 56587</b>						<b>\$13.12</b>				
D99817		11/15/23		11/29/23	Bulb Amber Decorative 25W	11/29/23	\$49.90	\$49.90	100-43100-04010	Repair and Maintenance -	\$1,000.00	(\$21.55)
							<b>\$49.90</b>					
							<b>\$3,077.88</b>					

**Total Bills To Pay:**



**Council Approval Report for United Community Bank--326318**  
**(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
445	Aramark Uniform Services, AUS South Lockbox, P.O. Box 650977, Dallas, TX, 75265-0977	2520299853	11/23/23	Account #161630211	11/29/23	\$57.84	\$57.84	609-49750-02110	Cleaning Supplies - Off	\$0.00	(\$1,804.23)
		2520299853	11/23/23	Account #161630211	11/29/23	\$57.83	\$57.83	609-49770-02110	Cleaning Supplies - On	\$0.00	(\$2,408.45)
		2520299858	11/23/23	Account #162631400	11/23/23	\$150.49	\$150.49	610-49790-02110	Cleaning Supplies - EC	\$0.00	(\$2,859.63)
		252004887	11/23/23	Account #162631400 Rent	11/29/23	\$49.36	\$49.36	610-49790-04200	Rentals, Linens - EC	\$0.00	(\$1,308.06)
								\$315.52			
15	Bergsath Bros, Inc., PO Box 1994, Fargo, ND, 58107	320813	11/22/23	Coors Banquet & White Claw Variety Pack	11/29/23	\$70.60	\$70.60	609-49750-02520	Resale - Beer	\$0.00	(\$221,830.26)
		320813-01	11/22/23	CREDIT Coors Light & White Claw Variety Pack	11/29/23	(\$70.60)	(\$70.60)	609-49750-02520	Resale - Beer	\$0.00	(\$221,830.26)
		320814	11/22/23		11/29/23	\$1,668.60	\$1,668.60	609-49750-02520	Resale - Beer	\$0.00	(\$221,830.26)
						\$1,668.60					
17	Beverage Wholesalers, PO Box 1864, Fargo, ND, 58107	302700	11/22/23		11/29/23	\$881.85	\$881.85	609-49750-02520	Resale - Beer	\$0.00	(\$221,830.26)
								\$881.85			
21	Breakthru Beverage, 489 North Prior avenue, St. Paul, MN, 55104	113230174	11/28/23	Customer #0700292412	11/29/23	\$556.36	\$556.36	609-49750-02510	Resale - Liquor	\$0.00	(\$76,239.23)
								\$556.36			
62	Frazee Family Foods, PO Box 356, Frazee, MN, 56544	59014	11/20/23	Pepsi, Coke, American Bottle Products	11/29/23	\$81.56	\$81.56	610-49790-02540	Resale - Soft drinks	\$0.00	(\$2,220.05)
								\$81.56			
128	Giovanni's Frozen Pizza, 712 Thiesse Drive, Brainerd, MN, 56401	0311292302	11/29/23		11/29/23	\$209.95	\$209.95	609-49770-02600	Resale - Pizza	\$0.00	(\$4,147.95)
								\$209.95			
88	Johnson Brother's St. Paul, PO Box 16328, St. Paul, MN, 55116-0328	2431493	11/28/23		11/29/23	\$74.11	\$74.11	609-49750-02530	Resale - Wine	\$0.00	(\$10,456.37)
								\$74.11			
206	Jolene Tappe, 34590 Borah Rd, Detroit Lakes, MN, 56501	33150408000	11/13/23	Reimbursement for Spillsbury Order (20) Cozy Santa Item #38598 Puzzles	11/29/23	\$160.85	\$160.85	610-49790-03100	Entertainment Expenses	\$0.00	(\$460.85)
								\$160.85			
108	Menards - Detroit Lakes, 1465 Menard Drive, Detroit Lakes, MN, 56501	76138	11/27/23	Black MLD, PVC CEILBOX COVER, Air Filter	11/29/23	\$49.97	\$49.97	609-49750-04010	Repair and Maintenance -	\$0.00	(\$1,118.44)
								\$49.97			
213	Petty Cash, . . .	12/23/23	11/29/23	Money for Prizes for Pizza Puzzle Event on Dec. 2, 2023 at the Event Center	11/29/23	\$300.00	\$300.00	610-49790-03100	Entertainment Expenses	\$0.00	(\$460.85)
								\$300.00			

