



**City Council – Meeting Agenda
March 2, 2021 – 5:30 P.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Approve the agenda.
4. Consent Agenda:
 - Approve minutes of February 2, 2021.
 - Approve Municipal Maintenance Agreement with Benton County.
 - Adopt Resolution #2021 – 05 Supporting Infrastructure Accountability.
 - Adopt Resolution #2021-04 Approve 2020 Transfers.
 - Adopt Resolution #2021-06 Accepting Donation.
 - Appoint Deb Mathiowetz to the Planning Commission
 - Approve payment of bills.
5. Benton County Commissioner – Scott Johnson
6. Discussion on orderly annexation agreement.
7. Foley Fun Days – Juanita Beauchamp – Request use of streets for June 21-23, 2021.
8. Public Hearing – Zoning Ordinance Amendment – Menu Board Signs
9. Mayor’s Comments & Open Forum
10. Department Reports:
 - Police Department –Katie McMillin
 - City Engineer – Jon Halter
 - Public Works/Fire – Mark Pappenfus
 - Administration – Sarah Brunn
 - Compensation Study
 - Meeting Room Use Policy
11. Old Business
 - Update on wastewater project.
12. New Business
 - Discussion on purchase request of PID 130007602
 - Determine if council interest to sell the property.
 - Close the meeting per Minn. Stat. 13D.05 Subd. 3(c) 13D.05 – discussion on potential land price of PID 130007602.



**City Council – Meeting Agenda
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13. Discussion on purchase of PID 020049300 & PID 020050000.
 - Close the meeting per Minn. Stat. 13D.05 Subd. 3(c) 13D.05 – discussion on potential land price of PID 020049300 & PID 020050000.
14. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – February 2, 2021

The Foley City Council held a regular meeting on February 2, 2021, at 5:30 p.m. at the Foley City Hall.

Members Present: Mayor Gerard Bettendorf, Councilmembers Jeff Gondeck, Rosalie Musachio, and Gary Swanson.

Members Absent: None

The pledge of allegiance was recited.

Motion by Gondeck, seconded by Swanson, to approve the agenda. Motion carried, unanimous.

Consent Agenda

Motion by Gondeck, seconded by Musachio, to approve the consent agenda, which includes the following:

- Approve minutes of January 5, 2021.
- Adopt Resolution #2021-03 Accepting Donation.
- Approve Bridge Agreement with Benton County – 3rd Avenue.
- Approve part-time police officer eligibility list.
- Approve payment of bills.

Amanda Othoudt – Benton Economic Partnership

Amanda Othoudt, the new Executive Director for the Benton Economic Partnership (BEP), introduced herself to the council and gave an overview of her background and experience. She started with BEP in October of last year and oversaw the CARES Program on behalf of Benton County. Statistics – administered over 1 million in county grants in 2020; distributed remaining CARES funds to businesses totaling \$229,248. Remaining dollars were sent back in unspent funds to the county and instead of sending back to the state Benton County asked BEP to distribute the funds again to local businesses. Twenty businesses received funds in the hospitality industry throughout the county. BEP also administered \$20,000 on behalf of the City of Foley. Those CARES dollars went to businesses within Foley. In 2021, BEP is again administering business relief funds for the county. Benton County received more than \$800,000. BEP created a program and communicated it to the community. The deadline was last Friday – 66 applications were received. Othoudt said BP will continue to work on behalf of the county as well as with individual cities assisting with economic development projects. Questions and discussion followed.

Discussion on orderly annexation agreement – options to proceed.

Sarah Brunn gave an overview of where the agreement currently stands with Gilmanton Township. She referred to documents in the council packet and the options/recommendations open to the council on what they could do next. Brunn informed the council she will be attending the township board meeting that night after the council meeting. Brunn told the council she was not sure if the township board will act upon the agreement at their meeting. She asked for up to two council members to come with her to the board meeting. Brunn stressed the best option is still to come up with a mutually agreed upon annexation agreement, but also recognized the city had a lot of investment in getting the agreement signed. Discussion followed. Brunn asked the council if they had anything specific they

would like her to relay to the township board. The council expressed that she should tell the township board that the city is moving forward. The city has to protect that investment. Brunn also reminded the council that it was the township board who originally requested the agreement.

Mayor's Comments and Open Forum

Deb Olson, 600 Dewey St, handed out information for the council and asked to be on the agenda for the April meeting, Olson gave an overview of the parking problem she first brought up to the council in 2008 explaining how cars block her driveway or park in front of her mail box. She also explained that due to cars parked along the street it is very difficult to cross at the intersection of 6th and Dewey Street. She also expressed that in her opinion the city is not in compliance with state parking rules.

Department Reports

Police Department

Chief Katie McMillin gave an overview for the council. The stat report for January showed a total of 280 calls. This included 21 parking tickets for violation of the winter parking ordinance. McMillin reminded the council the winter parking rules are in effect until March 31. There were also 15 medical calls and one burglary – a UPS package was taken from an enclosed front porch. She reminded the council to watch for suspicious activity and to call the police department if something looks wrong. McMillin also shared with the council a letter and certificate received from the Minnesota Post Board that shows the Foley Police Department is compliant with use of force standards and is eligible for Federal grants. McMillin thanked the council for approving in the consent agenda the new hire list. McMillin also updated the council that Jason McDonald is starting training later this week. She also informed the council that there will not be a Fun With Police event in February due to COVID concerns. The new squad car should be ready by April according to Murphy Chevrolet. Questions and discussion followed. McMillin explained that the department is eligible for Federal funds based on the new requirements that went through last year. The department works with the post board to make sure we are always up to date with our training.

City Engineer

Jarod Griffith, S.E.H., gave an update to the council regarding the Hwy 23 project and expansion. They have reached out and started working with MNDot to move the project forward. The engineers are also aware of cement heaving in front of the police department facing the John Street sidewalk. They are in contact with the contractor and will address this spring;

Public Works and Fire Department

Mark Pappenfus director of Public Works did not have any updates for the council regarding Public Works or the Fire Department. He told the council he would give an update on the wastewater project during Old Business.

Administration

Sarah Brunn city administrator gave an update to the council. A copy of the telework policy is in their packet. Nothing has changed - this is just a policy that we'd like added to use outside the pandemic since we have more technology as an intermittent option moving forward. In addition, the COVID Families First Act that offered COVID pay has expired. Brunn asked for the council to approve the

updated telework policy. Motion by Gondeck, seconded by Musachio, to approve the telework policy. Motion carried, unanimous.

Brunn also updated the council on the most recent Personnel Committee meeting regarding personal travel. President Biden's executive order on travel policy affects international travel – not domestic travel at this time. Staff is not recommending any changes to the city's travel policy and will use Federal guidelines. A negative test is needed for international travel in addition to a quarantine. No action is needed from the council at this time. Any city employee who wants to travel domestically may travel. There is a recommendation from the Centre for Disease Control (CDC) to isolate and be careful. We will encourage staff to follow these recommendations, but not mandate like the international travel restrictions.

Brunn also wanted to correct an item from the last meeting. When discussing the lift station replacement project, she had stated that properties within 500 feet of the new water/sewer connection would be required to hook up. The ordinance actually states the requirement comes into play at 150 feet. If things change at the state level, then we would have to follow. Brunn also updated the council that staff would be meeting with Rural Water to discuss the rate study later in the week.

