



PUBLIC HEARING

**The Frazee City Council will take time to hear public comment on
Ordinance 171 – Amending Chapter 4-1 of the Frazee City Code**

CITY COUNCIL MEETING AGENDA

January 24, 2024 ~ 5:00 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. Income Statements
 - c. [Approval of Claims](#)
 - d. [Resolution 0124-24A – Resolution Expressing Acceptance of and Appreciation for Fire Department Donations](#)
 - e. [Resolution 0124-24B – Resolution for Support and Application for the Active Transportation Grant](#)
6. Staff Reports
 - a. [Fire Department](#)
 - b. Event Center
 - c. Liquor Store
 - d. [Police Department](#)
 - e. Rescue
 - f. Public Works
 - g. [Administration](#)
7. Old Business
 - a. East Main Project – Carlson & Thorson
 - i. [Resolution 0124-24C – A Resolution Receiving Feasibility Report and Calling Hearing on Improvement](#)
 - b. [Ordinance 171 – Amending Chapter 4-1 of the Frazee City Code](#)

8. New Business
 - a. [Classification & Compensation Study RFP](#)
9. Council Member Comments
10. Addendum
 - a. Additional Claims
11. Adjournment

Consent Agenda

MINUTES – JANUARY 10, 2024

CITY COUNCIL MEETING MINUTES

January 10, 2024 ~ 5:00 p.m. ~ Frazee Event Center

1. Call the Meeting to Order
 - a. Meeting called to order by Mayor Mark Flemmer at 5:00 pm at the Frazee Event Center

2. Roll Call
 - a. Members Present: Mark Flemmer, Andrea Froeber, Mark Kemper, James Rader, Mike Sharp
 - b. Members Absent: None
 - c. Staff: Stephanie Poegel, Tyler Trieglaff
 - d. Contracted Services: Chris Thorson – Ulteig; Tom Winters – Ramstad, Skoyles & Winters – P.A.
 - e. Guests: Bob Williams

3. Pledge of Allegiance

4. Open Forum – No

5. Consent Agenda
 - a. Meeting Minutes – December 27, 2023
 - b. Approval of Claims
 - c. Notes from the Mayor
 - d. LG220 Application for Exempt Permit – Frazee Trap Team Booster Club
 - e. LG220 Application for Exempt Permit – Frazee Firefighter’s Relief Association
 - f. Resolution 0110-24A – 2024 Organizational Resolution
 - g. Resolution 0110-24B – Resolution Setting the 2024 Fee Schedule
 - h. Resolution 0110-24C – Resolution Approving Application to the Greater Minnesota Legacy Grant for the Wannigan Regional Park Trails Project
 - i. Resolution 0110-24D – Resolution for the Application to the MN DNR Outdoor Recreation Grant
 - j. Resolution 0110-24E – Resolution Accepting Donations for Use Towards Parks and Recreation
 - k. Audit Engagement Letter

M/S/CU: Sharp/Rader to approve consent agenda with removal of item g. Resolution 0110-24B and moving to item New Business – item a

6. Committee Reports
 - a. Liquor Store Committee
 - b. Parks & Recreation Committee
 - c. Public Safety Committee
 - d. Planning & Zoning

- e. Economic Development Authority
- f. Personnel & Finance
- g. Lakeside Cemetery Liaison
- h. Frazee School District

M/S/CU: Froeber/Rader to approve committee reports as presented

7. Old Business

8. New Business

- a. Resolution 0110-24B – Resolution Setting the 2024 Fee Schedule
 - i. Discussion on fees

M/S/CU: Froeber/Sharp to table Resolution 0110-24B to February 14 meeting

- b. 5th Street Railroad Crossing
 - i. Trieglaff explained concern from resident who slipped at the crossing and expressed a safety concern and desire for a trail or sidewalk at the crossing
 - ii. Need to have discussions with Becker County as it is a County road (Thorson) and with BNSF as it is a railroad crossing (Flemmer)
- c. Attorney Items
 - i. Both quiet title items should be cleared up this month
 - ii. Will be touching base with Boit's attorney
 - iii. Will be meeting with Froeber regarding River Walk

9. Council Member Comments

- a. No comments

10. Addendum

- a. Approval of Additional Claims

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

- b. LG220 – Application for Exempt Permit – Hornets Hive

M/S/CU: Rader/Froeber to approve LG220 - Application for Exempt Permit – Hornets Hive

- c. Bid for Fire Suppression System for Event Center Stove

M/S/CU: Rader/Sharp to table to January 24, 2024 meeting

- d. Resolution 0110-24F – Resolution to Maintain Facility

M/S/CU: Rader/Froeber to approve Resolution 0110-24F

11. Adjournment

M/S/CU: Froeber/Sharp to adjourn at 5:34 pm.

