# City Council – Meeting Agenda
## April 4, 2023– 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 March 7, 2023.
   - Adopt Resolution #2023-05 Approving No Mow May
   - Approve hiring of Emma Thorsten for 2023 Pool Manager.
   - Approve payment of bills.

5. Mayor's Comments and Open Forum

6. Foley CROSS Center Presentation

7. Discussion on Hwy 23 Pedestrian Crossings.

8. Department Reports:
   - Police Department –Katie McMillin
   - City Engineer – Jarod Griffith
   - Public Works/Fire – Mark Pappenfus
     o Review and Approve pool tuckpointing.
   - Administration – Sarah Brunn
     o Review and Approve Finance Software Purchase

9. Old Business
   - Update on wastewater project.

10. New Business

11. Mayor's Comments and 2nd Open Forum

12. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – March 7, 2023

The Foley City Council held their regular meeting on March 7, 2023, at 5:30 p.m. at Foley City Hall.

Members Present: Mayor Jack Brosh, Councilmembers Jeff Gondeck, Deb Mathiowetz, Gary Swanson, and Brandon Voit.

Mayor Brosh recognized former Councilmember Rosalie Musachio for her years of service on the council and presented her with a plaque.

Brosh also recognized former Councilmember and Mayor Gerard Bettendorf for his years of service on the council, but Bettendorf was unable to attend.

Councilmember Brandon Voit was sworn in by City Administrator Sarah Brunn.

The pledge of allegiance was recited.

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

Motion carried, unanimous.

Motion by Mathiowetz, seconded by Gondeck, to approve the consent agenda:

- Approve minutes of February 7, 2023.
- Approve hiring of part-time officers Sean Gitch, Jacob Isaacson, Jordan Ramler – contingent upon passing of background/psych evaluations.
- Adopt Resolution #2023-04 Accepting Donations.
- Adopt Resolution #2023-05 Approve Capital Assets Policy.
- Adopt Ordinance #474 Amending Rental Code.
- Accept MCPF grant for police department.
- Approve payment of bills.

Brosh added that the two part-time police officers that are being hired both have twelve plus years of experience.

Motion carried, unanimous.

**Mayor's Comments and Open Forum**
Sarah Moulzolf, 238 Elm Drive, addressed the council asking for approval for a fire barrel/ring to be used at the sledding hill in Lion's Park. Moulzolf explained she'd been sponsoring hot cocoa events at the warming house during the winter, and another resident had approached her about providing a fire barrel for toasting marshmallows. Discussion and questions followed. The council was in favor of allowing the fire barrel as long as safety measures were in place and city ordinances were followed. Fire Chief Mark Pappenfus said the ordinance allowed for no larger than a 3x3 fire pit and it must be at least ten feet from the building.

Karen Woolsey, 451 3rd Avenue, addressed the council regarding an accident she had when pulling onto Hwy 23 from Norman Avenue N. The accident was caused due to a blind spot. She asked if there

was something that could be done such as putting up a sign. Discussion and questions followed. Brosh said that it was unfortunate, but in his experience a sign would be unlikely to solve the problem.

Brosh shared that since becoming mayor he has represented the City of Foley by attending several events and meetings. He asked that if there are any upcoming events that residents would like him to attend to please let him know and he would be happy to participate as his schedule allows.

### Advocates for Health – AED Presentation Joel Vogel

Joel Vogel gave a presentation and demonstration to the council, stressing the lifesaving benefits of AED machines. When someone experiences sudden cardiac arrest, they must receive help in the first 10 minutes. An AED is very important in those situations and can save a life. With new technology, AEDs can now be placed outside, making them more available to the public. 911 operators can also share where the closest AED machine is in an emergency. Each unit costs $7,195 and requires an additional $600 a year to maintain. Vogel hopes the council sees the benefit of having AEDs available on city properties. Discussion and questions followed.

### Discussion on Hwy 23 Pedestrian Crossing

The council discussed two proposals for the push-button pedestrian crossing signs for Hwy 23.

City Engineer Jarod Griffith presented the proposal for SEH. He met with staff that morning to talk about the proposal. He was recommending hardwire connections for both locations due to the tree line and a lower sun in the winter for a total of $12,100.00. He stated that the proposal was also based on the assumption on lead time. The materials would not be available until July. MnDot was expected to be done with their Hwy 23 wrap up by June. The cost of the project could be less if MnDot was available to do the work.

Jarod Vogel from Bolton & Menk addressed the council and directed them to the proposal in their packet. He apologized for misinterpreting the project direction and that he would put together another estimate. He also stated that they were recommending solar only for both locations and he agreed with Griffith that it was important to complete the project before MnDot finishes their work on Hwy 23. He was happy to answer any questions from the council. Discussion and questions followed.

Brosh stated he was more in favor of using solar than hardwire at both locations. Griffith stated that the pedestrian ramps would need to be redesigned to accommodate the push-button crossing signs. Brunn asked who would be financially responsible for the redesign – the city or the state? Discussion followed with no clear answer to the question.

Motion by Gondeck, seconded by Mathiowetz, to table the discussion until the April council meeting.

Motion passed, unanimous.

### Department Reports

### Police Department

Chief Katie McMillin gave an overview of the February crime stats. There were 345 calls in February. This was significant since there were only 28 days in the month. Speeding, domestics, and assaults were up. She also reminded the council that Winter Parking would expire at the end of the March. The Fun with Police event had 19 kids. The department also received a grant from the Minnesota Chief's Association that paid for the event. McMillin also shared that the 2019 squad will require maintenance

for a wheel bearing. March 1 the department will have EMR training. Other events the department will be assist with are prom on May 13 and graduation on June 3. Discussion and questions followed. Gondeck expressed he would like to see more TZD hours.