Old Business

Pappenfus gave the council an update on the wastewater project. He is working with Bolton & Menk on the plans for the force main. Everything west of Foley will be the same as previously discussed. Staff is also looking at using the existing golf pond. The Birch pond would be decommissioned. The Broadway lift station is 31-years old and will be combined into one lift station to push out to the golf pond. The pond would act as a holding tank and then the water would be strategically pumped to St. Cloud, keeping track of the number of gallons we send. The lift station at the old industrial park would help push the wastewater to St. Cloud. Staff is meeting with St. Cloud tomorrow to discuss next steps. Discussion and questions followed. Pappenfus said they were on track to have the initial design completed by April. Brunn provided an update on the PSIG funds. The city has qualified but timing is not confirmed. More discussion followed.

New Business

Brunn informed the council that staff is currently working on a state aid highway agreement and that will be on the agenda for the March council meeting. Brunn also directed the council to the last page in the packet. The Foley Area Foundation has requested a donation. A donation is not currently budgeted, but can be discussed. No action was taken.

Discussion on purchase of PID 020049300 & PID 020050000.

At 6:36 p.m. Mayor Bettendorf closed the meeting per Minn. Stat. 13D.05 Subd. 3(c) 13D.05 – for discussion on potential land price of PID 020049300 & PID 020050000.

At 6:44 p.m. the meeting reconvened. Staff was directed to continue discussions.

Motion by Swanson, seconded by Gondeck, to adjourn. Motion carried, unanimous.

Meeting adjourned.

Sarah A. Brunn, Administrator

Agreement No. _____
County Road Maintenance
City of Foley
County of Benton
3yr

AGREEMENT

Made and entered into this _____ day of _____, 2021 by and between the County of Benton, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "County", and the City of Foley, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "City",

WITNESSETH:

WHEREAS, Pursuant to Minn. Stat. § 162.17, Subd. 3, the parties desire to enter into an agreement relating to the routine maintenance of roadways located within the corporate limits of the City, as listed below, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, The parties do agree as follows:

SECTION I

The City will, during the term of this agreement, maintain those portions of County State Aid Highways within the corporate limits of the City listed as follows:

<u>CSAH Number</u>	<u>Termini</u>	<u>Length</u>	
		<u>Miles</u>	<u>(Lane Miles)</u>
4	From T.H. 23 to E. City Limits	0.54	(1.08)
20	From T.H. 23 to CSAH 30 (Main Street)	0.21	(.42)
27	From CSAH 32 to 5th Avenue	0.34	(.68)
30	From CSAH 32 to Broadway Avenue (CSAH 4)	0.34	(.68)
32	From T.H. 25 to T.H. 23	0.69	(1.38)
43	From T.H. 23 to 75 th St. NE.	0.75	(1.5)
Total		2.87	(5.74)

SECTION II

The City shall maintain the aforesaid portions of the County State Aid Highways so as to keep the same reasonably smooth and in reasonably good repair for the passage of vehicular traffic and reasonably free of all obstructions and impediments to traffic. This said maintenance shall include such preventive maintenance services as may be required to preserve the roadway in its present existing condition, shall include but is not limited to:

1. Landscaping and Grassed Areas: Mowing of grassed areas between the aforesaid termini. Landscaped areas within the termini shall be maintained by the City at the City's discretion.
2. Street Lights: Maintenance costs of street lighting shall be costs of the City, including monthly power costs, replacement of luminary burn out and accidental knock down. The city will maintain all of the street lights between the aforesaid termini.
3. Holding Ponds: The city will maintain the mowing of grasses around the Stormwater ponds.
4. Storm Sewer: The city shall periodically clean storm sewer inlets and grit chambers.
5. Locates: The City will be responsible for all locates within the maintenance agreement per lane miles of this agreement.
6. Proper and timely patching, joint repair (crack sealing), street sweeping, rubbish removal, cleaning, and repair of drainage facilities, mowing of grassed areas, and trimming of bushes, trees, and shrubs within highway right-of-way.
7. Provide such services on all bridges carrying vehicular traffic which may be required to insure the safe passage of vehicular and pedestrian traffic during all seasons of the year, such as: removal of snow and ice, sweeping, cleaning drains, bridge delineators and remove snow from bridge sidewalks. Also to provide such preventative maintenance services as may be required to insure the maximum life expectancy of the structures, such as: cleaning bearing areas, cleaning and sealing joints, painting railings, bituminous and concrete deck patching, minor repairs to sidewalk and railings, and minor patching to piers and abutments.
8. Keep the aforesaid portions of County State Aid Highways reasonably free and clear from ice, snow and debris, and undertake proper sanding and/or salting, and hauling of snow when necessary. It shall be the City's responsibility to maintain the fluid traffic lanes to their full width during the winter months within a reasonable period of time following each storm.
9. Provide such services as locating underground utilities per GopherOneCall excavator requests. These underground utilities include City owned water supply and sanitary sewer, all electrical lines associated with street lighting and traffic signals.
10. Furnish all labor, materials, supplies, tools, and other items necessary for the performance of all and any of the work provided for in this agreement.
11. Coordinate access control and permitting through the Benton County Department of Public Works.

SECTION III

All materials used by the City in the performance of the work hereunder shall conform to the requirements of the Minnesota Department of Transportation Standard Specifications for Highway Construction (most recent version) and all amendments and supplements thereto.

SECTION IV

It shall not; however be the obligation of the City under this agreement to do any work which shall consist of extraordinary maintenance, betterment, construction, or reconstruction. In the event that such work is required, the County and the City shall enter into separate agreements which shall specify the type of work to be performed and the division of cost for such work. All requests by the City for such work shall be submitted for approval as soon as possible for inclusion in the budget system. Project funding is frequently a critical factor in the process leading up to actual construction.

SECTION V

The city may partially block said highways within its corporate limits at such times as it becomes necessary for the performance of the services under this agreement, and in cases of emergency where it is required, such highways may be wholly blocked and the passage of traffic thereon prevented by the City. At no time, however, shall the City continue to obstruct the free passage of traffic on said highways for a longer period of time than is reasonably required for making the necessary repairs thereon. The City may also close to travel such streets at such times as it is necessary for the repair or installation of water or gas mains, electric or telephone cables, or sewers, except in cases of emergency, the City shall first give the County ten (10) days written notice before commencing or allowing the commencement of such installation or repairs. However, the City shall not cause any portions of said highways which are to be maintained hereunder to be closed to traffic for any reason other than those above set forth and in no event for a time longer than shall be reasonably necessary, without the expressed written consent of the County Engineer. In the event of the total blocking or closing of any such County State Aid Highways, the City shall provide a suitable and properly signed detour during the entire time of the closure.

The City shall be responsible for proper signing, marking, barricading, and such other warning devices as may be required to adequately protect the pedestrian and vehicular traffic.

SECTION VI

It is understood that all persons working on such highways and bridges are employees of the City or its contractors or agents and are in no way employed by the County, provided, however, that this provision shall not apply to persons employed directly by the County, or by contractors other than the City, engaged by the County. All contractors and agreements made by the City with third parties for the performance of any work to be done under this agreement shall be subject to the terms of this agreement and comply with all state laws and requirements relating to contracts for the construction and maintenance of County State Highways and that a clause to that effect shall be inserted in all such contract.

It is further agreed that the County, its officers, agents and employees either in their individual or official capacity, shall not be responsible or liable in any manner to the City for any claim, demand, action or cause of action of any kind or character arising out of or by reason of the nonfeasance, negligent performance or negligent completion of work or improvements by the City, or arising out of the negligence of any contractor under any contract let by the City for the performance of any of the work provided herein; and the City agrees to defend, save and keep said County, its officers, agents and employees harmless from all damages, including attorney's fees, claims, demands, actions, and courses of actions, including attorney's fees, arising out of the negligence of the City, its officers, agents, or employees.