Respectfully submitted,
Stephanie Poegel
Frazee City Administrator

Consent Agenda

APPROVAL OF CLAIMS

CITY OF FRAZEE Payments – GENERAL FUND

Current Period: January 2024

Payments Batch 01242024Gen1

\$10,754.01

Refe 23

Invoice					
Transaction	1 /18/2024	Main Checking	10100	Total	
Refe	1079 TACTICAL SOLUTIONS				
Cash Payment	E 100-42110-407 Repairs/Maint	(2) Certification of Radar Units & Tuning Forks Complete with Certificates			\$76.00
Invoice 9944	12/7/2023				
Transaction	1 /16/2024	Main Checking	10100	Total	\$76.00
Refe	1080 ELAN FINANCIAL SERVICES				
Cash Payment	E 200-42200-240 Small Tools and Minor	AMZN Headlamp			\$40.80
Invoice					
Cash Payment	E 200-42200-218 Uniforms	J&H Signs Helmet Labels			\$83.22
Invoice					
Cash Payment	E 100-42110-200 Office Supplies	Walmart Flash Drives			\$15.98
Invoice					
Cash Payment	E 656-46500-322 Postage	Postage			\$8.56
Invoice					
Cash Payment	E 100-41400-211 Cleaning Supplies	AMZN Clorox Wipes			\$32.65
Invoice					
Cash Payment	E 100-41400-211 Cleaning Supplies	AMZN Paper Towels			\$43.89
Invoice					
Cash Payment	E 100-41400-210 Operating Supplies	AMZN File Holder			\$11.93
Invoice					
Cash Payment	E 601-49400-200 Office Supplies	AMZN File Holder			\$11.93
Invoice					
Cash Payment	E 602-49450-200 Office Supplies	AMZN File Holder			\$11.93
Invoice					
Cash Payment	E 100-49500-200 Office Supplies	AMZN File Holder			\$11.94
Invoice					
Cash Payment	E 100-41400-200 Office Supplies	AMZN Rubber Bands			\$6.87
Invoice					
Cash Payment	E 100-41110-210 Operating Supplies	AMZN Power Strip			\$19.31
Invoice					
Cash Payment	E 100-41400-324 Technology/Computer	Zoom			\$42.95
Invoice					
Transaction	1 /16/2024	Main Checking	10100	Total	\$341.96
Refe	3 MN SECRETARY OF STATE				
Cash Payment	E 100-41400-433 Dues and Subscriptions	Notary Application - Tina Hansmeier			\$120.00
Invoice 202400001	1/16/2024				
Transaction	1 /16/2024	Main Checking	10100	Total	\$120.00
Refe	7 BANYON DATA SYSTEMS				
Cash Payment	E 100-41400-433 Dues and Subscriptions	Vault Backup & Payroll, Dir Deposit, Fund Support			\$1,204.00
Invoice 00164829	1/5/2024				
Cash Payment		E 100-41400-433 Dues and Subscriptions		Vault Backup & Payroll, Dir	
Deposit, Fund		\$840.00		Support	
Invoice 00164829	1/5/2024				
Transaction	1 /17/2024	Main Checking	10100	Total	\$2,044.00
Refe	8 RMB ENVIRONMENTAL				
Cash Payment	E 601-49400-317 Copper Sampling/Testing Lab Services - Copper Test 201 5th St. NW				\$26.13
Invoice D055349	1/9/2024				
Cash Payment	E 601-49400-317 Copper Sampling/Testing Lab Services - Copper Test 116 Oak Ave SE				\$26.13
Invoice D055546	1/12/2024				
Transaction	1 /17/2024	Main Checking	10100	Total	\$52.26
Refe	9 BUTLER MACHINERY COMPANY				
Cash Payment	E 602-49450-500 Capital Outlay	Account #C31413-1 Loan #M026604 Payment #54			\$577.05
Invoice					
Cash Payment	E 100-43100-500 Capital Outlay	Account #C31413-1 Loan #M026604 Payment #54			\$577.05
Invoice					
Transaction	1 /17/2024	Main Checking	10100	Total	\$1,154.10

Refe	10	AUTO VALUE					
Cash Payment	E 100-43100-407	Repairs/Maint	Fuel Line, Tube				\$6.67
Invoice	53552832	1/12/2024					
Transaction	1	1/17/2024	Main Checking	10100	Total		\$6.67
Refe	11	HAWKINS, INC.					
Cash Payment	E 601-49400-404	Repairs/Maint	Jaco Kynar Elbow, Freight				\$100.13
Invoice	6667266	1/12/2024					
Transaction	1	1/17/2024	Main Checking	10100	Total		\$100.13
Refe	12	PERHAM STEEL & WELDING					
Cash Payment	E 100-43100-406	Repairs/Maint Vehicles	Cust Acct ID C011				\$129.00
Invoice							
Transaction	1	1/17/2024	Main Checking	10100	Total		\$129.00
Refe	13	HACH COMPANY					
Cash Payment	E 601-49400-313	Samples/Testing	Water, Deionized 4L				\$91.70
Invoice	13873334	1/5/2024					
Cash Payment	E 601-49400-210	Operating Supplies	Faceshield, Gloves				\$129.53
Invoice	13873334	1/5/2024					
Transaction	1	1/17/2024	Main Checking	10100	Total		\$221.23
Refe	14	TEAM LAB					
Cash Payment	E 100-43100-401	Repairs/Maint Buildings	Cust ID 230302 Torch Ice Melt Crystals				\$264.00
Invoice	INV0039377	1/10/2024					
Transaction	1	1/17/2024	Main Checking	10100	Total		\$264.00
Refe	15	HSA	<u>Ck# 000003E 1/3/2024</u>				
Cash Payment	G 100-21707	Health Savings Payable	Collection Date: 01/03/24				\$1,930.67
Invoice							
Cash Payment	G 100-21707	Health Savings Payable	Collection Date: 01/17/24				\$1,930.67
Invoice							
Cash Payment	G 100-21707	Health Savings Payable	Collection Date: 12/29/24 pulled out acct 01/02/24				\$940.72
Invoice							
Transaction	1	1/18/2024	Main Checking	10100	Total		\$4,802.06
Refe	20	MARCO TECHNOLOGIES LLC					
Cash Payment	E 100-41400-311	Contracts/Professional	Contract Payment & Supply Freight				\$542.60
Invoice	519208607	1/1/2024					
Transaction	1	1/18/2024	Main Checking	10100	Total		\$542.60
Refe	21	FRAZEE-VERGAS PUBLIC SCHOOLS					
Cash Payment	E 100-45500-410	Rentals (GENERAL)	Lake Agassiz Library Lease Oct, Nov, Dec 2023				\$825.00
Invoice							
Transaction	1	1/18/2024	Main Checking	10100	Total		\$825.00
Refe	22	SUNDHEIM WINDOW CLEANING LLC					
Cash Payment	E 100-41400-401	Repairs/Maint Buildings	Monthly Window Cleaning				\$75.00
Invoice							
Transaction	1	1/18/2024	Main Checking	10100	Total		\$75.00

Fund Summary

	10100 Main Checking	
100 GENERAL FUND	\$9,646.90	
200 FIRE FUND	\$124.02	
601 WATER FUND	\$385.55	
602 SEWER FUND	\$588.98	
656 EDA - Downtown Infill	\$8.56	
	\$10,754.01	
Pre-Written Checks	\$4,802.06	
Checks to be Generated by the Computer	\$5,951.95	
Total	\$10,754.01	

Payments – GENERAL FUND

Current Period: January 2024

Payment Batch 01242024GEN1a

\$9,024.00

Refe	24	GREAT PLAINS FIRE					
Cash Payment	E 200-42200-485	Restricted Savings	Final Bill for Utility Box				\$9,024.00
Invoice	7999	1/10/2024					
Transaction	1	1/18/2024	Main Checking	10100	Total		\$9,024.00

Fund Summary

	10100 Main Checking	
200 FIRE FUND	\$9,024.00	
	\$9,024.00	
Pre-Written Checks	\$0.00	
Checks to be Generated by the Computer	\$9,024.00	
Total	\$9,024.00	