## City Engineer
Jarod Griffith stated he did not have anything else for the council at this time.

## Public Works and Fire Department
Mark Pappenfus gave an overview to the council. Primary focus for Public Works has been snow plowing. Brosh stated he had a private contractor reach out to him regarding snow removal, asking that the city treat all the businesses the same when it comes to pushing snow. Pappenfus stated that it was most likely the same contractor he'd spoken to last year. The challenge for Public Works is that when private snow companies push the snow from business parking lots into the streets that it requires the department to get the loader to remove the snow and it takes time away from clearing other streets.

Pappenfus also directed the council to their packets regarding a CIP for a bucket/boom truck and the purchase of a two-year old truck that would meet the department's needs. The cost is $127,500. Two proposals were provided. Discussion and questions followed.

Motion by Swanson, seconded by Gondeck, to purchase the boom truck.

Motion carried, unanimous.

Motion by Mathiowetz, seconded by Voit, to sell the old boom truck.

Motion carried, unanimous.

Pappenfus shared with the council that he was approached by the family of Dr. Holdridge (Holdridge Park was named after him). The family would like to donate $5,000 for a redesign of the memorial. He expects them to send him a design for what they would want.

## Administration
Sarah Brunn gave an overview of a proposed voluntary No Mow May program that would help protect native pollinator populations such as bees and butterflies. Discussion and questions followed. Mathiowetz stated her support for the program. Brunn stated the program if adopted would be voluntary for residents, and the city would suspend enforcement of the tall grass and weeds ordinance for the month of May. City parks would still be mowed as usual. Council was in agreement and asked for a resolution to be brought up at the April meeting.

Brunn gave a status update on the property designated for the wastewater odor control building. She stated that she will attend a meeting of the County Board on March 15 which she expects will move the process forward so construction will begin later this spring.

Brunn shared the audit is scheduled for April, and staff is also preparing for the Federal audit. Questions and discussion followed.

Mathiowetz stated she was planning to attend the Centennial Celebration in our sister city, Colstrip, Montana, this summer and asked if former Mayor Gerard Bettendorf was also planning to attend. Brunn stated she didn't know. Mathiowetz also expressed her frustration over the delay in the bonding

bill in the state legislature and encouraged everyone to continue to put pressure on our representatives by making our voices heard.

## Old Business
Brunn stated that staff is working with our representatives on crafting some alternate language that would allow for reimbursement after the wastewater project is complete if the bonding bill is delayed. Brunn also shared that staff was asked to testify in front of the state Senate in hopes it would encourage passage of the bill.

Gondeck shared that he had a good conversation with State Senator Putnam. He continued to pressure for the release of the PSIG funds. He also spoke to Stearns County Commissioner Joe Perske who expressed his support. Discussion and questions followed.

Pappenfus gave an overview of the county's broadband fiber project. They are working on an agreement with a provider.

## New Business
No new business.

## Mayor's Comments and 2nd Open Forum
Sarah Moulzolf, 238 Elm Drive, expressed her frustration with the rising water/sewer rates and asked the council to state what the future rates will be.

Motion by Gondeck, seconded by Mathiowetz, to adjourn.

Motion carried, unanimous.

Meeting adjourned at 6:50 p.m.


_____Sarah A. Brunn, Administrator
(Minutes By:  Sara Judson Brown, Administrative Assistant)

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA


RESOLUTION 2023-5


<u>A RESOLUTION DECLARING VOLUNTARY NO MOW MAY FOR CITY RESIDENTS</u>



WHEREAS, native bees, butterflies and other pollinators are critical to the sustainability of food crops; and

WHEREAS, early spring plants and flowers provide critical food for those emerging pollinators; and

WHEREAS, the simple act of not mowing in early spring can help to protect overwinter habitats and food sources for threatened bee populations as well as ensure the health and diversity of all native pollinators,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, that May 2023 is hereby declared No Mow May by the City of Foley.

BE IT FURTHER RESOLVED that the City will not enforce mowing and weed Ordinances during this time if residents choose to participate in this voluntary program.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 4th day of April 2023.


_____
Jack Brosh, Mayor


ATTEST:



_____
Sarah A. Brunn, City Administrator

## Bills List - April 2023

| | | | |
|---|---|---|---:|
| Gross Salaries | Payroll - 3/10/23 | $ | 35,255.17 |
| EFTPS | Federal Withholding | $ | 6,287.37 |
| MN Dept of Revenue | State Withholding | $ | 1,257.89 |
| State Treas. PERA | PERA | $ | 6,844.42 |
| Nationwide | Deferred Comp | $ | 1,062.36 |
| Pacific Life Ins | Deferred Comp/Roth IRA | $ | 80.00 |
| Further | HSA Contribution | $ | 1,055.00 |
| | | | |
| Gross Salaries | Payroll - 3/24/23 | $ | 35,067.63 |
| EFTPS | Federal Withholding | $ | 6,307.38 |
| MN Dept of Revenue | State Withholding | $ | 1,257.74 |
| State Treas. PERA | PERA | $ | 6,765.85 |
| Nationwide | Deferred Comp | $ | 1,062.36 |
| Pacific Life Ins | Deferred Comp/Roth IRA | $ | 80.00 |
| Further | HSA Contribution | $ | 1,055.00 |
| Law Enforcement Labor Services | Union Dues | $ | 202.50 |

### *Already Paid 4/4/2023*

| | | | |
|---|---|---|---:|
| Benton County Dept of Development | 2 Variance Requests | $ | 800.00 |
| Benton County Highway Dept | Drive Way Access Permit | $ | 300.00 |
| First National Bank of Omaha | 04/23 CC Invoices | $ | 1,006.92 |
| Mark J Brenny Revocable Trust | Land Acquistion for Odor Control Structure | $ | 250.00 |
| Midwest Playscapes Inc | Park Drinking Fountain | $ | 711.00 |
| Minden Township | Odor control Driveway | $ | 100.00 |
| Sandra K Brenny Revocable Trust | Land Acquistion for Odor Control Structure | $ | 250.00 |
| Verizon | FD,PD,PW 03/23 Cell phone | $ | 410.15 |
| | | $ | 107,468.74 |