The City also agrees that any contract let by the City for the performance of any of the work included hereunder shall include clause that will: (1) Require the contractor to hold the County, its officers, agents, and employees harmless from any damages, including attorney's fees, claim, demand, action, or cause of action of any kind or character arising out of or by reason of the negligence of the said contractor, its officers, employee, agents or subcontractors and (2) Require the contractor to provide and maintain sufficient insurance so as to assure the performance of its hold harmless obligations.

Each Party will maintain insurance in amounts consistent with Minn. Stat. Ch. 466.

SECTION VII

The County will pay the City for routine maintenance operations as specified in Section II of this agreement, the amount of: **\$2,500.00 (two thousand, five hundred dollars and no/100)** per lane mile for the year 2021, 2022, and 2023 as set forth in Section I.

On this basis the County will reimburse the City for 5.74 lane miles the total sum of:

\$14,350.00 for the year 2021,

\$14,350.00 for the year 2022,

\$14,350.00 for the year 2023,

Payments under this agreement shall be made on an annual basis and as soon after February 1 of said calendar year as may be possible.

SECTION VIII

The aforesaid County State Aid Highways shall be inspected periodically by authorized representatives of the County to determine the adequacy of the work performed under this agreement. If it is determined by the County that the City is not performing the work described herein under the terms of this agreement, the Board of County Commissioners shall give the City Council thirty (30) days written notice of such non-performance. The City shall have thirty days within which to remedy said complaint. However, if the City feels that it has adequately performed under the terms of this agreement, then the City Engineer and County Engineer shall resolve their difference and mutually agree as to what work needs to be done and how the work is to be performed and upon reaching said agreements by the

respective engineers the City shall perform in accordance to their agreement; provided, however, if the respective Engineers of the parties cannot agree within thirty (30) days of notification to the City then the County may do and perform, or cause such work to be done or performed and may retain from any monies then due to the City under this agreement, or thereafter becoming due, any such amount as is required for the completion of such work. This paragraph shall not be construed to relinquish any rights of action or obligations, of either party, for any breach of this agreement which may accrue during the term of this agreement.

SECTION IX

The City shall comply with all applicable federal and state statutes and regulations as well as local ordinances now in effect or hereafter adopted pertaining to this agreement or to the facilities, programs and staff for which the City is responsible. The provisions of Minn. Stat. § 181.59 and of any applicable local ordinance relating to Civil Rights and discrimination and the affirmative action plan of Benton County shall be considered a part of this agreement as though fully set forth herein.

SECTION X

This agreement shall terminate on the 31st day of December 2023 provided, however, the parties may, by joint resolution, extend this agreement on a year to year basis, or modify the per mile maintenance cost. However, a new agreement shall be executed by the parties if major terms of the agreement are to be changed.

SECTION XI

It is understood and agreed that the entire agreement between the parties regarding its subject matter is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. It is understood and agreed that no failure or delay by either party in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.

(Signatures on Following Page)

IN TESTIMONY WHEREOF, The City and the County have caused these presents to be executed by their respective officers as of the date first above written.

CITY OF FOLEY

SIGNED:

By _____
It's Mayor

Attest: _____
It's City Administrator

Date: _____

Date: _____

COUNTY OF BENTON

SIGNED

By: _____
It's Chairperson of County Board

Attest: _____
It's County Administrator

Date: _____

Date: _____

As to Form and Execution

County Attorney

Date: _____

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA
RESOLUTION 2021 - 05

A RESOLUTION SUPPORTING INFRASTRUCTURE ACCOUNTABILITY

WHEREAS, populations in Minnesota cities are growing statewide; and

WHEREAS, the development and construction associated with that growth are driving the need for road improvements, street oversizing, street redesign, and street reconstruction; and

WHEREAS, municipal statutory authority appropriately exists for fees to support added need for parks, sewer, and water; and

WHEREAS, this municipal authority does not exist for infrastructure development fees; and

WHEREAS, city streets are one of the four major types of infrastructure local government is responsible to provide to protect public safety and health, and city streets represent a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, neighborhood streets are constructed according to city standards by developers; and

WHEREAS, funding sources for larger streets and intersections to support new developments have historically come from infrastructure development fees; and

WHEREAS, the Minnesota Supreme Court found in *Harstad v. City of Woodbury* that no statutory authority existed for these infrastructure development fees; and

WHEREAS, cities should not be forced to make current residents and businesses pay for costs of growth through local taxes but rather by those that are responsible for the growth; and

WHEREAS, cities are finding it difficult to develop adequate funding systems to support needed infrastructure development related to growth while complying with existing state statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for street improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FOLEY that this Council supports legislation that would authorize cities to collect infrastructure development fees to fund municipal street improvements as a necessary component of growth.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 2nd day of March, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA
RESOLUTION 2021 - 04

A RESOLUTION PROVIDING FOR TRANSFERS BETWEEN FUNDS

WHEREAS, in conjunction with closing the books for 2020, transfers need to be accomplished; and

WHEREAS, funds are proposed to be transferred to be incorporated into the equipment and streets funds as budgeted;

WHEREAS, funds are proposed to be transferred from enterprise funds to debt service funds as budgeted;

WHEREAS, funds are proposed to be transferred to provide an interfund loan to the fire department from the expendable trust fund;

NOW THEREFORE BE IT RESOLVED that the Foley City Council hereby approves the following transfer to be incorporated into the 2020 audit report.

1. Transfer \$200,000 from General Fund (Fund 100) to Equipment Fund (Fund 425).
2. Transfer \$50,000 from General Fund (Fund 100) to Streets Fund (Fund 410).
3. Transfer \$20,000 from Water Fund (Fund 601) to 2008 (2012) Refunding Bond Fund (Fund 208).
4. Transfer \$61,000 from Sewer Fund (Fund 602) to 2008 (2012) Refunding Bond (Fund 208).
5. Transfer \$10,000 from Water Fund (Fund 601) to 2015 Bond Fund (Fund 215).
6. Transfer \$10,000 from Sewer Fund (Fund 602) to 2015 Bond Fund (Fund 215).
7. Transfer \$38,000 from Water Fund (Fund 601) to 218 Bond Fund (Fund 218).
8. Transfer \$27,000 from Sewer Fund (Fund 602) to 2018 Bond Fund (Fund 218).
9. Transfer \$160,000 from Expendable Trust (Fund 609) to Fire Fund (Fund 699).

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 2nd day of March, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2021 - 06

A RESOLUTION ACCEPTING DONATIONS FOR THE FIRE DEPARTMENT

WHEREAS, the City of Foley encourages public donations to help defray the costs of the general public of providing services and improve the quality of life in Foley, and

WHEREAS, East Central Energy Trust AKA Operation Round-Up has offered to donate funds for the Foley Fire Department for firefighting and rescue equipment, and

WHEREAS, Minnesota Statutes 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, that these donations are hereby accepted for use by the City of Foley.

