

City of Baudette
Work Session Agenda
Thursday, January 25, 2024 8:00 a.m. **Council Chambers**

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Forum/Recognition of Visitors
- 1.
- IV. Staff Reports
 1. Finance
 - a. 6-month CD Maturity
 - b. Fulton Loan
 - c. Airport Financial Tracking
 2. Library
 3. Zoning
 4. Liquor
 - a. Signage Estimate/Draft
 5. Parks/Cemetery
 6. Streets/Building/Utilities
 - a. Loader (2) Sale
 - b. Transformer Trade
 7. Personnel
 - a. ESST Policy
 - b. Utility Superintendent Resignation
 - c. Proposal for Superintendent Search
 - d. Deputy Clerk Position
 8. Fire
 9. Airport
- V. NEW BUSINESS
- VI. OLD BUSINESS
 1. Delegate Public Safety Funds
 2. Old Nursing Home Property
- VII. NOTICES AND COMMUNICATIONS
 1. County Hosted—Community Supper/Senior Housing Discussion 2/8/24
 2. Fire Department Relief Financial Position 12/31/2022
- VIII. COUNCIL REPORTS
- IX. Adjourn



BORDER
BANK

www.border.bank

Customer Service: 218-528-4255
Member FDIC | Equal Housing Lender

Page 1

Certificate	Tax ID	Date	Balance
60004360	On File	01/09/2024	206,085.81

City of Baudette
Roderick W Rone Jr Joint Owner
PO Box 548
Baudette MN 56623

Certificate of Deposit
Maturity Notice
Automatically Renewable

Maturing on 01/23/2024
Term 7 Months
Next Maturity 07/23/2024
Next Earning 07/23/2024
The new rate is not yet
determined. For new rate,
phone us at (218) 634-3300
on or after 01/23/2024
Period Earnings 6,085.81
Added to this account
Earnings Paid YTD 6,085.81



November 15, 2023

Baudette Municipal
Erica Anderson
Baudette MN
218-242-3708

Exterior Sign

Qty 1

Size 84" x 40" Double sided led illumination sign and installation.

Cost:

Total \$11,138.00

The above quote does not include electrical, permits, or sales tax.

If you have any questions, please feel free to call 320-760-1507

Sincerely,

Bruce Strandkov

Customer agrees to order according to the above quote.

Date __/__/__ Authorization _____

(TOLL FREE)

1-800-594-9451

www.rosecityinc.com

31208 County RD 71, Eagle Bend MN 56446

(FAX)

1-218-738-3187

[**Employers:** This is a sample employee notice employers can use to inform their employees about earned sick and safe time as required under [Minnesota Statutes § 181.9447, subdivision 9](#). Instructions for completing this notice are in brackets. Delete all instructions before providing this to the employee.]

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. [If you are using a more generous accrual system or a front-loading system, edit the previous sentence and insert the applicable system for the employee who will receive this notice.] A year for purposes of the employee's earned sick and safe time accrual is: [Note here how you define the accrual or benefit year for the employee. Examples include the calendar year, year by work anniversary or another 12-month period.]

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.] If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number

Retaliation, right to file complaint

For more information

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວສານ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້ງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງຫີຍຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하와 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ስለተጠቀመው በሚመለከት አስፈላጊ መረጃ የያዘ ነው፡፡ ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጠን ከፈለጉ በዛው በስተግራ በኩል ባለው ባጥን ውስጥ ምልክት ያድርጉ፡፡
Karen/ကညီကျိာ်	လံာ်တၢ်လံာ်ခါတခါအဲဒါဟ့ုတ်တၢ်ဂ့ၢ်တၢ်ကျိးအကါဒိဉ်လၢအဘျီယးဒီးန့တၢ်ဖဲတၢ်မၤန့ၢ်လီၤ. တၢ်န့ၢ်တၢ်ဒီးလၢအစ့ၣ်တကယလၢတၢ်ဒီးန့တၢ်ဂ့ၢ်တၢ်ကျိးလၢကျိးတခါအဲဒါအဂီၢ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Tina Rennemo

From: Joyce Hottinger via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Wednesday, January 10, 2024 5:38 PM
To: Tina Rennemo
Subject: RE: City HR/Personnel Professionals : EEST - designated individual



City HR-Personnel Professionals

Post New Message

Re: EEST - designated individual

Reply to Group

Reply to Sender

Reply to Sender via
Email



Jan 10, 2024 5:38 PM

Joyce Hottinger

Hi Charnelle,

The state's website provides a nice breakdown of the definition of family member under the new ESST law:

www.dli.mn.gov/business/employment-practices/...