**Council Approval Report for United Community Bank--326318**  
**(Council Approval Report)**

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
142	Phillips - St. Paul, PO Box 16326, St. Paul, MN, 55116-0328	6695385	11/29/23		11/29/23	\$1,028.97	\$1,028.97	609-49750-02510	Resale - Liquor	\$0.00	(\$76,239.23)
							<b>\$300.00</b>				
							<b>\$1,028.97</b>				
214	Syeco, North Dakota, PO Box 10128, Fargo, ND, 58106	295557772 7	11/29/23		11/29/23	\$167.89	\$167.89	609-49770-02130	Operating Supplies - Food	\$0.00	(\$1,841.24)
		295557772 7	11/29/23		11/29/23	\$690.70	\$690.70	609-49770-02590	Resale - Food	\$0.00	(\$5,027.31)
							<b>\$858.59</b>				
498	Tanya Mastin, 512 Balsam Ave, Lot #3, Frazee, MN, 56544	Sept.-Nov. 2023	11/29/23	Phone Reimbursement for September, October, and November 2023	11/29/23	\$75.00	\$75.00	609-49750-03210	Telephone Expenses - Of	\$0.00	(\$2,167.24)
	Sept.-Nov. 2023	11/29/23	11/29/23	Phone Reimbursement for September, October, and November 2023	11/29/23	\$75.00	\$75.00	609-49770-03210	Telephone Expenses	\$0.00	(\$2,167.23)
							<b>\$150.00</b>				
							<b>\$6,336.33</b>				
<b>Total Bills To Pay:</b>											

# Addendum

## LIABILITY COVERAGE WAIVER FORM



### 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 their effective date of coverage. [Email completed form to your city's underwriter, to \[psstech@lmc.org\]\(mailto:psstech@lmc.org\), or fax to 651.281.1298.](mailto:psstech@lmc.org)

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 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.* 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: City of Frazee

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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: November 29, 2023

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

## FIRE DEPARTMENT COMBINATION TOOL PURCHASE



Date	Customer PO
11/22/2023	

SHIP TO

**November 29, 2023 Council Meeting [Agenda](#) Page 229 of 232**







Alex Air Apparatus 2, LLC  
310 Oak St South  
New London, MN 56273

# INVOICE

Date	Invoice #
11/22/2023	INV-48872

Bill To
Frazee Fire Department PO Box 413 Frazee, MN 56544

Ship To
Frazee Fire Department 222 W Main Street Frazee, MN 56544 Joe Nelson 218.849.4693

S.O. No.	CUSTOMER PO	TERMS	DUE DATE	REP
SO-14334		Net 30	12/22/2023	822

Quantity	Item Code	Description	Price Each	Amount
1	HUR-SC358E3	SC358 E3 Combi 9 Ah Package	13,810.00	13,810.00
			<b>Subtotal</b>	\$13,810.00
F.O.B. Shipping Point, Freight Prepaid and Added			<b>Sales Tax (7.375%)</b>	\$0.00
Please Pay From This Invoice, A Statement Will Not Be Sent. A 3% fee will be added on to credit card payments over \$2,000			<b>Total</b>	\$13,810.00
			<b>Payments/Credits</b>	-\$8,000.00
			<b>BALANCE DUE</b>	\$5,810.00

Phone #	Fax #	E-Mail	Web Site
(800) 264-2320		info@alexairapparatus.com	www.alexairapparatus.com