BE IT FURTHER RESOLVED that the City extends its sincere appreciation to the East Central Energy Trust AKA Operation Round-Up for its generous donation.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 2nd day of March 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

Bills List - March 2, 2021

Gross Salaries	Payroll - 2/12/21	\$ 29,351.71
EFTPS	Federal Withholding	\$ 5,380.68
MN Dept of Revenue	State Withholding	\$ 1,102.93
State Treas. PERA	PERA	\$ 5,775.90
Nationwide	Deferred Comp	\$ 770.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 55.00
Further	HSA Contribution	\$ 600.00

Gross Salaries	Payroll - 2/26/21	\$ 28,995.98
EFTPS	Federal Withholding	\$ 5,281.84
MN Dept of Revenue	State Withholding	\$ 1,077.77
State Treas. PERA	PERA	\$ 5,694.19
Nationwide	Deferred Comp	\$ 795.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 55.00
Further	HSA Contribution	\$ 600.00

To Be Paid - 3/2/21

Further	Admin Fee & Monthly HSA Contribution	\$ 410.70
RevTrak	January 2021 CC Processing Fees	\$ 705.81
MN Dept of Revenue	January 2021 Sales & Use Tax	\$ 606.00
Arnold's of St. Cloud	Mowing Repair	\$ 12.50
Axon Enterprise, Inc	PD Taser Payment	\$ 792.00
Banyon Data Systems	Utility Billing Software Supports	\$ 1,385.00
Batteries Plus	Fire and Water Batteries	\$ 151.67
Benton County Highway Dept	January PD Fuel	\$ 654.73
Benton Trophy	FD Appreciation Plaque	\$ 12.20
Billings Service	PD Squad Tires	\$ 697.80
Cargil	Street Salt	\$ 7,387.38
Central McGowan	PD Medical	\$ 6.20
Cintas	Uniforms	\$ 204.48
Cloudnet	Server Fee	\$ 10.00
Coborn's	Office Supplies	\$ 87.22
CORE Professional Services	PD New Hire Evaluation	\$ 250.00
Delta Dental	Employee Dental Insurance	\$ 1,092.15
Diamond Vogel	Sewer Elevator Paint	\$ 167.88
East Side Oil Co	Oil Filter Recycling	\$ 90.00
Farm-Rite Equipment of St. Cloud	Bobcat Broom, Snow Equipment Maint	\$ 1,255.93
First National Bank of Omaha	Credit Card Purchases	\$ 1,082.11
Foley Floral	FD Remembrance	\$ 37.58
Foley Fuel & Lumber	Paint and Water Maint	\$ 964.80
Foley Hardware	Street, Tree Care, Shop Maint	\$ 191.84
Galls	PD Uniforms	\$ 47.99
Handyman's Hardware	FD Maint & Repairs	\$ 7.53
Hawkins	Water Chemicals	\$ 1,457.82
Hoisington Koegler Group	Foley Land Use Plan - Other Capital Impr.	\$ 1,500.00
Foley Medical Center	New Employee Physical	\$ 404.00
Marco	Council Chamber Technology Repair	\$ 112.50
MarTeck	City Hall Supplies	\$ 332.00
Midway Iron & Metal	FD Building Maint	\$ 36.96
MN Dept of Health	2021 Quart 1 Water Permit	\$ 2,201.00
MN Dept of Labor & Industry	Pressure Vessel	\$ 10.00
MN State Fire Dept Association	Fire Department Subscriptions	\$ 161.00
MN GFOA	2021 Membership	\$ 70.00
MN Hwy Safety & Research Center	FD Driver Training	\$ 275.00
Municipal Emergency Services	FD Equipment	\$ 282.72
Murphy Chevrolet	PW Vehicle Maint	\$ 213.68
New Frontier Services	Website Services	\$ 65.00
Quest Diagnostics	PD New Employee Lab Tests	\$ 63.67
Rinke Noonan	Orderly Annexation Legal	\$ 146.00
RMB Environmental Laboratories	Sewer & Water Testing	\$ 287.00

Robert McCoy	Additional Arts Mural Grant Costs	\$	16.64
RWB Emergency Lighting	2021 PD Squad - Capital Improvement	\$	2,355.87
Short Elliot Hendrickson	Hwy 25 Trail, Sewer, Water, & General Engineering	\$	7,982.00
Staples	Office Supplies	\$	85.14
Star Publications	January Publications, Benton Cty News Sub.	\$	433.76
Sun Life Assurance Co	Employee LTD Insurance	\$	192.17
Titan Machinery - Rogers	Snow Equipment Repair	\$	1,635.50
US Able Life	Employee Life Insurance	\$	201.50
Verizon Wireless	Cell Phones & Trail Cameras	\$	372.86
Wex Bank	Public Works Fuel Purchases	\$	161.06
Xcel Energy	Utilities	\$	7,056.57
Ziegler CAT	Snow Equipment Repair	\$	277.06
		\$	132,235.98

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 454

AN ORDINANCE AMENDING THE CITY OF FOLEY'S ZONING ORDINANCE
RELATING TO MENU BOARD SIGNS

WHEREAS, the City of Foley wishes to amend its Zoning Ordinance by making revisions to Sections 4 and 8 of the Zoning Ordinance; and

WHEREAS, the City of Foley issued a public hearing notice regarding this ordinance amendment on February 16, 2021, and held said public hearing on March 2, 2021.

NOW, THEREFORE, the City of Foley ordains as follows:

Section 1. The following addition shall be made to Section 4 of the City of Foley's Zoning Ordinance:

Subdivision 2: DEFINITIONS

1. Menu Boards: A sign erected as part of a drive-thru facility and used to display and order products and services available in and associated with the drive-thru business. Menu boards are to be placed in a manner and with a font size to only be viewed from a drive-thru lane. A maximum size of 32 square feet applies to all menu boards.

Section 2. The following addition shall be made to Section 8, Subdivision 17, of the City of Foley's Zoning Ordinance:

Subdivision 17: SIGN STANDARDS FOR CENTRAL BUSINESS DISTRICT

1. Freestanding menu boards for drive-thru businesses are exempt from freestanding sign total aggregate area calculations but are subject to permitting and other zoning requirements.

Section 3. The following addition shall be made to Section 8, Subdivision 18, of the City of Foley's Zoning Ordinance:

Subdivision 3: SIGN STANDARDS FOR HIGHWAY BUSINESS AND INDUSTRIAL DISTRICTS

1. Freestanding menu boards for drive-thru businesses are exempt from freestanding sign total aggregate area calculations but are subject to permitting and other zoning requirements.

Section 4. Summary Publication.

At least four-fifths of the City Council's members direct the Administrator to publish only the title and a summary of this Ordinance as follows:

"ORDINANCE AMENDING SECTIONS 4 AND 8 OF THE CITY OF FOLEY'S ZONING CODE.

The ordinance amendment incorporates a definition and regulations of menu boards.

Approved this 2nd day of March, 2021.

ATTEST:

Gerard L. Bettendorf, Mayor

Sarah A. Brunn, Administrator



paul|NESS
Public Sector HR Consultant
paul-ness@live.com
(651) 238-0464

February 23, 2021

Job
Descriptions

The Honorable Gerard Bettendorf
and Esteemed Council members,
CITY OF FOLEY, MINNESOTA

Job
Evaluation

RE: Compensation Study

Dear, Mayor Bettendorf and Council members:

Pay/Step
Structures

I am pleased to offer my professional services to conduct a classification and compensation study for the City's full-time, part-time, and seasonal positions. While reading the proposal, I hope you will be able to recognize the enthusiasm I have for my work and the experienced professionalism I will bring.

Pay Equity
Compliance

I want to keep this cover letter short, so I'll highlight three items:

Personnel
Policies

- Compensation is my area of expertise and **CLASS & COMP** studies represent the vast majority of my work
- The State Job Match List is the City's adopted job evaluation system, which I have used extensively for twenty years
- For me, education is as important as the information and that includes both the client and the consultant

Performance
Management

Please let me know of any need for clarification or additional information. I will be responsive to any changes in the project's scope that still preserve the project's integrity.

Hiring
Assistance

I look forward to hearing from you.