Which family members can an employee use ESST for?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;

6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Practically speaking, we have heard many cities are awaiting to have an employee share their "designated person" (highlighted above) until they need to use ESST, but it sure seems like an employer could ask their employees to designate their person on an annual basis. I would imagine an employer would want to make a cost benefit analysis about the time and resources needed for collecting and maintaining "designated persons" at the start of each year versus requesting it as needed/as the situation arises. Part of that analysis may involve how many of your employees use the ESST leave for a designated person annually.

Hope this helps. Have a fabulous evening and stay cozy.

Joyce Hottinger (she/her/hers) | Assistant HR Director

Phone: (651) 281-1216 | Mobile: (651) 470-0217 |

jhottinger@lmc.org |

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)



SPHR, SHRM-CP

Please be advised that I am not an attorney and this does not constitute legal advice.



BAUDETTE *Minnesota*

CITY OF BAUDETTE

Utility Superintendent Recruitment Quote

Submitted by **DDA Human Resources, Inc.**

October 31, 2023



DDA

Human Resources, Inc.
a David Drown Associates Company

Prepared by:
Liz Foster
Assistant Consultant

CONTENTS OF THE QUOTE

- Description of the Firm
- Service Details
- Optional Services
- Timeline
- Service Team
- Fees
- List of Clients
- Acceptance

DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 25 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and then added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs ten individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to well over 100 cities and counties throughout Minnesota. We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

SERVICE DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the position.

Deliverables:

- DDA receives information from the City such as existing job description, salary, etc.

STEP 2: DEVELOPMENT OF POSITION ADVERTISEMENT

Based on the information received from the City, DDA will develop a short advertisement brochure that presents information about the position and organization. A draft will be presented to the City for consideration and approval prior to advertising.

Deliverables:

- Draft advertisement sent to City for approval

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities,

Association of Minnesota Counties, National Association of Counties, DDA's LinkedIn page, LinkedIn's Job Board, ICMA, Indeed, municipal associations in Iowa, Wisconsin, and South Dakota, as well as a large number of colleges and universities. In addition, the posting will be advertised with the Minnesota Municipal Utilities Association, American Public Works Association, American Public Power Association, Engineering Alliance Minnesota, Minnesota Rural Water Association, the Engineering & Science Career Network, and many other venues.

We also utilize advanced recruiting efforts on LinkedIn's robust recruiter platform. This platform offers us the use of advanced recruiting filters and provides us with access to and 100% visibility of the more than 850 million LinkedIn users.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the "right opportunity."

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: DELIVERING OF APPLICANT MATERIALS

DDA will provide the City with a link to each applicant's profile where they can view their application materials.

Deliverables:

- Links to Applicant Profiles which includes cover letter and resume, or
- PDF file of cover letters and resumes of all applicants

OPTIONAL SERVICES

Option A: Background Check (administered through American DataBank)

- If requested, and for an additional fee, DDA can complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items.

Option B: Assessments (Work Personality Index and Intellect Profile)

- If requested, and for an additional fee, DDA can also administer a Work Personality Index (provides insight into working relationships and other work-related personality characteristics) and Intellect Profile (measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude).

Deliverables:

- If these optional services are used, DDA will provide reports to City including:
 - American DataBank's background check report
 - Work Personality Index and Intellect Profile reports

TIMELINE

This timeline is tentative. The final timeline will be set after the City's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by City to Proceed		November 13, 2023
Information Gathering	<ul style="list-style-type: none">▪ Gather all pertinent background information▪ Gather salary information and job description	November 21, 2023
Develop Advertisement	Develop one-page advertisement	December 1, 2023
Approve Advertisement	City approves advertisement	December 6, 2023
Candidate Recruitment	<ul style="list-style-type: none">▪ Post position immediately upon approval of advertisement▪ Comprehensively advertise and recruit▪ Email and phone calls to prospective candidates	January 4, 2024- February 1, 2024
Candidate Application Materials Packet	DDA will provide the City information including: <ul style="list-style-type: none">▪ Cover Letter & Resume	February 2, 2024
Finalist Assessments (optional)	DDA will administer Work Personality Index and Intellect Profile Assessments	TBD
Finalist Background Checks (optional)	Background check through American Databank includes: criminal background (county, state, and national), sex offender registry, social security number verification, education verification, credit check	TBD

SERVICE TEAM

LIZ FOSTER – PROJECT LEAD

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. As a Certified Professional Recruiter and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.