Payments – LIQUOR FUND

Current Period: January 2024

Payments Batch 01242024LSEC1

\$9,472.67

Refe	1070	SYSCO NORTH DAKOTA, INC					
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Cash Payment	E 609-49751-210 Operating Supplies			\$204.11
Invoice	295588390 1	1/9/2024		
Cash Payment	E 609-49751-259 Food for Resale			\$592.24
Invoice	295588390 1	1/9/2024		
Transaction 1 /16/2024	Liquor Store	10101	Total	\$796.35
Refe	1071 GIOVANNIS PIZZA			
Cash Payment	E 609-49751-260 Pizza for Resale			\$105.50
Invoice	0301102403	1/10/2024		
Transaction 1 /16/2024	Liquor Store	10101	Total	\$105.50
Refe	1072 FRAZEE FAMILY FOODS			
Cash Payment	E 609-49751-210 Operating Supplies	Limes		\$2.38
Invoice	657851/12/2024			
Cash Payment	E 609-49750-101 Full-Time Employees	Turkey		\$30.38
Invoice	657851/12/2024			
Transaction 1 /16/2024	Liquor Store	10101	Total	\$32.76
Refe	1073 DS BEVERAGES INC			
Cash Payment	E 609-49750-252 Beer For Resale			\$209.31
Invoice	7557261/10/2024			
Cash Payment	E 609-49750-252 Beer For Resale			\$2,974.32
Invoice	7572571/17/2024			
Cash Payment	E 609-49750-254 Soft Drinks/Mix For			\$11.64
Invoice	7572571/17/2024			
Transaction 1 /16/2024	Liquor Store	10101	Total	\$3,195.27
Refe	1076 BEVERAGE WHOLESALERS, INC			
Cash Payment	E 609-49750-252 Beer For Resale			\$638.95
Invoice	3095011/11/2024			
Cash Payment	E 609-49750-252 Beer For Resale			\$223.35
Invoice	3104481/18/2024			
Cash Payment	E 610-49752-252 Beer For Resale			\$23.35
Invoice	3104491/18/2024			
Cash Payment	E 610-49752-252 Beer For Resale	CREDIT Event Center		-\$105.25
Invoice	3095021/11/2024			
Transaction 1 /16/2024	Liquor Store	10101	Total	\$780.40
Refe	1078 BERGSETH BROS			
Cash Payment	E 609-49750-252 Beer For Resale			\$486.70
Invoice	3278971/11/2024			
Cash Payment	E 610-49752-252 Beer For Resale	CREDIT Event Center Coors Light		-\$129.00
Invoice	3278941/11/2024			
Cash Payment	E 609-49750-252 Beer For Resale	Twisted Tea Half & Half		\$27.60
Invoice	3278961/11/2024			
Cash Payment	E 609-49750-252 Beer For Resale	CREDIT Twisted Tea		-\$27.60
Invoice	3278961/11/2024			
Transaction 1 /16/2024	Liquor Store	10101	Total	\$357.70
Refe	1081	ELAN FINANCIAL SERVICES		
Cash Payment	E 609-49751-213 Operating Supplies -	Dollar General Pickles, BB Sauce, Ketchup		\$15.45
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies	AMZN Pizza Saver, Plastic Knives		\$18.11
Invoice				
Cash Payment	E 609-49751-211 Cleaning Supplies	AMZN Swiffers		\$6.39
Invoice				
Cash Payment	E 609-49750-210 Operating Supplies	AMZN Wine Bottle Bags		\$16.10
Invoice				
Cash Payment	E 609-49750-211 Cleaning Supplies	AMZN Swiffers		\$6.39
Invoice				
Cash Payment	E 609-49751-266 Misc for Resale	AMZN Potato Chips, Cheetos		\$30.36
Invoice				
Cash Payment	E 609-49751-210 Operating Supplies	AMZN Straws, Glade Plug Ins		\$36.95
Invoice				
Cash Payment	E 609-49750-210 Operating Supplies	AMZN Ice Bags		\$20.39
Invoice				
Cash Payment	E 609-49751-213 Operating Supplies -	Dollar General Ketchup, Sauces, Pickles, Olives		\$19.80
Invoice				
Transaction 1 /16/2024	Liquor Store	10101	Total	\$169.94
Refe	4 ARAMARK			
Cash Payment	E 610-49752-410 Rentals (GENERAL)	Account #1626321400 Event Center		\$57.06
Invoice	2520052331/16/2024			
Cash Payment	E 609-49751-211 Cleaning Supplies	Account #161630211		\$57.83
Invoice	2520329247	1/18/2024		
Cash Payment	E 609-49750-211 Cleaning Supplies	Account #161630211		\$57.84
Invoice	25203329247	1/18/2024		
Cash Payment	E 610-49752-211 Cleaning Supplies	Account #162631400		\$150.49
Invoice	2520329248	1/18/2024		
Transaction 1 /17/2024	Liquor Store	10101	Total	\$323.22
Refe	6 CITY OF FRAZEE			

Cash Payment	G 609-21707 Health Savings Payable Coll.1/3/24	Reimburse 2 Gen. A.Young HSABank	\$235.18
Invoice			
Cash Payment	G 609-21707 Health Savings Payable Coll.1/17/24	Reimburse 2 Gen. A.Young HSABANK	\$235.18
Invoice			
Cash Payment	G 609-21707 Health Savings Payable HSABANK Coll.12/29/23	Reimburse 2 Gen. A.Young Nov, Dec 2023	\$940.72
Invoice			
Transaction 1 /17/2024	Liquor Store	10101	Total \$1,411.08
Refe	16 TWEETON REFRIGERATION INC		
Cash Payment	E 609-49750-404 Repairs/Maint	Ice Machine Issue	\$107.50
Invoice 142771/15/2024			
Cash Payment	E 609-49751-404 Repairs/Maint	Ice Machine Issue	\$107.50
Invoice 142771/15/2024			
Transaction 1 /18/2024	Liquor Store	10101	Total \$215.00
Refe	17 PHILLIPS WINE & SPIRITS		
Cash Payment	E 609-49750-251 Liquor For Resale		\$876.82
Invoice 67232751/17/2024			
Transaction 1 /18/2024	Liquor Store	10101	Total \$876.82
Refe	18 COCA COLA		
Cash Payment	E 609-49750-254 Soft Drinks/Mix For		\$164.25
Invoice 33174121/17/2024			
Cash Payment	E 609-49751-254 Soft Drinks/Mix For		\$230.00
Invoice 33174121/17/2024			
Cash Payment	E 609-49751-210 Operating Supplies		\$123.00
Invoice 33174121/17/2024			
Cash Payment	E 609-49751-210 Operating Supplies	CREDIT CO2 Tank	-\$75.00
Invoice 33174121/17/2024			
Cash Payment	E 610-49752-210 Operating Supplies	CREDIT Event Center CO2 Tank	-\$150.00
Invoice 33174121/17/2024			
Transaction 1 /18/2024	Liquor Store	10101	Total \$292.25
Refe	19 JOHNSON BROTHERS LIQUOR CO		
Cash Payment	E 609-49750-253 Wine For Resale		\$431.07
Invoice 24646891/17/2024			
Cash Payment	E 609-49750-251 Liquor For Resale		\$485.31
Invoice 24646891/17/2024			
Transaction 1 /18/2024	Liquor Store	10101	Total \$916.38
Fund Summary			
		10101 Liquor Store	
609 MUNICIPAL LIQUOR FUND		\$9,626.02	
610 EVENT CENTER FUND		(\$153.35)	
		\$9,472.67	
Pre-Written Checks		\$0.00	
Checks to be Generated by the Computer		\$9,472.67	
Total		\$9,472.67	