HR Advice/
Information

REGARDS,

/s/ *Paul N. Ness* [sent electronically 2/23/2021]

Paul N. Ness



Classification & Compensation Study

for City of Foley's Workforce¹

Submitted by: Paul N. Ness,
Public Sector HR Consultant

paul-ness@live.com
(651) 238-0464

¹Based on full-time job classes and positions

I. Summary

Thanks for giving me the opportunity to submit a proposal. If selected, I look forward to offering my expertise and experience to provide the City with quality information that helps guide the Council's pay (i.e. salary & wage) setting and certain other compensation decisions.

Given a favorable notification, I will immediately commence work to complete this study in a timely manner with these steps:

- Review existing job documentation
- Provide for employee input and participation via questionnaires and/or interviews (based on Council's choice)
- Prepare new job descriptions
- Review existing job evaluation hierarchy
- Review existing base pay system
- Review, research, & analyze market data & information
- Prepare an internal [Job Classification] structure
- Prepare a city-wide pay or step structure
- Review compliance with LGPEA¹ requirements
- Provide final documents to support Council decision making

¹ LGPEA = Local Government Pay Equity Act

II. The Project

The project will consist of four major phases:

1. Data Collection and Information Gathering
2. Review, Research, and Analysis
3. Preparation of [Draft] Work Products
4. Preparation of Final Project Deliverables

II. The Project (cont.)

PHASE ONE: Data Collection and Gathering

Most importantly, this phase can provide regular employees and supervisors with opportunities to ask questions and provide input on their own positions and the positions they supervise.

For the job analysis interviews, I plan to schedule 45-minute to one-hour time blocks, so the opportunity is there for me to gain a good understanding of the City's regular positions—as they are actually performed—by current incumbents; and for the employee(s) to ask questions and raise any concerns. If completed, I will get back questionnaires that target some key job characteristics that are not necessarily covered in the interviews. And, follow-up phone calls with employee and/or supervisor can be used to seek any clarification or additional information that is needed.

During the same on-site visit, I can meet with the Mayor or Personnel Committee to listen to whatever the members want to highlight, respond to any of their questions, and talk about project specifics.

For the “avalanche” of internal information I like for my work, I will send an email request to the City Administrator. The vast majority of information I ask for is located in existing documents that are digitized and can be sent as attachments via a reply email. A couple of items will require a spreadsheet of mostly, readily available data.

In regard to the external (i.e. relevant market) information, I will review a lot of readily available statistical data including the League's salary & benefit survey¹, city-related reports from various state agencies, and relevant information from other sources. An email survey (prepared by me, sent by the City Administrator) will be sent to selected cities within Foley's geographic area. This “survey” will be more of a request for information because I like getting the source documents.

¹This proposal assumes I will be able to use the City's access to LMC's salary & benefit survey database. (If access is not available, I should have usable “queries” of interest available from my work with other cities.)

II. The Project (cont.)

PHASE TWO: Review, Research, and Analysis.

This is the phase where I do all of my work sorting through all of the internal and external data & information.

Base Pay Review. In regard to the market pricing for base pay purposes, my process is to absorb without making any pre-judgements. I will focus on good benchmark jobs, but I do like to review available data on all jobs/positions even if the data will not be determinative in any structure I prepare. I will use descriptive statistics and regression analysis (when useful).

Note: In regard to other cities' data I primarily focus on their pay structure's pay range minimums and maximums. Additionally, I am interested in potential comparisons based on the various structural elements: including midpoint differentials, range spreads, number and size of steps, years-to-maximum, and the pay structure's anchor and ceiling points. Of course, not all pay measures examined determine the pay ranges I design. Quality benchmark jobs are of particular interest and their pay rates represent primary factors used in the structure's design.

Other Forms of Direct Pay. If the Council is interested, I can examine various types of discretionary direct pay that are used by cities. These include both "premium" pay and "additional" pay—items which represented employees are keenly interested in and councils are curious about. I also review the City's personnel policies and CBAs for any exceptional or noteworthy items and offer remarks for the final report or during any in-person presentation to the Council or Personnel Committee or City Administrator as deemed appropriate.

Indirect Pay/Benefits. A review of benefits per se is not included in this proposal. I believe that the major ones of medical (health & dental), paid leave (vacation/sick/personal/holiday), and [fill in the blank] can be compared just as easily in-house and so many of the other ones vary so widely that it really comes down to a policy and budgetary choice on the part of the Council or is, of course, driven by negotiations with represented (i.e. unionized) employees.

When I'm satisfied with my analysis, I prepare draft documents.

II. The Project (cont.)

PHASE THREE: Preparation of [Draft] Work Products

My draft work products will include draft job descriptions, a draft job evaluation hierarchy (given any re-evaluations), a draft internal [Job Value] structure, and a primary draft pay/step structure (& optional pay/step structures if needed). These items will be provided to the Personnel Committee for review and preliminary approval via email. An optional on-site meeting could be used to personally present my work to this point. The job evaluation hierarchy is a simple listing of job/position titles and their point ratings. I prepare a hierarchy first for reasons of objectivity and equity. The internal structure is a supporting structure to the pay or step structure. The internal structure shows the groupings of jobs, by title, into pay grades along with each grade's associated point range. The pay or step structure will specify either open or "stepped" pay ranges for each pay grade. An implementation schedule is not prepared at this point because these draft items are being prepared and reviewed without consideration of current employees.

PHASE FOUR: Preparation of Final Project Deliverables

Given the Personnel Committee's go-ahead, I will prepare final draft documents that include a report, a recommended internal structure, a recommended step structure. A sample implementation schedule, used for placing employees on the new step structure, can also be prepared. The Personnel Committee can have one final opportunity for review. After the Committee's approval, the final report and final-version documents will be readied for the Council. And, I will be on-site when this final meeting is scheduled to discuss project results in person.

A NOTE ABOUT CONSULTANT/CLIENT INTERACTIONS

Our communications are important to me. During projects like this, I enjoy my client's input and feedback...and questions too! A mutual exchange that is based on transparency and trust is best. On-site meetings, phone calls, and emails will all be put to good use to promote good communications and a successful project.

III. Consulting Philosophy

I strongly believe in objectivity and impartiality and strive to use them as guiding principles in my work. My best assurance in this regard is to simply state that I believe these goals will be met and satisfied based on who I am professionally—which goes to my training and experience and how I perform my work.

While I thoroughly enjoy engaging with employees, supervisors, and elected officials during these projects, I am particularly focused on bringing you sound and reliable information that was sought out as an objective third party.

Note: Most employee input/participation occurs early on in the project. Other opportunities, beyond what's specified, for employee input and participation are left to the City's discretion. Sometimes the dynamics of the project itself might indicate the need for, and underscore the appropriateness of, other meetings, exchanges, etc. Please note my proposal does not include meeting separately with bargaining unit representatives. I work as the City's representative, but I do realize the significant influence of labor unions in establishing compensation, making changes to pay or benefits, and in implementing a new program, so I recommend we stay alert to the informational needs of the various stakeholders involved.

IV. Proposer's Qualifications

I have been a public-sector HR consultant most of my working life and mostly helping Greater MN cities during that time. I did that first under an S-Corporation, after leaving the League; and now as a sole proprietor under my own name. My education and other training have supported my professional and personal interests in HR and government. I enjoy my work and I hope it will show.

My specific expertise and experience in conducting classification and compensation studies is significant because these represent the vast majority of my consulting engagements. I consider compensation my area of expertise with a particular focus on job classification/job documentation, job evaluation, and pay/step structure design.

V. Pricing

Project's Base Cost: \$3,830*

Includes... all professional time including interviews

Does not include... On-sites: \$548.65 [Two (2) required: one for employee interviews, one for presentation to the Council]

When responding please indicate a choice on the specific items below if you would like either or both included.