### *To Be Paid - 4/4/2023*

| | | | |
|---|---|---|---:|
| Further | Employer H SA ContributionsParticipation Fee | $ | 380.35 |
| MN Department of Revenue | 02/23 Sales & Use Tax | $ | 604.00 |
| Auto Value | FD & Street vehicle maintense | $ | 21.98 |
| Benton County Attorney | 01/23 & 02/23 Legal Fee's | $ | 803.00 |
| Benton County Recorder | Recording Deed WW Expansion, OCB, NHW Billage,Herbst | $ | 322.00 |
| Benton County Land Services | Assessor Fee's - 2nd half | $ | 5,377.00 |
| Bolton & Menk | WW Expansion | $ | 17,657.85 |
| Central McGowan | PD medical supplies | $ | 60.00 |
| Cintas | Uniforms | $ | 168.44 |
| Coalition of Great MN Cities | Training /Conf. Brosh, Gondeck, Sawnson,Brunn | $ | 340.00 |
| Coborns | City Supplies | $ | 68.66 |
| Delta Dental | Employee Dental Insurance | $ | 1,187.30 |
| East Central Energy | 3/23 Utilities | $ | 1,087.56 |
| Emergency Automotive Technologies | PW Street LED warning lights | $ | 1,063.72 |
| Galls | PD Stinger Light | $ | 130.37 |
| Global Rental Co., Inc. | PW 2021 Ford F550 | $ | 129,000.00 |
| Granite Electronics | FD Radio batteries | $ | 40.00 |
| Hawkins | Water Chemicals | $ | 2,011.38 |
| K&K Tire & Auto | PD vehicle maintense | $ | 480.73 |
| Livesaver Instruction & Fire Education | PD EMR refresher training | $ | 405.00 |
| Locators & Supplies, Inc. | PW supplies | $ | 70.25 |
| Macqueen Equipment | FD supplies | $ | 413.60 |
| Marco | 03/23 copier lease | $ | 360.89 |
| MN Pollution Control Agency | PW Water Permit Fee | $ | 1,450.00 |
| Midco Business | Phone & Internet Services | $ | 861.94 |
| MN Department of Health | 2023 Pool License | $ | 720.00 |
| Rinke Noonan | WW Expansion, Herbst, General Legal | $ | 4,304.50 |
| RMB Environmental Laboratories, Inc. | Water & Pond Testing | $ | 455.20 |
| Short Elliott Hendrickson | Hwy 23 UtilitiesPouchtech, Gen Eng | $ | 3,595.25 |
| Shift Technologies, Inc | 02/23 I.T.Antispam | $ | 35.70 |
| Staples | PD supplies | $ | 69.28 |
| Sun Life Assurance | 03/23 Employee LTD | $ | 277.54 |
| USAble Life | 03/23 Life Insurance | $ | 269.00 |
| Voss Lighting & Design Service | Scout House LED Light's | $ | 1,477.20 |
| Xcel Energy | 03/23 Utilities | $ | 7,545.21 |
| | | $ | 290,583.64 |

### *Additional To Be Paid - 4/4/2023*

| | | | |
|---|---|---|---:|
| | | $ | 290,583.64 |

**100%** VOLUNTEER OPERATED
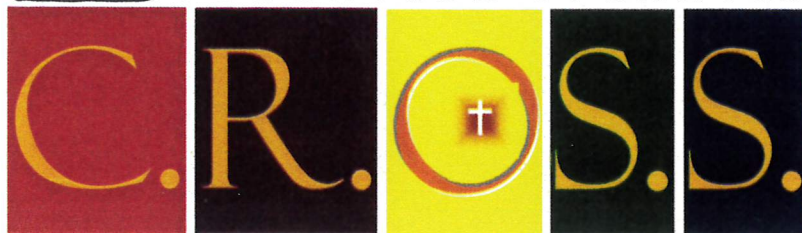
# C.R.O.S.S.

## CHRISTIANS REACHING OUT IN SOCIAL SERVICE

*"A Gift of Humanity and Kindness"*

CROSS CENTER ▪ SERVING BENTON COUNTY ▪ FOOD SHELF

### MISSION OF HOPE

The CROSS Center of Benton County is dedicated to providing encouragement and assistance to residents of Benton County, regardless of race, color or creed, who are experiencing short-term difficulties in meeting their basic needs for food and clothing, and who qualify within the guidelines set up for the organization.

RESPECT STRENGTH
HOPE
COMMUNITY
OUTREACH CONFIDENTIAL

### PROGRAMS OFFERED
✝ August School Supplies
✝ Gently Used Clothing and Select Household Items
✝ Christmas Toy Distribution for Children
✝ "The Giving Tree" for Individuals and Families

### CENTER'S DAYS & HOURS
MONDAY: 1-4PM / 6-8PM ▪ THURSDAY: 10AM–3PM
- CLOSED HOLIDAYS -

## C.R.O.S.S.
### BENTON COUNTY
# 320.968.7012

CROSS CENTER ▪ 150 4TH AVE N ▪ P.O. BOX 205 ▪ FOLEY, MN 56329
Located next to the Brickhouse Cinema

Visit us at www.foleycrosscenter.org

# 100% OPERADO POR VOLUNTARIOS

# C.R.O.S.S.

## CRISTIANOS APOYANDO EN SERVICO SOCIAL

*"Un regalo de humanidad y bondad"*

EL CENTRO DE CROSS DEL CONDADO DE BENTON ▪ ALMACÉN DE ALIMENTOS

## MISIÓN DE ESPERANZA

El centro de CROSS del condado de Benton se encarga de ofrecer ánimo y apoyo a los vecinos sin considerar la raza, color ni fé de la gente. El programa ayuda a los que sufren dificultades en el corto plazo a cubrir sus nesesidades básicas de alimentación y ropa. Hay ciertas requisitos para tener derecho de recibir los servicios.