Consent Agenda

RESOLUTION 0124-24A – RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS



P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0124-24A

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR FIRE DEPARTMENT DONATIONS

WHEREAS; the City of Frazee is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS; The Frazee Fire department is a vital necessity for the City of Frazee, surrounding Townships, and Counties; and

WHEREAS; the Frazee Fire Relief Association has generously donated a combination tool to the Frazee Fire Department; and

WHEREAS: It is the desire of the donor to use this donation as the fire fighters need; and

WHEREAS; the City Council is appreciative of these donations and commend the donors for their civic efforts and contributions.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Frazee, Minnesota:

1. that the donations are accepted and acknowledged with gratitude.
2. that the donations will be used for purchase of a combination tool for the Frazee Fire Department

THEREFORE, BE IT KNOWN; Adoption of this resolution this 24th of January 2024 by the City Council of Frazee. With the following voting:

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator

Consent Agenda

RESOLUTION 0124-24B – RESOLUTION FOR SUPPORT AND APPLICATION FOR THE ACTIVE TRANSPORTATION GRANT



P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

Waters Trails Shops Parks

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0124-24B

RESOLUTION FOR SUPPORT AND APPLICATION FOR THE ACTIVE TRANSPORTATION GRANT

Be it resolved that the City of Frazee approves the Trail Project within Wannigan Regional Park and pledges support to manage and oversee funding and operations for AT eligible and AT non-eligible aspects of the project in partnership with Becker County and the Frazee Community Development Corporation (FCDC). The applicant understands this eligibility requirement and has executed this document for attachment to the application.

Be it further resolved that the City of Frazee agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned alternative transportation project.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 24th of January 2024 by the City Council of Frazee. With the following voting:



	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by The City of Frazee on the 24th day of January, 2024.

Stephanie Poegel
City Administrator

Staff Reports

FIRE DEPARTMENT

Frazee Fire Department, January Report – 1/24/24

2023 Year End Calls

Total Calls for the Year: 79

City of Frazee: 20
Burlington Township: 24
Evergreen Township: 8
Height Of Land Township: 10
Silverleaf Township: 4

Mutual Aid Calls for Service – Total 13

Detroit Lakes: 6
Vergas: 3
Perham: 2
Wolf Lake: 1
Lake Park: 1

December 2023 Calls – Total 8

2 – Structure Fires
2 – Motor Vehicle Accidents
2 – Alarm Calls
1 – Lift Assist

December 2023 Training Report

December 13th. – OSHA Mandated training

Upcoming Training

January 17th. – Radio Communications Class and Practical Exercise
January 24th. – Ice Wate Rescue Training
February 21st. – CPR Re-certification

Purchase of New Combination Tool

Total Purchase Price - \$13,810
Credit for sale of Old Jaws System - \$8,000
Total amount due - \$5,810

The Frazee Fireman Relief Association has voted to pay the City of Frazee a Donation for the remaining purchase price of the Combination tool.

Annual Township Meeting

January 31st. at 5pm
Meal will be provided

Staff Reports

EVENT CENTER

Staff Reports

LIQUOR STORE

Staff Reports

POLICE DEPARTMENT

January 2023 meeting

Provide code violations of property by quantity and status: No new violations listed. 401 Lake St S has been sold.

Provide code violations of vehicles by quantity and status: No new vehicles listed.

The above categories have taken a back seat as the weather has changed. We will be working with Larry to keep the cars moving so the city guys can keep the streets nice and clean. A couple parking issues so far.

Report of any vehicle accidents in Frazee: One fender bender in a parking lot.

Report landlord violations and status: One new violation, landlord needs notification; one in appeal is back going to be reopened as the criminal case has been resolved.

Upcoming events for the next month...

Police Calls 2023

<u>Agency</u>	<u>2022</u>	<u>2023</u>	
Audubon PD	76	780	
Callaway PD	508	574	
Lake Park PD	446	364	
Frazee PD	1156	1331	1331/365 = 3.64 calls per day
Detroit Lakes PD	8916	9253	
Becker County S.O.	9596	11,710	

2023 Frazee PD calls received/responded to....

911 Hang Up	21	Abduction/Kidnapping	0
Alarm Related	24	Animal Related	67

Assault	2	Assist	73
Assist Other Agency	19	Attempt to Locate (ATL)	6
Burglary	2	Crimes Against Family	18
City Ordinance Violation	110	Civil Complaint	31
Court Order Violation	6	Civil Process	3
Death	3	Disorderly Conduct	5
Disturbance	24	Domestic	21
Drug Related	4	Extra Patrol Request	2
Fire Calls	10	Fireworks	0
Fraud	17	Funeral Escort	0
Harassment	11	Haz Mat	2
Information Only	42	Juvenile Misc.	27
Liquor Violation	2	Medical	94
Missing/Lost Person	2	Motor Vehicle Crash	25
Motor Vehicle Theft	2	Noise Complaint	7
Overdose	2	Officer Detail	24
Parking Complaint	49	Offender Registration	0
Lost/Found Property	28	Property Damage	19
Pursuit	2	Robbery	0
Runaway	1	Sexual Conduct	8
Shoplifting	3	Snowmobile Related	1
Shots Fired Call	1	Suicide Related	4
Suspicious Activity	75	Theft	19
Threats	13	Trespass	12
Traffic Complaint	70	Traffic Stop	238
Vandalism	8	Motorist Assist	12

Vehicle Unlock	32	Recovered Vehicle	0
Warrant Arrest	4	Warrant Attempt	5
Search Warrant	1	Weapon Violation	0
Welfare Check	46	Vehicle Off Road	5

Here is the breakdown of Calls For Service for the Frazee Police Department. The numbers are a bit higher than 2022 (1156), which is directly related to more traffic stops by our officers in 2023. The majority of call numbers were within a few calls vs. the year prior. The variety of calls that you read about each week are tallied for 2023. Most of these calls are self-explanatory, but I will explain a few so you won't be scratching your heads wondering what these calls are about. Court Order Violations deal with Harassment Restraining Orders (HRO), Orders for Protection (OFP) and Domestic Abuse No Contact Order (DANCO). All of these orders are signed by a judge barring one person from having contact with another or others. The difference between the three are the severity of the issue between the two parties. HRO's are usually for someone bothering a neighbor or family member for example. Usually non-violent and involving some people not getting along. An OFP is signed when there is more of a threat to one of the parties. This can be a result from abuse in the past or present where the two parties need to be kept apart from each other for safety reasons. A DANCO is put into place when there has been a recent investigation and one person is being charged with a crime. The judge signs this order to protect the victim of a crime. These court order violations only go one way. The petitioner files with the court and the paper is served to the respondent. The respondent will have to file their own HRO if they feel they are being harassed.

