

City of Foley Council Agenda Report for April 19, 2016

To: Mayor Dave Mosford, City Council Members & Interested Parties:

From: Robert Barbian, Administrator

Date: April 13, 2016

MEETING START 5:00 !

4. Board of Equalization: This is an opportunity for any Foley property owner to come forward that may have an issue with the value of their property or the classification of the property. A member of the Board of Equalization is required to be trained. In Foley's case Kris duMonceaux received the training. In addition Brian Koester, Benton County Assessor and Tracy Balder, City Assessor will be at the meeting. 30 min.

New Meeting:

- 4) Mayor's Comments & Open Forum
- 5) Consent Agenda:
 - a. Minutes
 - b. Approve payment of the bills list, available by Monday
 - c. Partial Street Closing of Dewey Street June 16-18, sidewalk sale TJ Coffee Shop: The request to allow a tent, 20x40 partially covering the sidewalk and parking stalls has been reviewed by staff. The owner to use barricades to separate traffic, execute city indemnification and obtain approval of County Engineer. Approval recommended
 - d. The Planning Commission reviewed and recommends approval of concept see memo attached.
 - e. The Emergency Management Plan calls for preapproved authorization to obtain supplies should an event occur. This is done so that items like water can be secured without calling a Council meeting.
- 6) Public Works Capital Equipment Purchases & Projects: Mark plans to go over the 2016 capital equipment needs and purchases of the department. The City budget calls for planned purchases, In 2015 a Chev. 1 ton at 30K and Snow Hall Tk at 25K was anticipated but not bought. In 2016 a Case Loader at 130K was anticipated. In 2017 a Plow Truck at 240K and an asphalt hot box at 15K is planned. Changes to what is planned are acceptable practice with Council approval. Mark would like to discuss Department needs and possible changes to plan.

Public Works Projects: Mark plans to update the Council on street department projects.

In the budget under Street Improvement Fund is: Overlay 10K/ year, 2016 4th Ave. N ~500K city and maintenance/repairs 38K. Work anticipated will be covered. Eventually a more thorough strategy to maintain and rebuild roads will be needed. This will assist in two ways, one allowing a better built and transparent budget and two by having a capital road plan that is more transparent maintaining 15 year old roads and rebuilding roads needed.

Other Capital Equipment in Budget:

Police department lease buy out at 8K. This to occur as a typical authorized purchase & approved payment. It will not require advance Council approval but will be on a bills list.

First Responder Truck, used at 175K. Council discussion will occur prior to purchase.

Pool, not listed as equipment but general: Chemical Building roof 15K and Bottom Coat 8K.

- 7) Personnel Committee: You will find two documents proposed by the Personnel Committee. The draft documents are to be considered by the Council on April 19th and depending upon direction of the Council brought back for action at a future meeting.

A Statement of Values which is a statement of the way in which city officials and the community would like to see public business conducted. The City of Foley Statement of Values adds Rules of Order for the Council to follow. The Rules of Order reference a decorum which is nearly identical to that proposed by Mayor Mosford. The second document is a public information sheet labeled City Council Meeting Guidelines.

Other Activity Updates:

- Pool Operations: Staff is looking ahead to another good year at the Foley Swimming Pool. Plans are underway to consider staffing, lesson offerings and needed improvements at the facility to be ready for spring. More information will be coming soon.
- Administrative Office: Many changes have occurred over the last few weeks. The limited term staff is learning their roles fairly quickly as the first week brought the due date for utility bills, meter readings, utility billings, accounts payable and payroll to name a few items. No rest, as routines are starting to take hold in order that additional duties can take shape. These duties include being ready for support of pool operations, liquor licenses, completion of audit and processing the never ending line of paperwork.
- Silt Sock Inc. All fees have been paid and the building permit issued. Construction is proceeding and the footing are nearly complete. The building erection is anticipated in April and May.
- Planning Commission: The nine member committee has been discussing general planning topics over the last few months. A topic that is gaining interest is stormwater planning and management. This is particularly linked to the water being generated by the increased flows caused by separating the inflow and infiltration of grey water from the sanitary sewer. Discussion at the Planning Commission led to a contact with NEMO (Nonpoint Education for Municipal Officials) a nationally recognized program for local elected, appointed decision makers and community leaders. NEMO provides educational and skill building programming. The Planning Commission directed staff to look into the representative working with Foley.
- City of Foley Staff Hiring: Active Recruitment is taking place for the positions below. If you know of potential candidates encourage them to apply. Summer Public Works Employee, Pool Life Guards, WSI Certified Swim Lesson Instructors, Accounting & Administrator Clerk and Administrative & Communications Assistant.

Should you have questions, comments and or concerns please contact me. Cell: 715-497-5262

- If you want to see me it is best to call ahead but you are welcome to just stop to see if I am available.
 - My regular office hours are 7:45 to 5, I take about 30 minutes for lunch around 1.
 - Scheduling after 5 is fine as I generally work 2 evening a week.

MEMO

To: Mayor, City Council Members & Interested Parties

From: Summary of Mark Pappenfus, Nancy Scott, Jon Halter, Adam Ripple & Robert Barbian

Date: April 11, 2016

RE: 146 Green Meadow Street, Concept Application: PUD Amendment

Background:

Kampa Meadows was platted with a large outlot B east of the current homes. Please see the attached Plat of the subdivision. The owner of outlot B would like to build a single family home on a small part of the land that has frontage on Green Meadow Street. The home is to be a model home to determine market interest. In the future the owner may further subdivide the property at which time sewer, water and road construction would occur to serve the additional lots. This would require additional reviews and approvals.

Staff reviewed the location of the proposed single lot in relation to the existing lots, road, sewer and water on Green Meadow. As-Built Records show a 1" copper water stub along with a 4" PVC sewer stub going into this lot that should be able to utilize. There is approximately 63+- feet of bituminous roadway going east in front of this property before it ends so it is adequate. Maintaining that stub should not be an issue as it is already plowed on the regular route. There is a drainage easement to the back (south) side. The proposed lot is listed on the City address map.

Analysis:

The land is currently zoned a Planned Unit Development R-1 single family. As an outlot this portion of the property needs to have separate PUD documents drafted or an amendment to the existing PUD documents to include this lot. In addition a certificate of survey and future plat will be needed to secure utility, sidewalk, and road easements. The PUD and plat would pair the existing single family home setbacks.

As part of the PUD a few items to note that will be conditions are:

- a. To plat the lot and have a certificate of survey
- b. Show 40' drainage and utility easement on south side as well as side and front easements.
- c. Lot grading plan with drainage swale within the 40' easement & house elevation.
- d. SAC / WAC charges as applicable, currently at \$2,700.00.
- e. Amendment of the PUD documents

The Concept application is a non-binding indication from the Planning Commission and Council on how the development will be viewed. Staff has assembled those items that satisfy the needs of the City for the development to be completed.

Recommendation:

Further discussion with SEH and the City Attorney have determined that a Certificate of Survey combined with a Development Agreement requiring this lot to be platted upon further subdivision of outlot B. The Planning Commission requested the lot be increased 7 to 10 feet in width to better reflect similar lot sizes for single family homes in the PUD. To approve the concept application as noted in the analysis and recommendation.