RESPETO   FUERZA
ESPERANZA
APOYO   CONFIDENCIALIDAD
COMUNIDAD

## PROGRAMAS OFRECIDAS

† Materiales escolares en agosto
† Ropa poca usada y utensilios del hogar
† Regalos Navideños para niños
† Programa Navideño "The Giving Tree" para individuos y familias

## HORARIO

**LUNES: 1-4PM Y 6-8PM ▪ JUEVES: 10AM-3PM**
**- CERRADO LOS DÍAS DE FIESTA -**

# C.R.O.S.S.

## CONDADO DE BENTON

# 320.968.7012

EL CENTRO DE CROSS ▪ 150 4TA AVENIDA N ▪ PO BOX 205 ▪ FOLEY, MN 56329

www.foleycrosscenter.org

al lado del Brickhouse Cinema

# Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Foley ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2016, this Supplemental Letter Agreement dated January 17, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2022 TH 23 Utility Improvements – RRFB Design and Construction Services.**

**Client's Authorized Representative:**   Sarah Brunn, City Administrator
**Address:**   PO Box 709, Foley, Minnesota, 56329
**Telephone:**   320.968.7260                    **email:** sbrunn@ci.foley.mn.us

**Project Manager:**   Scott Hedlund
**Address:**   2351 Connecticut Avenue, Suite 300, Sartell, Minnesota, 56377
**Telephone:**   320.229.4335                    **email:** shedlund@sehinc.com

**Scope:** The Services to be provided by Consultant:

Our services will consist of Design and Construction Services for the proposed pedestrian crossing improvements along Trunk Highway 23 for inclusion in MnDOT's proposed Trunk Highway 23 Project. The scope of the improvements includes constructing two Rectangular Rapid-Flashing Beacons (RRFB) Systems; one at Broadway Avenue and one at 8th Avenue.

## Task 6: RRFB Design Services
- Review surface and subsurface layouts included in MnDOT TH 23 plans.
- Prepare plan sheets to be inserted in MnDOT's plan set:
  - Details, Standard Plates, and Quantities Sheet.
  - Broadway Avenue Layout Sheet.
  - Broadway Avenue Construction Notes Sheet.
  - 8th Avenue Roundabout Layout Sheet.
  - 8th Avenue Roundabout Construction Notes Sheet.
- Prepare special provisions for MnDOT to include in the project specifications.
- Prepare opinion of probable cost.
- Prepare MnDOT Trunk Highway Utility permit application.
- Plan review meeting with Foley Public Works.
  - Estimated up to one (1) meeting.
- MnDOT coordination.
- Design project coordination and administration.
- Present plans and specifications to City Council.

## Task 7: RRFB Construction Services
- Review shop drawing submittals.
- Provide RRFB Staking.
- Provide part time Resident Project Representation (RPR) services.
  - Estimated up to 2 hours.
- Provide construction coordination and administration.
- Attend weekly progress meeting.
  - Estimated up to one (1) meeting
- Provide RRFB inspection.
- Prepare RRFB record drawings.

**Assumptions:**
- SEH will rely on MnDOT provided design cad files of proposed geometrics, alignment/profiles, and surface for our use in preparing the RRFB plan sheets.
- MnDOT will provide construction staking, inspection, and material testing for pedestrian ramp reconstruction.
- The RRFB work will be a change order to MnDOT's Trunk Highway 23 Project and MnDOT will prepare and execute said change order.
- City will pay any necessary permit application fees directly (not included in SEH fee).

**Resident Project Representative Services**
RPR services will be provided in accordance with attached Exhibit B.

**Payment:**
The fee is hourly for design services (Task 6) is estimated to be $4,900 including expenses and equipment.
The fee is hourly for construction services (Task 7) is estimated to be $3,600 including expenses and equipment.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1.
Additional work, if required or requested, shall be compensated in accordance with the standard rate schedule.

**Other Terms and Conditions**: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**                    **City of Foley**

By: _____Scott D. Hedlund_____        By: _____
Full Name:   Scott Hedlund                          Full Name: _____
Title:           Principal                                    Title: _____

**Exhibit A-1**
**to Supplemental Letter Agreement**
**Between City of Foley (Client)**
**and**
**Short Elliott Hendrickson Inc. (Consultant)**
**Dated January 17, 2023**

**Payments to Consultant for Services and Expenses**
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

## A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

## B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

## C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

Exhibit B
to Supplemental Letter Agreement
Between City of Foley (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 17, 2023

## A Listing of the Duties, Responsibilities and
## Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

### A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

### B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.

2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

3. Liaison:
   (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
   (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.

4. Shop Drawings and Samples*:
   (a) Record date of receipt of shop drawings and samples.
   (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
   (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.

5. Review of Work, Observations and Tests:
   (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
   (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

(c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.

(d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.

6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.

7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.

8. Records:

(a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.

(b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.

(c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.

9. Reports:

(a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.

(b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.

(c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.

(d) Report immediately to Consultant and Client upon the occurrence of any accident.

10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.

11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.

12. Completion:

(a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.

(b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.