Liz will serve as the project lead for this recruitment.

Contact Information:

liz@daviddrown.com

612-920-3320 x108

704 10th Ave SE

Austin, MN 55912



GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his 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.

Gary has worked with local governments ranging in size from a couple thousand residents to counties of over 1 million residents.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary has conducted over 100 executive searches and numerous organizational studies.

Gary will assist with consulting and recruitment as needed.

Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021



LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.

During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up-and-coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches.

Liza will assist with consulting and recruitment as needed.

Contact Information:

liza@daviddrown.com

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375



PAT MELVIN

Pat joined DDA as a Management Consultant specializing in Executive Search Services. He has a Government and Management Degree from Saint John's University and a Public Administration Studies master's degree from the University of Minnesota – Mankato which he earned while working for the City of Edina. Pat grew from being the Special Projects Administrator in Wright to becoming the Administrator in McLeod County and has city experience serving as City Administrator in the Cities of Arlington and Minnetonka Beach.



While working in county and city government, Pat has been involved in numerous aspects of local government including policy development, budgeting, human resources (including recruiting), payroll, benefits and workplace investigations, capital improvement plans, contract negotiations, grievance settlements, and managed a group self-insured health insurance plan. Pat enjoys working with a team of individuals to establish goals, address concerns, and build upon success.

Pat will assist with consulting and recruitment as needed.

Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave

Wayzata, MN 55391

FEES

The base fee for the process is \$12,000, payable at the completion of the process. This does not include expenses for the optional services. If the City chooses to add any of those services, the cost for each of those services would be:

- Background Check through American DataBank: \$500/person
- Assessments (Work Personality Index & Intellect Profile): \$125/person

No Guarantee

Though DDA Human Resources, Inc. will devote significant time and resources on this recruitment, we acknowledge that this service involves a degree of risk for the client. We cannot guarantee that a successful hire will be achieved.

LIST OF SEARCH CLIENTS FROM THE LAST TWO YEARS

Cities

Barnesville - Administrator
Benson - Manager
Breezy Point - Administrator/Clerk/Treasurer
Chatfield - Administrator
Corcoran - Administrator
Credit River - Administrator
Crystal - Manager
East Grand Forks - Administrator
Fairmont - Public Works Director
Hawley - Administrator
Lakeville - Finance Director
Maple Plain - Administrator
Mayer - Administrator
Melrose - Electric Operations Director
Mora - Administrator/Public Utilities GM
Morris - Manager
New Hope - Manager
Newport - Administrator
North St. Paul - Manager
North Mankato - Administrator
Norwood Young America - Administrator
Nowthen - Administrator
Olivia - Finance Director
Pelican Rapids - Administrator
Red Wing - Human Resources Manager
Richmond - Treasurer/Administrator
Spring Park - Administrator/Treasurer
Stillwater - Administrator
Wadena - Administrator
Winsted - Administrator
Winthrop - Administrator

Counties

Beltrami - Human Resources Director
Cass - Chief Financial Officer
Faribault - Assistant County Engineer
Hennepin - Chief Financial Officer, Chief Human Resources Officer
Morrison - Administrator
Roseau - County Engineer

Other Entities

Albert Lea HRA - Executive Director
Dakota 911 - Executive Director
Des Moines Valley Health and Human Services - Administrator
Middle Fork Crow River Watershed District - Executive Director
Mississippi Watershed Management Organization - Executive Director
Kitchigami Regional Library System - Library Director
Riley Purgatory Bluff Creek Watershed District - Administrator

DDA is currently conducting searches for the Cities of Corcoran, Faribault, Mound, Richmond, and Rochester, Minnesota, the Counties of Cass, Steele, and Wadena, the Arrowhead Library System, and Ramsey/Washington Recycling & Energy.

ACCEPTANCE

Your signature below indicates acceptance of the terms of the quote state herein.

Client Representative Name: _____

Client Representative Signature: _____

Date: _____

LAKE OF THE WOODS COUNTY

Work Session Community Supper to Follow

EVENT: Work Session-Senior Housing Project

DATE: February 8th, 2024

**LOCATION: American Legion
115 Main Ave, Baudette, MN 56623**

TIME: 4:30 p.m.

A quorum of the County Board and EDA members may be present.