Crimes Against Families is another number for the Frazee PD. These calls usually involve children's welfare and also the welfare of adults, mostly those listed as vulnerable adults. Frazee PD works very closely with Becker County Human Services (Child Protection) on these cases. All of the cases are cross reported with Human Services and we assist on home visits and initiate a criminal investigation when needed.

Civil Complaints can involve people not getting along and disputing the custody of their children, or people who share property and can't decide who gets what in a break up. Most times the officer does not make a decision as to who gets what, as this is a civil matter not a criminal. If the issue cannot be handled civilly, they need to take matters in front of a judge and let the courts decide.

Officer Detail is sort of a miscellaneous call group with things varying from gas drive-offs to giving someone a ride home to having to break into someone's home because they left their keys inside.

Welfare Checks are basically checking up on people that someone either hasn't heard from in some time or dealing with someone that isn't in their right place according to the caller. These calls can lead to helping someone who is lost, someone who is having a mental crisis, or even finding a deceased person. Some of these calls can be very basic while some can be very unpredictable.

Suspicious Activity calls can be very basic but can be very dangerous too. A report of a vehicle at a park can just be two young people "talking in the backseat". It can also be a person with a felony warrant who does not want to go back to prison and has several weapons with them. One never knows what the call is going to be when it comes out.

I have described a few of the calls in more detail that we handle on a weekly basis. If you have any questions about the calls please feel free to email myself at tyler.trieglaff@frazeeccity.com.

Staff Reports

RESCUE

Staff Reports

PUBLIC WORKS

Staff Reports

ADMINISTRATION

1. General Updates
 - a. **City/Dram Shop Insurance** – Renewal paperwork was submitted at the end of December, waiting on final documents
 - b. **Maple Ave Property** – No new news
 - c. **Garbage Contract** – The contract has been sent to Steve’s Sanitation for signatures
 - d. **OK Lumber Parcel** – Waiting for this to be recorded at the County. Given to City Attorney on 11/13/23.
 - e. **All-n-All Pump Area Property** - 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.
 - f. **Sanders Parcel** - 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.
2. Financials
 - a. December books have not been completed as time has been spent on getting the utility billing system up and running. I’m hoping to get the utility system up and running in the next week or 2 and will then get the December income statements completed.
3. Projects
 - a. **Town Lake Beach** – The completed agreement was sent to Widseth. The DNR has stated that they will need to review our proposed plans and sign off on any adjustments before ensuring we qualify for our funding extension.
 - b. **Wannigan Regional Park** – The park property is now owned by the City! There will be a public meeting in February for Wannigan and the Frazee Community Club. The TAP grant was submitted, I am working with FCDC, Widseth, and CCC on the applications for the ATI, DNR Outdoor and GMRPTC grants. LREC has been contacted to get electricity to the park, there is a bill for getting the transformer in place – this has been invoiced to FCDC for reimbursement.
 - c. **Eagle Lake Park** – No update.
 - d. **East Main Project** – Kris & Chris will present you with the Preliminary Engineering Report for the project. The public hearing will be held in February.
 - e. **Heartland Trail** – No new news
4. In addition to the regular monthly tasks, utility billing and payroll, in November, we processed
 - a. 0 campsite rentals
 - b. 10 pet licenses
 - c. 1 building permits
 - d. 0 rental registrations – 2024 registrations will begin in January/February
 - e. 0 properties inspected – 2024 inspections starting in March

5. State Bonding Request

The Senate Capital Investment Committee completed their tours in November. Several community members have reached out to our local legislators regarding the need. We are hopeful that we are 100% funded in the next bond cycle.

6. Banyon Goals

- a. Vendors are almost done being entered and the utility system is nearly switched over. The end is in sight, and we are ALL excited to cross the finish line!

Old Business

RESOLUTION 0124-24C



Waters Trails Shops Parks

P.O. Box 387, 222 Main Ave. W., Frazee, MN 56544

City Phone: 218-334-4991 | City Fax: 218-334-4992

RESOLUTION No. 0124-24C

A RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted December 27, 2023, a report has been prepared by Ulteig Engineers, Inc., with reference to the proposed improvement of C.S.A.H. 30 (East Main Avenue), between the Otter Tail River bridge crossing and northeast to the south line of Trunk Highway 87 with watermain, sanitary sewer, storm sewer, street and sidewalk improvements; and to improve Rivercrest Drive between East Main Avenue and northerly 400 feet to the end of pavement on Rivercrest Drive with street improvements; and to improve 8th Street SE between East Main Avenue and easterly to the intersection with Cherry Avenue with street improvements; and to improve Cherry Avenue between 8th Street SE and southerly 150' on Cherry Avenue with street improvements; and to improve the alley way one block north of Main Avenue West between 2nd Street NW and 3rd Street NW: and this report was received by the council on January 24, 2024, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FRAZEE, MINNESOTA:

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,635,000.00.
2. A public hearing shall be held on such proposed improvement on the 14th of February, 2024, at the Frazee City Event Center at 6:00 p.m. and the City Clerk-Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 24th day of January, 2024.

THEREFORE, BE IT KNOWN; Adoption of this resolution this 24th of January 2024 by the City Council of Frazee. With the following voting:

	Flemmer	Froeber	Kemper	Rader	Sharp
Aye					
Nay					
Abstain					
Absent					

Mark Flemmer,
Mayor

Stephanie Poegel
City Administrator

Old Business

ORDINANCE 171 – AMENDING CHAPTER 4-1 OF THE FRAZEE CITY CODE

**CITY OF FRAZEE, MINNESOTA
ORDINANCE NO. 171**

**AN ORDINANCE OF THE CITY OF FRAZEE, MINNESOTA
AMENDING CHAPTER 4-1 OF THE FRAZEE CITY CODE**

SECTION 1. PURPOSE:

The City Council of the City of Frazee, Minnesota finds that it needs to update certain regulations pertaining to nuisance parking and storage.