(c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

## C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

**SEH**

Building a Better World
for All of Us®

April 4, 2023

RE: City of Foley, Minnesota
2022 TH 23 Utility Improvements
RRFB Design and Construction Services
SEH No. FOLEY 158958 14.00

Honorable Mayor and City Council
c/o Sarah Brunn, City Administrator
City of Foley
251 4th Avenue North, PO Box 709
Foley, MN 56329-0709

Dear Mayor and Council Members:

Thank you for the opportunity to provide design and construction phase services to the City of Foley in connection with adding construction of rectangular rapid flashing beacon (RRFB) pedestrian crosswalk flasher systems to the 2022 TH 23 Utility Improvements project. It is our understanding that the scope of this part of the project consists of the following improvements:

- Solar RRFB System at TH23 / Broadway Avenue intersection.
  - Two (2) push buttons and two (2) beacons.
- Solar RRFB System at TH 23 / Penn Street / 8th Avenue roundabout, west leg.
  - Three (3) push buttons and three (3) beacons.

SEH will complete the following tasks:

- Design Phase Services $4,900: We will prepare design drawings and contract documents suitable for meeting City and MnDOT requirements. Our project manager will lead a team that includes a senior traffic specialist, lead technician, and senior administrative assistant. We are estimating 27 staff hours to complete this task.
- Construction Phase Services $3,600: We will provide construction observation services to document conformance to the design drawings and contract documents. Our project manager will lead a team that includes a senior traffic specialist, lead resident project representative, survey crew chief, and senior administrative assistant. We are estimating 19 staff hours to complete this task.

SEH proposes to complete the above services on an hourly basis for a fee not to exceed $8,500, including expenses and equipment.

Our team is ready to begin work upon authorization of the contract. Project plans and contract documents will be complete by the following City Council meeting for approval. Construction is planned to be completed in 2023 in conjunction with the MnDOT-administered TH 23 project. Note, forces beyond the control of the SEH team could alter the schedule including review turnaround times and material lead times.

Thank you again for the opportunity to propose on this project.

Sincerely,

Jarod Griffith, PE
City Engineer
(Lic. MN)

jrg/mrb
Attachment
c:   Scott Hedlund, SEH
x:\fj\f\foley\158958\1-gen\\10-setup-cont\03-proposal\rrfb services\2023.04.04 l city rrfb services.docx

March 7, 2023

Sarah Brunn
City Administrator
City of Foley
251 4th Ave N.
Foley, MN 56329

RE:     Project Quote for RRFB System at T.H. 23/8th Ave/Penn St. and T.H. 23/Broadway Ave. N.
        City of Foley, MN

Dear Sarah,

Thank you for the opportunity to provide the City of Foley with this proposal for engineering services associated with the design of two RRFB (Rectangular Rapid Flashing Beacon) systems.  One RRFB system is proposed at the pedestrian crossing on the west leg of the recently constructed roundabout at T.H. 23 and 8th Ave/Penn St intersection.  A second crossing with a RRFB system is proposed on the east leg of the T.H. 23 and Broadway Ave. N. intersection. We look forward to the opportunity and continued service for the City of Foley.

## PROJECT SCOPE
A general scope of work, which is subject to change, is provided below:

### Task 1 – Project Management
*Expectations of City Staff:*
- Provide as-built plans and existing utility information.
- Participate in the coordination requests from Bolton-Menk.

Expectations of Bolton & Menk:
- Coordination/Meetings
  - Conduct one preliminary design meeting with City staff.
  - Conduct one design review meeting prior to final submittal.

### Task 2 – Design
- RRFB Plan Design and Details
- Project Specifications – Division SS
- Engineer's Cost Estimate for RRFB system

### Task 3 – Construction Services
- Shop Drawing Reviews
- Field Inspection and Project Close-Out.

## BASIS OF PAYMENT
The total estimated **Not to Exceed** hourly fee for the project scope as described above is **$11,655.**  We propose that the work be completed on an hourly basis so the city is only billed for the time spent on the

project. Any work required outside of this scope shall be authorized by the City prior to Bolton & Menk, Inc. furnishing additional services. A summary of the estimated hours and fees is included in the table below.

| CLIENT: City of Foley | | | | | | |
|---|---|---|---|---|---|---|
| PROJECT: RRFB at TH 23/8th/Penn & TH 23/Broadway Ave. N | | | | | | |
| TASK NO. | WORK TASK DESCRIPTION | Project Manager | Senior Project Engineer | Project Engineer | Total Hours | Total Cost |
| 1.0 | Project Management | 4 | 3 | 3 | 10 | $1,645 |
| 2.0 | Design | 0 | 8 | 34 | 42 | $6,000 |
| 3.0 | Construction Services | 0 | 6 | 22 | 28 | $4,010 |
| | TOTAL HOURS | 4 | 17 | 59 | 80 | |
| | AVERAGE HOURLY RATE | $190 | $155 | $140 | | |
| | SUBTOTAL | $760 | $2,635 | $8,260 | | |
| | TOTAL FEE | | | | | $11,655 |

Thank you for your consideration and the opportunity to provide you with this proposal. If you have any questions or would like to discuss our proposal further, please contact me.

Thank you,

**Bolton & Menk, Inc.**

**Jared Voge, P.E.**
Principal Engineer

# KOSTREBA TUCKPOINTING and ROOFING

## Brian L. Kostreba

3701 - 118th Street N.W.
RICE, MINNESOTA 56367
(320) 393-4657  fax: (320) 393-2889

| PROPOSAL SUBMITTED TO | PHONE | DATE |
|---|---|---|
| City of Foley | | 3/6/2023 |

| STREET | JOB NAME |
|---|---|
| 251 4th Ave. N. | 290-9186 |

| CITY, STATE and ZIP CODE | JOB LOCATION |
|---|---|
| Foley, MN 56329 | mpappenfus@ci.foley.mn.us |

Work to be done on pumphouse:

Spot point areas on pumphouse where joints are missing and/or deteriorated.

New joints to match existing as closely as possible.

Remove and replace any cement blocks that are cracked or spider cracked.

New block to Match existing as closely as possible.