EVENT: Baudette Community Action Plan Dinner

DATE: February 8th, 2024

**LOCATION: American Legion
115 Main Ave, Baudette, MN 56623**

TIME: 6:00 p.m. – 8:00 p.m.

Posted and sent to interested parties on January 22, 2024



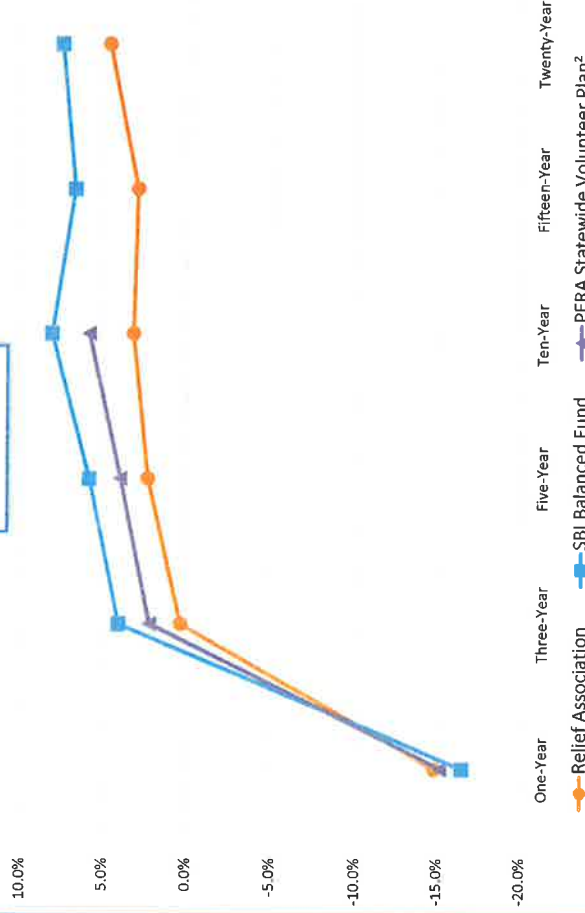
Baudette Fire Relief Association Investment Report Card

For the Year Ended December 31, 2022

Rates of Return

	Relief Association	SBI Balanced Fund	PERA Statewide Volunteer Plan ²
One-Year	-14.9%	-16.5%	-15.2%
Three-Year	0.3%	4.1%	2.2%
Five-Year	2.3%	5.9%	4.0%
Ten-Year	3.2%	8.2%	5.9%
Fifteen-Year	3.0%	6.8%	N/A
Twenty-Year	4.7%	7.6%	N/A

Rates of Return



¹The Custom Benchmark (One-Year) is calculated based on the relief association December 31, 2022 asset allocations. The benchmark may not fully reflect the different investment exposures or diversity of investments held within certain asset classes for some relief associations.

²The PERA Statewide Volunteer Plan incorporated in 2010.

³MSCI ACWI ex US Net of Taxes on Dividends

This Investment Report Card is provided for informational purposes and should not be construed as containing investment or legal advice, and its contents are subject to revision.

Relief Association Asset Allocations

	As of 1/1/2022	As of 12/31/2022
Domestic Stock	48.5%	49.9%
International Stock	16.3%	3.0%
Bonds	27.4%	37.1%
Cash	7.6%	10.0%
Other	0.3%	0.0%

Benchmark Information

Custom Benchmark (One-Year)¹

-14.7%

State Board of Investment Returns

	2022	Ten-Year
SBI Balanced Fund	-16.5%	8.2%
SBI Bond Fund	-14.1%	1.5%
SBI Broad International Fund	-13.7%	4.7%
SBI Money Market Account	1.9%	0.9%
SBI U.S. Stock Actively Managed Fund	-20.7%	12.5%
SBI U.S. Stock Index Fund	-19.2%	12.2%

Index Returns

	2022	Ten-Year
Russell 3000 (Domestic Stock)	-19.2%	12.1%
MSCI ACWI ex. U.S. Net (International Stock) ³	-16.0%	3.8%
Bloomberg Barclays U.S. Aggregate (Bonds)	-13.0%	1.1%
ICE BofA US 3-Month Treasury Bill (Cash)	1.5%	0.8%
Russell 3000 (Other)	-19.2%	12.1%
S&P 500	-18.1%	12.6%
NASDAQ Composite TR	-32.5%	14.4%
Dow Jones Industrial Average	-7.0%	12.2%