Optional On-site Meeting with Personnel Committee
to review preliminary results (priced at \$326.65)

Review of Other Forms of Direct Pay (priced at \$555.00)

VI. Additional Work (Examples of Optional Services)

*My rate is \$111 per hour; but I very reasonably estimate billable time for items of hourly assistance for a current client, particularly when I'm already knowledgeable about most of the information I would be using.

1. Additional meetings (with a possible 4th on-site meeting offered at a lower price based on professional time and a modest trip charge).
2. Any additional analyses or preparation of summary/supporting information not already included in work products or deliverables
3. Any review & analysis of major and/or minor benefits
4. Work on any related governance documents such as ordinances, resolutions, policies, etc.
5. FLSA Classification Reviews or Affirmation of current *Exempt* statuses
6. Additional pay equity compliance checks

VII. References

Theresa Martinson, *Administrator-Clerk/Treasurer*, City of COOK

Phone: (218) 666-2200

Email: theresa@cookmn.us

Jeff Holsen, *Clerk-Administrator/Treasurer*, City of ELBOW LAKE

Phone: (218) 685-4483

Email: cityhall@runestone.net

Adam Swann, *Clerk-Administrator*, City of CALEDONIA

Phone: (507) 725-3470

Email: caledoniaclerk@acegroup.cc

Beth Wussow, *Clerk-Treasurer*, City of PARKERS PRAIRIE

Phone: (218) 336-5006

Email: ppcity@midwestinfo.com

The Honorable Al Yoder, *Mayor*, City of MOTLEY

Lacey Smieja, *Clerk-Treasurer*, City of MOTLEY

Phone: (320) 630-9315

(218) 352-6200

Email: motleymayor@gmail.com

Email: cityofmotley@brainerd.net

The Honorable Sarah Schroeder, *Mayor*, City of SPRING GROVE

Phone: (507) 498-5399

Email: srahahui@gmail.com

Foley, Minnesota



CITY OF
FOLEY

Welcoming You, Welcoming the Future

Proposal for Classification and Compensation Study

December 28, 2020



DDA

Human Resources, Inc.
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320
www.ddahumanresources.com

**DDA**

Human Resources, Inc.
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
(612) 920-3320
www.ddahumanresources.com

December 28, 2020

Ms. Sarah Brunn
City Administrator
City of Foley
251 4th Avenue North, PO Box 709
Foley, MN 56329

RE: Proposal for Classification and Compensation Study

Dear Ms. Brunn:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the City of Foley. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, staff members assigned to your study, a detailed description of services to be provided and various levels of project scope per market analysis. We understand that you have 8 positions, and all options are priced as follows:

1. Market Analysis with calibration and new pay plan: \$3,500
2. Market Analysis with Design of New Pay Plan, Calibration, and Implementation Options: \$4,650
3. Complete Classification and Compensation Study: \$8,100 or \$6,700 (without re-writing job descriptions)

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government and we know first-hand the challenges of managing public sector compensation. This helps us deliver to you practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid, one you understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing a full-service program to maintain classification and compensation systems – and we find that over half of our study clients now opt for this ongoing service.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,

David P. Drown, President
DDA Human Resources, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410
david@daviddrown.com

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner.

DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and classification and compensation studies. We also staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2015, we have completed over 40 separate classification & compensation studies for clients ranging from cities with 4 employees to counties with 150 job titles and 500 employees.

All our professional employees come to DDAHR from successful careers in city and county government. We think this practical experience sets us aside from other compensation consultants, and we know it helps us deliver a study that is not only technically sound but also practical, useful and understandable. We strive to deliver services the way you want to see them.

OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin – Department Head and Project Team Leader

Tessia heads the compensation and classification (C&C) services area of DDAHR. She will be the manager and primary contact for this study. Over the past two years, Tessia has served as lead analyst on over 20 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning.



Mark Goldberg, MA-HRR – Principal Consultant providing Technical Support

Mark Goldberg is a Principal Consultant with the firm. Mark will provide backup support to Tessia. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country. He has a master's degree in Industrial and Labor Relations from Cornell University and a bachelor's degree in



Human Resource Administration from Muhlenberg College.

David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties in the region.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Gary Weiers

Gary manages the overall operations of DDAHR, and he also heads our executive recruitment section. Gary joined DDA in 2013 after 11-years as the Administrator of Rice County. Earlier in his career, he held social service manager positions in Rice, Mower and Sherburne Counties. Gary received a bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

Roxanne Chmielewski

Roxanne has over 32 years of experience as Human Resources Director for three Minnesota Counties with the last twenty years managing the Human Resources and Labor Relations functions for Sherburne County, a metro ring county with over 600 employees and ten bargaining units. She retired in 2015 and continues to work as a consultant to several counties and cities in Minnesota. Roxanne remains committed to providing local government with professional and effective HR expertise. This commitment was recognized by her peers as she received the Outstanding HR Professional of the Year award from the MN Counties Human Resource Management Association in 1998 and again in 2011. She also received the Make a Difference award from the National Public Employer Labor Relations Association in

2012.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES – CLASSIFICATION AND COMPENSATION STUDIES

Reference #1:

City of Victoria, Minnesota

Contact:

Gwen Campbell, Communications and HR Manager
952-443-4230

gcampbell@ci.victoria.mn.us

Contract dated:

May 15, 2019 – completed October 2019

Scope of Services:

This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA's JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 "spotlight communities", evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA's ongoing service program.

Reference #2:

South Lake Minnetonka Police Department

Contact:

Michael Meehan, Chief
952-474-3261

MMeehan@southlakelp.com

Contract dated:

January 24, 2019 – completed June 2019

Scope of Services:

South Lake Minnetonka Police Department is a joint powers organization that provides police services to the communities of Excelsior, Greenwood, Shorewood and Tonka Bay. We were retained to provide a market wage and benefit analysis of all positions – with a special focus on the police officer, police sergeant and lieutenant positions. Due to the complexity of police wage benefit packages and reported distrust of the data collection process, DDA collected and utilized data from actual signed union contracts as the source of comparative information. We recommended changes to their current pay plan that provided the desired position in the wage market, and which created meaningful promotional ladders internally.

Reference #3

Benton County, Minnesota

Contact:

Johanna Mattson, HR Director
jmattson@co.benton.mn.us
320-968-5005

Contract Dated:

October 2020 – to complete 2021

Scope of Services:

DDA was engaged to complete a classification and compensation study for more than 100 position descriptions. We are currently in labor negotiations with client.