Work on pumphouse will be done inside and outside of structure.

After block work, remove any loose or peeling paint and apply Sherwin Williams Loxon Paint.

Color of paint owners choice, 1 coat will be applied with a primer on all new blockwork.

Total for above work......................................................................$24,750.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

_____

All material is guaranteed to be as specified.  All work to be completed in a workmanlike manner according to standard practices.  Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate.  All agreements contingent upon strikes, accidents or delays beyond our control.  Owner to carry fire, tornado and other necessary insurance.  Our workers are fully covered by Workman's Compensation Insurance.  This proposal may be withdrawn by us if not accepted within _____ days.

Authorized signature _____

## Acceptance of Proposal -

The above prices, specifications and conditions are hereby accepted.  You are authorized to do the work as specified.  Payment will be made as outlined above.

Signature _____     Date of Acceptance _____

Retain white copy for your files.  Sign and return yellow copy.

## Quote for City of Foley, MN

| Monthly Anywhere Professional Edition | Qty. | Monthly | Annual |
|---|---|---|---|
| Accufund Anywhere Core Module- 4 Named Users | 4 | $400 | $4,800 |
| Access Users (Read only/Query) | 4 | $80 | $960 |
| Account Receivable | 1 | $60 | $720 |
| Budget & Forecast | 1 | $60 | $720 |
| Permit & Inspections | 1 | $75 | $900 |
| Utility Billing | 1 | $125 | $1,500 |
| Pay Portal | 1 | $75 | $900 |
| Payroll & HR Suite | 1 | $125 | $1,500 |
| **Total AccuFund Components** | | **$1,000** | **$12,000** |
| AcccuFund Maintenance, Enhancements & Support (Included) | | | $0 |
| **Total Annual Software Investment** | | **$1,000** | **$12,000** |

| Implementation Estimate | Hours | Cost |
|---|---|---|
| Implementation Planning (Chart of accounts and details) | 8 | $1,000 |
| *Import of history of initial trial balances and budget history (3 years) | 24 | $3,000 |
| Setup & Training- Anywhere Core with Accounts Receivable | 30 | $3,750 |
| Setup & Training- Budget & Forecast Module | 6 | $750 |
| Setup & Training- Permits & Inspections | 10 | $1,250 |
| Setup, training, and data import setup from Third Party software Utility Billing (approximately 750 sites) | 30 | $3,750 |
| Pay Portal | 4 | $500 |
| Setup & Training - Payroll | 32 | $4,000 |
| **\*\*Total Implementation Cost - Estimated** | **144** | **$18,000** |

**\*AccuFund to import three years of trial balances and budget information. The data import estimate assumes that the City of Foley, MN will prepare the data for import in the templates provided by AccuFund. Client will have the option to bring additional data into AccuFund at a cost of $125 per hour. Client may likely archive legacy system data.**

**\*\*Please note this proposal is an estimate based on the initial needs analysis and is valid for 90 days. Implementation is not to exceed above hours/cost unless change order is agreed upon due to specific circumstances. During implementation the client and AccuFund's professional services team will have access to the software to design, configure, and train users. During this time period for a period of 90 days the subscription fees will be reduced by 50%.**

## New accounting software

The council approved staff purchasing new auditing software. City staff currently use Banyon Fund Accounting, which was implemented over 20 years ago.

A presentation laid out the issues the city has with Banyon. Staff have encountered problems with data integrity due to execution errors, upgrade issues and other problems. The problems have led to inconsistencies with accounting reports. When staff has reached out to Banyon, the company's support team doesn't return calls or lacks knowledge of how to solve certain problems, according to the presentation.

City Manager Tammy Pfaff said they've experienced more errors than ever before, including once when the software inappropriately referenced the 2019 budget and Banyon couldn't explain why it happened and staff had to fix it themselves.

The software also isn't integrated with other applications, like Excel or Adobe, resulting in redundant manual data entries. The software also lacks individual logins, which is important for tracking changes and auditing, according to the presentation.

Staff recommended Civic Systems Connect software. The total cost to purchase the software is $59,070 plus an annual licensing fee of $8,864.

The switch will take about three months to reach full implementation, but could take longer.

## Donations

The council accepted almost $34,000 in donations to go to the Veterans Memorial Project. The money came from 37 different donors in amounts ranging from $50 to $10,000.

## Rec Park improvements

The council approved a few improvements to go into Recreation Park. The first was a warming house. The initial structure is an empty shell on skids and is expected to arrive in eight weeks.

**Computer Software and
Conversion Services Proposal**

**City of Foley**

**Prepared by Civic Systems, LLC**

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TRANSMITTAL LETTER

November 18, 2022

City of Foley
251 4th Avenue North
Foley, MN 56329

Dear Monica:

It was great speaking with you about the possible future software needs of the City of Foley. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

**Full Service Firm**

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

**Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly Virchow Krause, LLP (Baker Tilly). Baker Tilly is one of the top 15th largest accounting and consulting firms in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

**Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

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A SUBSIDIARY OF BAKER TILLY US, LLP

City of Foley

November 18, 2022

Page 2

**Commitment**

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

**Timely Service**

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

Michael Laesch, Vice President – Business Development and Client Relations

ML

Enclosures

## COMPONENTS OF SUCCESS

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.

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SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.

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## CONVERSION

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

### *Planning and Administration*

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

### *Data Extraction*

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.