SECTION 2. ADOPTION:

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that Chapter 4-1 of the Frazee City Code is hereby amended to read:

CHAPTER 1: PUBLIC NUISANCES

4-1-6: NUISANCE PARKING AND STORAGE:

- A. Declaration Of Nuisance: The outside parking and storage on residentially zoned property of large numbers of vehicles, materials, supplies, or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it: 1) obstructs views on streets and private property, 2) creates cluttered and otherwise unsightly areas, 3) prevents the full use of residential streets for residential parking, 4) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, 5) decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood, and 6) otherwise adversely affects property values and neighborhood patterns.
- B. Definitions: For the purpose of this section, the following words and terms shall have the meanings, unless the context specifically indicates otherwise:

DRIVEWAY: Driveway shall mean the improved or unimproved place on private property that a vehicle would have to travel over to enter a garage or carport, or to enter a side yard immediately adjacent to a garage or carport, from a designated entry/exit point on a public right-of-way.

MOTOR VEHICLE: Motor vehicle shall be defined as a passenger vehicle, truck, motorcycle, or motorized scooter. The term does not include a bicycle, tricycle, quadricycle, self-propelled scooter, electric personal assistive mobility device, or motorized wheelchair.

RECREATIONAL VEHICLE: Recreational vehicle shall mean that class of vehicles intended for recreational use, including, but not limited to: a motor home, travel trailer, camper shell, cab-over-camper, fifth wheel, tent and camping trailer, boat (whether mounted on a trailer or not), off-highway vehicle, all-terrain vehicle, snowmobile, sand/dune buggy, side-by-side, personal watercraft, golf cart, and go-cart. For enumeration purposes, a recreational vehicle(s) parked on a trailer shall constitute one (1) recreational vehicle.

TRAILER: Trailer shall be defined as any vehicle designed for carrying property or passengers in its own structure and for being drawn by a motor vehicle.

VEHICLE: Vehicle shall mean any motor vehicle, recreational vehicle, trailer, or other vehicle used or intended to be used for the transportation of persons or property, including all property or cargo located within, loaded upon, or attached to any such vehicle.

C. Unlawful Parking and Storage:

1. Nonpermanent Structures. A person shall not park, store, or allow the placement of ice fishing houses, skateboard ramps, playhouses, or other similar nonpermanent structures outside continuously for longer than twenty-four (24) hours in the front yard area of residential property unless more than one hundred feet (100') back from the front property line.
2. Materials. A person shall not park, store, or allow the placement of pipe, lumber, forms, steel, machinery, or similar materials, including all equipment and materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.
3. Motor Vehicles. No more than three (3) motor vehicles per dwelling unit or one (1) motor vehicle for each licensed driver residing at the dwelling unit, whichever total is greater, may be parked or stored anywhere outside on residential property. The maximum number does not include the motor vehicles of occasional guests who do not reside on the property. Motor vehicles parked or stored outside on residential property shall comply with the following requirements:
 - a. Motor vehicles must be owned by a person who resides on that property. Students who are away for school for periods of time but still claim the property as their legal residence will be considered residents on the property.
 - b. Motor vehicles that are parked or stored in the front yard must be on a driveway.
4. Recreational Vehicles and Trailers. No more than a combined total of three (3) recreational vehicles and trailers per dwelling unit may be parked or stored anywhere outside on residential property. The maximum number does not include the recreational vehicles and trailers of occasional guests who do not reside on the property. Recreational vehicles and trailers parked or stored outside on residential property shall comply with the following requirements:
 - a. Recreational vehicles and trailers must be owned by a person who resides on that property. Students who are away for school for periods of time but still claim the property as their legal residence will be considered residents on the property.
 - b. Recreational vehicles and trailers must be parked or stored in the side or rear yards, except as follows:
 - (1) Temporary parking of recreational vehicles and trailers may occur in the front yard, not to exceed forty-eight (48) hours in a seven (7) day period. The recreational vehicle or trailer must be parked at least fifteen feet (15') from any public street, sidewalk, or path.

- (2) If the side and rear yards cannot be accessed, one (1) recreational vehicle or trailer may be parked or stored in the front yard during seasonal usage for a maximum period of three (3) months in a calendar year through the issuance of an administrative parking permit. During the remaining portion of the calendar year, no recreational vehicle or trailer shall be parked or stored in the front yard. The recreational vehicle or trailer must be parked or stored at least fifteen feet (15') from any public street, sidewalk, or path.

SECTION 3. EFFECTIVE DATE:

This ordinance shall become effective following its passage and publication in the official newspaper of the City.

Passed by the City Council of Frazee, Becker County, Minnesota this 24th day of January 2024.

Mark Flemmer, Mayor

Attested:

Stephanie Poegel, Administrator



Request for Proposals (RFP)

Job Classification and Compensation Study

Request for Proposals Date	March 4, 2024
Questions or Requests for Clarification Date	April 4, 2024
All Questions will be Responded to Date	April 11, 2024
Proposals Due Date	4:00 pm, April 30, 2024
City Council Considers Award	May 29, 2024
Project Completion Date	September 30, 2024

For Questions Regarding these Proposal Documents contact:
Stephanie Poegel, City Administrator
City of Frazee
222 Main Ave / W PO Box 387
Frazee, MN 56544
cityadmin@frazeecity.com

March 4, 2024

Dear Consultant:

Enclosed is the background information necessary to provide a proposal for the job classification and compensation system study for the City of Frazee. The City of Frazee has not conducted a thorough compensation review since 2005.

The City of Frazee's objective for the conduct of this study is to review and update the existing job evaluation and classification system to ensure reasonable compensation relationships between the various job classifications, both internally and externally. The end report must conform to the standards for compliance with pay equity, Fair Labor Standards Act as well as all other pertinent laws. **All proposals must be received by 4:00 PM on April 30, 2024.**

Thank you for your consideration. If you have any questions concerning the specifications, etc. please contact me at 218-334-4991 or cityadmin@frazeecity.com.

Sincerely,

Stephanie C. Poegel
City Administrator
City of Frazee, MN

SECTION I. INTRODUCTION AND OVERVIEW

REQUEST FOR PROPOSALS. The City is soliciting competitive proposals for professional services for the review and implementation of a job classification and compensation system that meets all Federal and State Compensation Standards. Sealed proposals will be received at Frazee City Hall, 222 Main Ave W PO Box 387, Frazee, Minnesota, 56544 until **4:00 p.m. on Tuesday, April 30, 2024**. All proposals must be sealed and marked "City of Frazee Classification and Compensation Study Proposal." Any questions regarding the Requests for Proposals must be in writing and addressed to Stephanie Poegel, City Administrator, Frazee City Hall, 222 Main Ave W PO Box 387, Frazee, MN, 56544 or sent via email to cityadmin@frazeecity.com. Questions or requests for clarification of the Proposal documents shall be received by Thursday, April 4, 2024. All questions will be responded to in writing on Thursday, April 11, 2024 and each Consultant who has requested a Proposal package will be provided with a copy of the question(s) asked and City's response. Proposal documents may be obtained from Stephanie Poegel, City Administrator, at the above-referenced address, by telephone at 218-334-4991, or by e-mail to cityadmin@frazeecity.com.