Reference #4	Freeborn County (Albert Lea)
Contact	Candace Pesch, HR Director 507-377-5241 Candace.pesch@co.freeborn.mn.us
Contract Dated:	April 2018 – completed December 2018
Scope of Services:	<i>This is an example of a client engagement that evolved over time. The client had not completed a study in 20 years and the previous study resulted in lack of trust and anxiety. They were hesitant to suffer a repeat of the experience. We agree to approach the work with them gradually, and in a step by step manner. We started with a market analysis of all existing job titles to initially determine how they were positioned in the market. Once this was completed and went well, we moved on to working with employees and managers to rewrite old and outdated job descriptions. Once these were done, we then proceeded to reclassify the job titles and to evaluate needed changes in their salary plan. Freeborn County has enrolled in ongoing services, and remaining work will be systematically completed under that program.</i>
Reference #5	City of Golden Valley
Contact	Kirsten Santelices, HR Director 763-593-3989 ksantelices@goldenvalleymn.gov
Contract Dated:	Currently working with to complete by June 1, 2020
Scope of Services:	<i>This is an example of a market analysis for a client with updated job descriptions. We included our Position Analysis Questionnaire (PAQ) to help us understand the job and evaluate in our Job Evaluation Tool (JET).</i>

City Classification and Compensation Study Clients

Brainerd	Gaylord	Mahnomen	Pillager
Breezy Point	Glyndon	Mantorville	Rockford
Cannon Falls	Golden Valley	Mayer	Rockville
Crosby	Granite Falls	Medford	Royalton
Deerwood	Howard Lake	Minneota	Staples
Detroit Lakes	Hoyt Lakes	Morristown	St. Paul Park
Dundas	Kasson	North St. Paul	Victoria
East Grand Forks	Lake Elmo	Olivia	Waverly
Fairfax	Lakefield	Pequot Lakes	Zumbrota
Fridley	Lake Park	Pierz	

County Classification and Compensation Study Clients

Benton County	Mower County
Big Stone County	Murray County
Chippewa County	Rice County
Clay County	Rock County
Dodge County	St. Louis County
Fillmore County	Swift County
Freeborn County	Wadena County
Houston County	Waseca County
Hubbard County	Yellow Medicine County
Martin County	

Other Government Entities Classification and Compensation Study Clients

Brainerd Utilities	Rice and Steele 911
Counties Providing Technology	South Lake Minnetonka Police Dept
East Grand Forks Utilities	Tri-Cap
Mower Soil/Water Conservation	Mn Prairie County Alliance

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

- You need compensation and benefits to be sufficiently competitive to hire, retain and motivate qualified workers.
- You must maintain internal pay relationships that satisfy the State's pay equity requirement of equal pay for equal work.
- You must remain in control of the process, to assure final recommendations strike a proper balance between wages/benefits and available resources.
- You need the study to be a positive process, that is open and fair to all employees, managers and unions.

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.

PROPOSED SERVICES

Per our e-mails and conversation, we understand the City is currently looking for a market analysis for its 8 positions.

Option 1: Complete Classification and Compensation Study

Introduction and Project Orientation

We begin our work with you with an initial staff-level meeting, to start to get to know each other and make sure we all understand the expectations and the process of this study:

- We will conduct an Initial Project Meeting with management and/or your designated Project Team, to discuss/confirm the scope of the planned study, its procedures, methods, intended outcomes and timeline.
- We will discuss the type of written materials to be used and provided to managers, supervisors, and employees. Our process includes a great deal of communication therefore we will discuss the Project Team's preferred communication style with employees. In addition, we will provide explanatory material to help define our methodology. All our clients are unique, and our approach to achieving end results will match your organization.
- We will discuss any related details that are identified by management or the Project Team.

Employee Kickoff Meeting

We believe in transparency and suggest our clients have a department head and employee kickoff meeting. We present to both groups to explain the process, scope of the project, timeline, and expectations. We customize all communications for the client's culture, but we are willing to come out to do a final presentation to clients. In addition to group meetings, we recommend interviews, if needed to update job descriptions.

Job Description Review and Updating

Our first major task is to make sure that you have job descriptions that fully and accurately describe the actual job duties and requirements. This is a very important starting point of the study since all actions that follow depends upon complete and accurate job descriptions.

- We will review your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements, or to provide additional information that is needed to support the job classification system you decide to use.
- In the unlikely event job descriptions require significant updates, we are prepared to lead the process to collect the required information and revise or rewrite them. That process usually works like this:
 - A position description questionnaire (PDQ) is distributed to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
 - Based upon the information on the PDQs, the job description for each position is updated or rewritten.
 - Employees and supervisors are asked to review the new job descriptions, and there is a controlled process to appeal the descriptions before they are finalized.
 - Job descriptions are finalized and approved.

Job Classification

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed and satisfied with the state match system, we can keep it and use it moving forward. That is a decision we will make together. If you decide to change systems, we will offer DDAHR's job evaluation tool (JET) methodology to evaluate all city jobs on six criteria:

- Qualifications What level of education and experience is required?
 - Decision Making What level of decisions does this position make?
What is the impact of these decisions on the organization?
Does this position require leadership, make policy, establish strategy?
 - Problem Solving What is the nature of problem solving in this job?
Are problems technical, interpersonal, or managerial?
 - Relationships What are the internal and external working relationships?
Is teamwork required? Is the job dealing with customers?
Is this job positioned to impact morale, culture, and reputation?
 - Effort What level of mental and physical effort is required?
Is the job subject to physical and mental fatigue? How frequently?
 - Conditions/Hazards What are the environmental working conditions?
Is the risk of injury or illness? Is a lot of travel required?
Does the position involve demanding interactions with the public?
- We will assign each position is assigned a numeric score, which reflects the relative importance of the job to the organization.
 - We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
 - We will provide staff with materials to communicate results to employees.

Wage/Labor Benchmarks and Market Pricing

The next step in the process involves looking outside of your organization to see what wages and benefits are offered to their employees.

- We will work with your Project Team to determine an appropriate group of comparable "benchmark" entities to achieve an adequate sample size and a meaningful comparison. These "benchmark organizations" are typically cities that are like yours and/or other organizations with whom you compete for employees. Although we know that you compete with private sector organizations for employees, obtaining reliable private sector information is very difficult in most cases.
- We will collect detailed wage information on all jobs that you have in common with these communities. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs that is designed to clearly show how Victoria's pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- We will work with you to design and administer a targeted benefit survey to address specific benefit areas of interest to you

Update or Design a New Pay Plan

- We will work with Project Team to provide recommendations and options for either an adjustment of your existing compensation plan, or to install a replacement plan that is more consistent with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within the organization as well as the level of competitiveness you desire with the external market.
- We will provide system testing to assure that any option considered will comply with the State's pay equity standards and Federal compensation standards.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider the City's budget constraints.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate.

Final Report

- Prepare final documents for this study, including presentation, policy, guidelines, and procedures for administration.
- We will make a final presentation of our report and findings to the City Council.

Complete Classification and Compensation Study: \$8,100

Classification and Compensation Study without updating job descriptions: \$6,700

Option 2: Market Analysis; New Pay Plan Design with Calibration; Implementation Options

This includes all work listed above in Market Analysis and Market Analysis with Design New Pay plan and Calibration and the following:

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider the City's budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Market Analysis with New Pay Plan Design/Calibration Pricing/Implementation: \$4,650

Option 3: Market Analysis with New Pay Plan Design and Calibration

This includes all work listed above in Market Analysis and the following:

- We will provide a recommendation and option for an adjustment of your existing compensation plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Market Analysis with New Pay Plan Design/Calibration Pricing: \$3,500

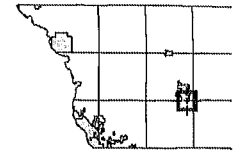
STANDARD FEE FOR SERVICES

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write a new or revise job description \$200per position
- Classify a job description provided by client \$150 per position
- Hourly rates:
 - Professional \$200 per hour
 - Technical Support \$150
 - Clerical \$100



Overview



Legend

-  Parcels
-  Highways
-  County Roads
-  Roads

Parcel ID	130007602	Alternate ID	n/a	Owner Address	CITY OF FOLEY
Sec/Twp/Rng	36-037-029	Class	958 - MUNICIPAL PUB-OTHER		251 4TH AVEN
Property Address	12701 55TH ST NE	Acreage	2.22		PO BOX 709
	FOLEY				FOLEY, MN 56329
District	FOLEY				
Brief Tax Description	Sect-36 Twp-037 Range-029 2.22 AC E 339.11 FT OF S 261 FT OF SW 1/4 SW1/4 & W 32.89 FT OF S 261 FT OF SE1/4 SW1/4				
	(Note: Not to be used on legal documents)				

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Developed by  **Schneider**
GEOSPATIAL

To Whomever it May Concern,

It is the intention of Alan Pekarek and Heidi Schwartz to acquire a Property located within City Limits of Foley, MN. Property is: Parcel ID 130007602 Property Address 12701 55th St. NE. Sec/Twp/Rng 36-037-029. *It is our understanding that this lot has been abandon for quite some time and it could be in the best interest of The City of Foley to allow the property to be secured in a sales transaction to the above-named parties.* 2020 estimated market value of Benton County is \$31,500, with no current taxes being paid. We would like to offer \$31,500 to acquire and build on the property.