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The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

#### Accounts Payable
> Vendor Information
> 3 years of invoice and check history
> Report preparation
> AP check formatting

#### Cash Receipting
> Setup receipt categories and corresponding GL accounts
> Report preparation

#### General Ledger
> Chart of Accounts
> Financial statements
> Report preparation
> 3 years detail information
> 3 years of budget information

#### Payroll
> Employee information
> Pay code setup
> Current Year to Date Totals
> Recalculate payroll to ensure data accuracy
> Report preparation
> Leave time balances
> Paycheck formatting

#### Utility Billing
> Customer information
> Customer balances by service
> Meter information
> Location information
> 13 months consumption History
> Report preparation
> Utility billing formatting
> Recalculate bill run to ensure data accuracy
> Setup rates and services

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## EDUCATION

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

### Classroom Training

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

### Professional, Experienced Trainers

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

### Structured, Yet Individual, Training

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

### Customized Learning Using Your Own Data

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

### Post Training Assistance

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.

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## ON-SITE ASSISTANCE

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.

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## SUPPORT

### Support Center

The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

### Support Center Objectives

Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

### Methods for Requesting Service

You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

### Civic Systems Support Center Hours

Monday through Friday 7:00 AM – 5:00 PM Central Standard Time. Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

### Annual Support Fees include:

- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

### Updates and Enhancements

Yearly updates are included in your annual support fee.

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PRODUCTS SELECTED

The software products available for selection include:

*Accounts Payable*

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

*Cash Receipting*

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

*General Ledger*

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

> *miExcel GL*
>
> This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

*Payroll*

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

> *Electronic Submittals*
>
> Create electronic submittals for your W2's and 1099's.
>
> *miExcel PR*
>
> Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.
>
> *miPay (Paystubs and W2s)*
>
> Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.
>
> *miTime*
>
> Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

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*miViewPoint Dashboard Reporting Tool*
Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

> *miAP workflow*
> It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up.

*Utility Billing*
A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

> *ACH Direct Pay*
> Customers automatically pay their utility bills from their checking or savings account.
> *Electronic Read Interface*
> Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.
> *Splitter*
> When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.
> *Tax Certification*
> Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.
> *Citizen Portal*
> Provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service request s are all available. Interfaces with Cash Receipting for seamless real time bill payment option.

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Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

City of Foley
251 4th Avenue North
Foley, MN 56329

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. An initial 50% down payment is due with this contract. The remainder is due at training.*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest. The information provided in this proposal is valid for 90 days after the date of issue.

### INVESTMENT SUMMARY

| | |
|---|---:|
| License Fees (4 Concurrent) | $ 56,800 |
| Less: Discount | (19,880) |
| Training | 15,000 |
| Conversion | 14,400 |
| **TOTAL INVESTMENT** | **$ 66,320** |
| **ANNUAL SUPPORT (Software For Life\*\*)** | **$ 9,649** |

### TRAVEL COSTS (IF TRAVEL IS NEEDED)

ravel costs are a not-to-exceed and based on Four (4) round trips and 12 overnights.

| | |
|---|---:|
| Mileage (Four 658 mile round trips @ $0.625/mile) | $ 1,710 |
| Flights and Car Rental 4 trips at an Estimate of $800 | 3,200 |
| Hotel (12 nights at $170/night) | 2,040 |
| Meals (12 days at $35/day) | 420 |
| **TOTAL INVESTMENT RANGE ESTIMATE** | **$ 4,170 -5,660** |

*A formal contract will need to be entered before any software is installed.
**Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.

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| Selected Product Descriptions | License Fee Purchase Price | One-Time conversion / setup | Training and Onsite Assistance Cost/Days | Year one Total w/o Support | Annual Fees* |
|---|---|---|---|---|---|
| 4 Concurrent User Licenses | $ 2,000 | $ 0 | $ 0 | $ 2,000 | $ 400 |
| Accounts Payable | 5,500 | 900 | 1,200 | 7,600 | 1,375 |
| Cash Receipting | 4,500 | 600 | 600 | 5,700 | 1,125 |
| General Ledger | 7,000 | 2,400 | 2,400 | 11,800 | 1,750 |
| Activity Reporting | Included | Included | Included | Included | Included |
| Bank Rec | Included | Included | Included | Included | Included |
| Budgeting | Included | Included | Included | Included | Included |
| miExcel GL | Included | Included | Included | Included | Included |
| miViewPoint | 3,000 | 900 | 600 | 4,500 | 600 |
| miAP Workflow | 3,000 | 900 | 600 | 4,500 | 600 |
| Payroll | 11,900 | 3,600 | 3,600 | 19,100 | 2,975 |
| ACH Direct Deposit | Included | Included | Included | Included | Included |
| Electronic Submittals | Included | Included | Included | Included | Included |
| miExcel PR (Importing from 3rd Party) | Included | Included | Included | Included | Included |
| miPay Online (W2s and Paystubs) | Included | Included | Included | Included | Included |
| miTime (Remote Time Entry) | 3,000 | 1,200 | 600 | 4,800 | 600 |
| Utility Billing | 14,400 | 4,500 | 4,800 | 23,700 | 3,600 |
| Direct Pay | Included | Included | Included | Included | Included |
| Electronic Read Interface | Included | Included | Included | Included | Included |
| Splitter | Included | Included | Included | Included | Included |
| Online Bill Pay Citizen Portal | 2,500 | Included | Included | 2,500 | 600 |
| Less: Discount | (19,005) | --- | --- | (19,005) | (3,801) |
| **TOTALS COSTS** | **36,920** | **15,000** | **14,400** | **66,320** | **9,649** |

*Optional item pricing is provided on the following page.
*If online Bill Presentment is chosen the City of Foley is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.

OPTIONAL MODULES (Not Included in the agreement)

| Optional Product Descriptions (Not Selected) | License Fee Purchase Price (4 Concurrent Users) | One-Time setup | Training Cost @ $1,200/Day | Year one Total w/o Support | Annual Fees |
|---|---|---|---|---|---|
| Additional Concurrent Users above 4 (each) | 2,000 | -- | -- | 2,000 | 500 |
| Accounts Receivable | 2,925 | 900 | 1,200 | 5,025 | 750 |
| Fixed Assets | 2,000 | 900 | 600 | 3,500 | 500 |
| miViewPoint Add Ons | | | | | |
| miBudget Workflow | 2,000 | 600 | 600 | 3,200 | 500 |
| Payroll Add Ons | | | | | |
| Service Orders with Mobile Service Orders | 3,500 | 300 | 1,200 | 5,000 | 875 |
| Hosted in the Cloud (4 Named Users) | -- | 2,500 | -- | 2,500 | 5,280 |

*Above amounts include the discount provided.