1 BACKGROUND. The City of Frazee is located in Becker County, 10 miles east of Detroit lakes. The City encompasses approximately one square mile and serves 1335 residents. Frazee is a Statutory Plan A city with one (1) full-time city administrator, three (3) full-time department heads and one (1) volunteer department head reporting to the City Council. The departments included in this study are: Administration, Event Center, Liquor Store (on and off-sale) Police and Public Works. The City currently employs nine (9) full-time , nine (9) part time and two (2) seasonal part time employees, approximately 20 paid on call fire fighters, 10 rescue team volunteer members, and 4 regular consultants (e.g., City Attorney, City Engineer, Building Official, Economic Development Consultant).

2 GOALS. The City recognizes the need to periodically review, analyze and update its job descriptions, classifications and compensation systems, and to periodically analyze its pay equity compliance. The goal of this study is to develop a City compensation policy, update the City's existing job classification system, analyze the City's salary ranges to ensure continuing **consistency with the market** and make a recommendation, if necessary, regarding implementation of any recommended changes. The study should also review all aspects of compensation. The study should include the following current positions:

Title	Dept. Head	Employment Status	No. of Staff
City Administrator	Yes	Full Time	1
Utility Billing Clerk	No	Full Time	1
Administrative Assistant	No	Part Time	1
Public Works Superintendent	Yes	Full Time	1
Public Works Assistant	No	Full Time	1
Public Works Operator	No	Full Time	1
Compost Site Attendant	No	Seasonal Part Time	1
Beach Attendant	No	Seasonal Part Time	1
Police Chief	Yes	Full Time	1
Police Officer	No	Full Time	2
Liquor Store Manager	Yes	Full Time	1
Bartender/Retail Clerk	No	Part Time	3
Event Center Manager	Yes	Part Time	1
Event Center Bartender/Server	No	Part Time	4

The process should recognize and incorporate the following elements:

- Evaluating each position utilizing an up-to-date job description. Frazee job descriptions were reviewed and updated for all staff in 2023.
- Compile and analyze highly market comparable communities or private sector businesses providing similar services along with other competitive data such as value and type of benefits. Preference is for the study to compare the City of Frazee to eight to ten other communities or businesses with a minimum of five. "Highly market comparable" is to include factors such as population size, type of services provided, number of customers served and type of facilities managed, number of employees supervised, City or Department budget, complexity of operations or other such factors that can be reasonably compared. **COMPARABLE GEOGRAPHICALLY OR MARKET AREA (DL, PERHAM, LAKE PARK, PELICAN, WADENA)**
- Ensure regulatory compliance with State and Federal rules and regulations.
- Evaluate the City's current pay system and report on its strengths and weaknesses. Recommendations for corrections within the existing compensation structure to achieve internal and external market equity OR provide the City of Frazee with a proposal for a new pay structure and pay plan to meet the goals of internal and external equity.
- Create a transition and implementation plan to make recommended changes.
- Provide necessary tools and information for staff and City Council to manage compensation plan going forward.

4 CONTENTS OF PROPOSAL DOCUMENTS. This Request for Proposals describes the information required from all Consultants and the criteria the City will use in making its decision. It also describes the requirements the successful Consultant will be required to conform to. Acceptable proposals must comply with the provisions under Section II: Elements of Proposal.

5 SUBMISSION OF PROPOSALS. All Consultants shall fully familiarize themselves with the City's Request for Proposals. Consultants will be deemed to acknowledge their familiarity with the entire Request for Proposals packet by virtue of submitting a proposal. A written Addendum will be issued in response to appropriate written questions or requests for clarifications that seek to clarify any material provision in the Proposal documents and are received on or before Thursday, April 4, 2024. In no event shall a Consultant rely on any oral interpretation or representation of City staff in preparing their Proposal.

5.1 If proposals are sent by mail, it is the Consultant's sole responsibility to assure that the City receives the Proposal by the date, time and at the location specified herein.

5.2 The City reserves the right to cancel this Request for Proposals or postpone the date and time for submitting proposals at any time prior to the submittal date and time. The City reserves the right prior to the date for submission of proposals to modify, in whole or part, any portion of this Request for Proposals. Each Consultant who has requested a copy of the Proposal documents shall be notified in writing of any modification to the Request for Proposals. This Request for Proposals does not obligate the City to enter into a contract for the work requested herein. Further, the City reserves the right to reject any and all proposals, to reissue a revised Request for Proposals and to waive any non-material informalities or irregularities in proposals. A non-material irregularity or informality is one where no Consultant will be prejudiced if an informality or irregularity is waived. The ability to waive an informality or irregularity lies solely with the City Council upon a finding by the City Council that the waiver will not materially prejudice any Consultant.

6 CONTACTS WITH MEMBERS OF THE CITY COUNCIL. The City Council desires to make a decision which is in the best interest of the City. To facilitate an objective decision and to protect the integrity of the process, no Consultant or individual on behalf of a Consultant shall contact any member of the City Council to discuss the Request for Proposals.

7 DATA PRACTICES ACT. Any Proposal submitted to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

7.1 Data submitted by a business to a government entity in response to a Request for Proposals as defined in section 16C.02, subdivision 11, are private or nonpublic until the proposals are opened. Once the proposals are opened, the name of the Consultant and the dollar amount specified in the response are read and become public. All other data in the Consultant's response to a Proposal are private or nonpublic data until completion of the selection process. For purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses. After a government entity has completed the selection process, all remaining data submitted to all Consultants are public with the exception of trade secret data as defined and classified in section 13.37. A statement by a Consultant that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the Proposal.

7.2 If all responses to a Request for Proposals are rejected prior to completion of the selection process, all data, other than that made public at the Proposal opening, remain private or nonpublic until a re-solicitation of proposals results in completion of the selection process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the selection process, the data remains public. If a re-solicitation of proposals does not occur within one year of the Proposal opening date, the remaining data becomes public.