Alan Pekarek is the owner of Stone Creek Golf course, and Heidi Schwartz is the Clubhouse Manager, together they have 9 Children, 7 of which are School Aged Children. Stone Creek and The City of Foley have done land transactions in the past, and even though this is not Stone Creek purchasing the land, it is the Owners intention to build permanent residence at the location mentioned above. Allowing the owner to build on the above-named property helps Stone Creek and The City of Foley avoid issues if another owner should acquire the property and build on above mentioned property such as, theft or public nuisance, something Stone Creek has had issues with previously.

Thank You for taking the time to read our request. We hope members of the council can come to a quick and fast decision on this matter.

Sincerely,

Alan Pekarek & Heidi Schwartz

The block contains two handwritten signatures. The first signature on the left is 'Alan Pekarek' and the second signature on the right is 'Heidi Schwartz'. Both are written in black ink.

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

February 9, 2021

Sarah Brunn, City Administrator
City of Foley
PO Box 709
Foley, MN 56329-0709

Dear Sarah,

We have received Foley's 2021 funding to support the work of the Initiative Foundation. Please extend our appreciation to your city council and mayor. Thank you!

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This year, we will continue to help our communities with needs related to the COVID-19 crisis. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We realize that this has been a difficult time, and we encourage you to reach out to us if we can be of any additional assistance.

We truly value your partnership and your support.

Sincerely,

A handwritten signature in black ink that reads 'Matt'.

Matt Varilek
President

A handwritten signature in black ink that reads 'Carl'.

Carl Newbanks
Grants and Development Manager



Powering Possible

Equal opportunity lender, provider and employer.



Feb 11, 2021

City of Foley
Box 709
Foley, MN 56329

Dear City of Foley,

The Board of Directors and program staff at CARE- Community Action Respecting Elders would like to thank you for your generous donation in the amount of \$1000.00. We are so blessed that you see the value our work brings to seniors who reside in our community.

Your act of generosity will allow our program to continue our mission of providing services to seniors throughout Central Minnesota. For sixteen years, CARE has successfully helped seniors to remain living safely, with dignity and independence, in the comfort of their homes. Building awareness of these services and locating monetary support for our community is of great importance for the future sustainability of our community program.

Please be advised that CARE-Community Action Respecting Elders, A Living at Home/Block Nurse Program provided no goods or services in exchange for this contribution. CARE is a non-profit 501(c)3 organization. Our Federal EIN number is 56-2328479. Again, thank you for your donation.

Warm Regards,

A handwritten signature in cursive script that reads "Connie Cardinal".

Connie Cardinal
Executive Director

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 03-02-21 –COUNCIL MEETING
DATE: FEBRUARY 24, 2021

Consent Agenda

On the agenda is a renewal of the municipal maintenance agreement with Benton County. This covers the maintenance of county roads within the city limits. There are some changes to the maintenance section and also in the compensation. To compare, our last agreement provided an annual compensation of \$6360 – the renewal is much higher of a payment.

There is a resolution of support for infrastructure accountability on the agenda as requested by the League of MN Cities. This just supports keeping the city's ability to charge for infrastructure costs as related to development.

The transfers resolution is presented as approved in the budget. These transfers make the utility payments for bonds and also provide the needed funds in the capital accounts for those purchases. We also have a transfer to replenish cash in the fire department as part of the most recent truck purchase. This is actually accompanied by an interfund loan and will be paid back over the course of 5 years.

Commissioner Scott Johnson & Discussion on Orderly Annexation

Commissioner Johnson has requested to be placed on the agenda and since he will be in attendance, I have followed it with discussion on the orderly annexation agreement. Thank you for all that attended the community meeting, I felt it was a good discussion and we made some good progress towards accomplishing this goal. The attorney is working on some minor revisions to the agreement and I will have a copy to you prior to the meeting. The items I anticipate changing were discussed last night – correction of county subdivision requirements (4 per 40 acres housing), addition of setback (buffer) for solar, and clarification of the map (orderly annexation area). The majority of the items will not change. My hope is the council can act upon revisions and then it can be presented to the township on March 9th. Please refer to the copy provided at last night's meeting for now, as soon as changes are ready I will get that information to you, which may not be until next week.

Foley Fun Days – Juanita Beuchamp

The Civic Group will be requesting use of the streets for Foley Fun Days. At this point, staff and the civic group would like to press ahead with planning, knowing that we have to see where the situation is at later this spring. The council typically authorizes the use of the streets as formal approval to move ahead.

Public Hearing – Zoning Ordinance Amendments

The planning commission discussed and is recommending changes to the sign ordinance. The changes include defining a menu board and also excluding menu boards from free standing sign area calculations. The proposed ordinance is in your packet. Menu boards are only allowed in business or industrial districts and limited to drive thru operations. Drive thru operations require a conditional use permit.

Compensation Study

In your packet are two proposals for a compensation study. This was budgeted for in 2021. Staff is recommending a study as it has been over 20 years since one has been done and implemented. The point of the study is to review pay rates to ensure we are competitive with the market. The compensation study also helps us stay compliant with state pay equity requirements. The personnel committee did meet and review both proposals. Staff is recommending moving forward with the proposal from Paul Ness.

Meeting Room Use

I'd like the council to discuss the meeting room usage. We are getting a number of requests for the meeting room – likely more than normal because so many places have remained closed. I am comfortable moving forward will allowing additional community groups but would recommend they need to pay a minimal cleaning fee of \$25 and also that it only occurs during open city hall and library hours.

Request to Purchase PID 130007602

In your packet is a letter requesting to purchase the PID identified above. A map is also in your packet. This is the location of the old rental house. We sold and moved out that house a couple years back. The City purchased this property many years ago because of its close proximity to the wastewater treatment facility. City staff does have concerns with selling this property because our sewer foremain will be running through this area and we also feel it's important to retain that property in the instance we need it for additional facilities in the future. The council will need to first decide if it has any intention of selling this property. If it does, then they are allowed to go into closed session to discuss price.

Discussion on PID 020049300& PID 020050000

An update will be provided at the meeting.

Municipal Pool

We are moving forward with plans to open the Foley Pool. Staff will meet with our returning manger in mid-March. We will continue to monitor the conditions of the pandemic and check back with the council if any state restrictions are imposed which would limit us in our operations. As a reminder the pool coping project will also take place this spring.

Discussion PID 020054100

A number of months the council was asked if they were interested in purchasing this parcel which is near the city grey storage sheds (Latterell Family Property). At the time the council did submit an offer which the sellers did not accept. The sellers have again asked if the City would reconsider and provide a higher offer. If this is something the council would like to discuss please let me know and I'll arrange for an agenda item and closed session. I do recall with our earlier discussions the council did not seem interested in going any higher so I have not placed it on the agenda for any action.

Upcoming Reminders:

March 9, 2021 – Planning Commission Meeting

March 9, 2021 – Gilmanton Township Meeting