*Accounts Receivable*
Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

*miBudget*
Allows for Department Head budget entry with access to account information and previous budgets to actual. Budgets can be entered by line item and attachments and notes can be added. Once submitted the budget goes through a predefined workflow for approval.

**Service Orders**
Create service orders to assign specific, user defined tasks including final reads and meter replacements.

*Mobile Service Orders*
This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile devise will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.

**civicsystems**
strong software, strong community

## HARDWARE REQUIREMENTS

Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

| | |
|---|---|
| Network Server Operating System | Microsoft ® Windows 2012, 2012 R2 or 2016 Server (64-bit) |
| Network Server Equipment | Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher \|Minimum 16 GB of available RAM \| 30 GB available disk space for Caselle Connect applications (180 MB) and data \| Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred \| Color SVGA .28 Monitor \| 1 GB Ethernet Network Card \| 1 GB Ethernet Switch \| DVDRW Drive<br>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended. |
| Database Server Equipment and Operating System | • Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).<br>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended. |
| Database Software | Microsoft® SQL Server 2012 (64-bit), 2014 (64- bit) or 2016 (64-bit) |
| Network Server and Database Server Power Protection | True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software. |
| Workstation Computer | Intel Core 2 Duo, i5, or i7 (3 GHz or higher) \| 8 GB of available RAM \| 30 GB available disk space for Caselle Connect applications (180 MB) and data \| LCD Monitor<br>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended. |
| Workstation Operating System | Windows 7™, 8™ or 10™ Professional (32-bit or 64-bit). |
| Workstation Power Protection | UPS/Battery backup unit |
| Backup System | Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent. |
| Data File Transfer | DVDRW Drive |
| Printer | HP Laser Printer or Canon Copiers with PCL or Postscript Drivers |
| Receipt Printer | Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280, Ithaca 9000 Series and 1500 Series Printers |
| Internet Access | DSL, ISDN, or T1<br>Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data. |
| Email | Email that is compatible with Microsoft® Windows. |
| Network Installer | Microsoft® Certified |
| Web Services | IIS 7 (Windows Server 2008, 2012) |
| miViewPoint<br>Only needed if miViewPoint is being installed. | IIS 7 or later \| 30 GB of available disk space for miViewPoint on the IIS and SQL Servers \| Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required. |

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TO:        FOLEY CITY COUNCIL

FROM:      SARAH BRUNN, CITY ADMINISTRATOR

SUBJECT:   04-04-23 –COUNCIL MEETING

DATE:      MARCH 30, 2023

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## Consent Agenda

A No Mow May resolution is in your packet as requested at the last meeting. The program is optional to the community to participate in during the month of May. Staff will not enforce the weed ordinance during this time.

Staff is recommending Emma Thorsten be hired as the seasonal pool manager for the 2023 season. Ms. Thorsten comes with experience working at our pool, the school pool and as a swimming coach for the varsity program. She will be a wonderful addition to our seasonal staff. After approval of her hiring, she can begin work prepping for the upcoming season.

## Foley CROSS Center

The CROSS Center has requested to present to the council. I have yet to receive materials from them but if they are received in time, they will be included. Otherwise, they may bring handouts to the council meeting. They have not indicated any specific action will be requested from the council at the meeting.

## Highway 23 Pedestrian Crossing

Some updates to the quotes have been received and are included in your packet. We also confirmed that the MnDOT contractor will be assisting with the ped ramp adjustments when they are back in town resuming work.

## Pool Tuckpointing

Public Works is requesting approval of a quote for pool tuckpointing of the pumphouse. This is a budgeted item in the CIP. Mark Pappenfus can explain more about the work needing to be done at the meeting.

## Accounting Software

City staff is requesting approval of a new finance software program. We have been researching options for a few years now and are recommending moving forward with Civic Systems. We have had many issues with our current software provider, Banyon which we have had for 18 years. We have experienced inaccurate reports/data, corruption of files which requires re-entry of data and takes hours of staff time, constant crashing of the system, delayed responses from support, etc. I included an article from the City of Milaca who also struggled for many years with Banyon and the same issues and have since migrated to Civic Systems.

Comparing government finance software can be tricky. Some companies specialize only in one type of software, such as billing so you need another vendor for the other applications. Other companies are located in other states so some of the finance processes are different and getting on-site support if needed can be very costly. We also need to make sure they interface with credit card processors and other necessary state reporting.

Civic Systems is a total package – provides us with the multiple needed platforms and can customize to those things unique to Minnesota. The system is user-friendly, reliable and will provide us with a lifetime software option with their support platform. Many other cities we know have also migrated to Civic Systems and have provided great reviews. Our office staff actually went and visited the City of Milaca to view and use their software system as part of our research.

Staff is requesting approval of the Civic Systems Quote. We have budgeted $80,000 in our CIP over the years of 2022, 2023 and 2024. Civic has also agreed to finance us at 0% if that helps cash flow a portion until 2024. Conversion will take a number of months and will not start until later this year. We need to be certain we complete the audits and enter all necessary adjustments before starting.

**Update on wastewater project**
City staff has finalized the acquisition of the needed property for the odor control structure. We are now working with the Benton County Department of Development on a variance and simple plat process. A building permit should follow those processes.

**Upcoming Reminders:**
**April 10-12<sup>th</sup> – City Audit Fieldwork**