SECTION II. ELEMENTS OF PROPOSAL

Section II of this Request for Proposals describes the information each Proposal must contain. The format of the Proposal must follow the numeric order set out below. Each Proposal must address the following:

1 EXPERIENCE. The Consultant should describe their experience compiling, reviewing, analyzing, developing, and presenting a job classification and compensation system that meets Federal and State classification, compensation and pay equity standards for governmental clients, together with the date of such contract, scope of work, and contract price. A Responsible Consultant is an individual or entity which has successfully managed and completed similar projects for Minnesota municipal or state agencies. Submitted Proposals shall propose a project manager for this project, project team members and include resumes of those individual's qualifications.

2 PROJECT OUTLINE. Each Consultant shall include an outline demonstrating the strategy and timeline for completion of the project. The outline shall identify the process for accomplishing completion of each component of the project.

3 SUBMISSION OF PROPOSAL AND PROPOSAL CONTENT. Each Consultant shall submit an original and five (5) copies of its Proposal in addition to an electronic copy. The proposal shall contain the following:

General Requirements

- a) Letter of transmittal showing the consultant's name, address, telephone number and date submitted. The title sheet shall be signed by an officer of the company indicating management's

- approval and support of the Proposal.
- b) Name of project manager as required above.
- c) Qualifications and references as required above.
- d) Outline of Proposal demonstrating strategy for completion of the project as required above.

Time-Cost Section

- a) Quote Sheet identifying proposed not-to-exceed project cost, including any and all labor, materials, fees, licenses, surcharges and sales tax during each of the following project components:
 - 1. Compensation Policy
 - 2. Position analysis
 - 3. Position classification evaluation
 - 4. Labor Market Employers Criteria & Selection
 - 5. Compensation analysis – salaries
 - 6. Compensation analysis - benefits
 - 7. Classification & Compensation system structure
 - 8. System presentation, implementation, and training

4 ALL PROPOSALS MUST BE COMPLETE. Consultants must respond fully and completely to each requirement and request for information to be considered responsive to this Request for Proposal. Failure to provide information requested in this Request for Proposal shall deem the Proposal to be rejected from consideration and non-responsive.

5 INSURANCE. Consultant will be required to keep in force policies of insurance as indicated below. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved.

5.1. PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

5.2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

(a) \$1,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 personal injury and advertising injury

(d) \$1,000,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

(a) Premises and Operations Liability

(b) Blanket Contractual Liability including coverage for the joint negligence of the City of Frazee, its officers, council members, agents, employees, authorized volunteers and the named insured

(c) Personal Injury

(d) Explosion, Collapse and Underground Coverage

(e) Products/Completed Operations

(f) The general aggregate must apply separately to this project/location

5.3 BUSINESS AUTOMOBILE COVERAGE

A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - each accident

B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

5.5 ADDITIONAL PROVISIONS

* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Frazee, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Administrator.

* Notice - NOTE: City of Frazee requires 30 days written notice of cancellation, nonrenewal or material change in the insurance coverage.

* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

6 QUALIFIED AND RESPONSIBLE CONSULTANT AND RESPONSIVE PROPOSAL. For a Proposal to be considered, the Consultant must be found to be a Qualified and Responsible Consultant and the Consultant's Proposal must be found to be responsive to the Request for Proposals. The term "Qualified Consultant" means the Consultant has:

- a. Provided the same or similar services in a satisfactory manner. Same or similar services mean that the consultant has satisfactorily conducted similar evaluation and analysis of position classification and compensation systems of this type and magnitude for other governmental units.
- b. Demonstrated adequate managerial experience and capabilities of persons who will be responsible for project completion.
- c. Each Consultant must submit three (3) references. The references must be able to attest to the Consultants experience and capabilities. The Consultant shall provide the name, address, and telephone number of each reference. If the Consultant is the lowest Consultant, the City will determine through the criteria set forth herein whether Consultant is a Responsible Consultant, including references.
- d. Each Consultant will have met all the terms and conditions of this Request for Proposals.

SECTION III. SCOPE OF WORK

The work to be completed includes providing professional services with integrative support services to develop a City compensation policy, update the City's existing job classification system, analyze the City's salary ranges to ensure continuing consistency with the market, and make a recommendation, if necessary, for implementation of any recommended changes.

1. The scope of work shall include, but not be limited to, the following work products in order to meet the project goals:
 - Evaluation of existing job descriptions, including recommendations to assure compliance with ADA, FLSA, pay equity legislation, and other State and Federal requirements;
 - Evaluation and analysis of each position to determine job value with recommendations for necessary revisions to achieve internal and external pay equity;

- Provide a salary/labor market survey including:
 - Salary details.
 - Benefit details – holidays, annual leave, sick leave, retirement, medical insurance, dental insurance, disability insurance, life insurance, deferred compensation, any other benefits.
 - Analysis of “Total Compensation Package”.
 - Provide recommendations and options for a newly designed compensation system, if needed;
 - Provide a master salary structure while assuring compliance with State pay equity compensation standards;
 - Provide system testing to assure compliance with State and Federal Regulations;
 - Provide recommendations for a process for evaluating requests for reclassification and/or compensation changes;
 - Provide implementation support and maintenance training on the system;
2. Establish and provide concrete schedules for each of the components of the study.
 3. Present findings and recommendations, including written and oral reports and policies at various meetings including City Council.
 4. Provide an itemized fee schedule for work included in the scope of work and a payment plan based on completion of each of the components of the study.
 5. Any deviations from the RFP must be listed in the proposal.

SECTION IV. QUOTE SHEET

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, bonds, taxes, or Surcharges, if any	TOTAL NOT-TO-EXCEED COSTS	Identify any work not included in Total Cost, if any
Compensation Policy					
Position Analysis					
Position Classification Evaluation					
Labor Market Employers Criteria and Selection					
Compensation Analysis - Salaries					
Compensation Analysis - Benefits					
Classification & Compensation System & Compliance Testing					
System Presentation, Implementation & Training					

TOTAL NOT TO EXCEED COST: _____

Proposal Submitted by: _____ **Date:** _____

Signature

Printed Name: _____

Company Name: _____

Appendix A: EVALUATION WORKSHEET

This appendix outlines how proposals will be evaluated.

1. Determine whether consultant is qualified consultant.
2. Determine whether complete proposal packet was submitted.
3. Determine if submitted Project Outline and Timeline are appropriate.
4. Evaluate the ability to update the study for on-going compliance.
5. Determine total consultant hours for project and amount of quote:

TOTAL "NOT TO EXCEED" QUOTE: \$ _____

(Including Consultant hours, sales tax, and additional fees and/or surcharges, if any)

Number of Consultant Hours Required/Provided for Completion of Project: _____

TOTAL COST \$ _____

Addendum

ADDITIONAL CLAIMS