



**City Council - Meeting Agenda
December 20, 2016 - 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 December 6, 2016.
 - Approve payment of bills.
5. New Life Church - Jim VonWald
 - Request to extend parking lot hard surfacing.
6. Foley Fire Relief - Bryan Moshier
 - Request to increase firefighter annual pension amount.
7. Approve Hiring of Accounting & Administrative Clerk
 - Recommendation will come following interviews scheduled Monday, Dec. 19th.
8. City of Foley - Non-union employee agreement
9. Update on I&I Project
10. Mayor's Comments & Open Forum.
11. Department Reports:
 - Police Department -Katie McMillin
 - City Attorney - Adam Ripple
 - City Engineer - Jon Halter
 - Public Works - Mark Pappenfus
 - Administration - Sarah Brunn
12. Old Business
13. New Business
14. Adjourn

CITY OF FOLEY, MINNESOTA
REGULAR CITY COUNCIL MEETING – December 6, 2016

The Foley City Council held a regular meeting on December 6, 2016, at 5:30 p.m. at the Foley City Hall.

Members Present: Mayor Dave Mosford, Councilmembers Gerard Bettendorf, Brian Weis, Kris du'Monceaux and Leslie LeCuyer.

The pledge of allegiance was recited.

Motion by Bettendorf, seconded by Weis, to approve the agenda. Motion carried, unanimous.

Consent Agenda

Motion by du'Monceaux, seconded by Bettendorf, to approve the consent agenda, which included the following:

- Approving the minutes of November 15, 2016.
- Accepting bid from Adam Foss on 1990 Chevy Dump Truck.
- Accepting bid from Jack Kemble for 1995 721 Case Loader.
- Adopting Resolution #2016-26 Accepting Donation.
- Adopting Resolution #2016-28 Supporting Safe Routes to School.
- Approving payment of bills paid for by checks #49194-#49264.

Motion carried, unanimous.

Police Union Contract

City Administrator Brunn gave an overview of the police union contract and indicated the contract has been approved by the union members. City Attorney Pamela Steckman, reviewed the language items and that a number of the terms are a reflection of the city's existing personnel policy. Motion by LeCuyer, seconded by du'Monceaux, to approve the contract. Motion carried, unanimous.

Discussion on 2017 Water/Sewer Rates

City Administrator Brunn outlined the water/sewer expenditures and the need to increase rates to support operations and capital reinvestment. Public Works Director Mark Pappenfus agreed and commented on the need to support activities and upcoming projects.

Motion by du'Monceaux, seconded by Bettendorf, to adopt Code of Ordinances 424 and Code of Ordinances 425 Water Charges and Sewer Rates. Motion carried, unanimous.

Mayor Comments & Open Forum

Delroy Kampa, 540 4th Avenue N, expressed concern over the increase in water and sewer rate increases.

Department Reports

Chief Katie McMillin updated the council on the monthly law enforcement activity report.

Public Works Director Pappenfus indicated things in the public works department have been quiet and staff did clean carpets in the city hall.

Pappenfus updated the council on the I/I project and indicated a need to continue follow-up on non-compliant properties. The allowed contract amount for S.E.H. has been reached and council direction is needed. Pappenfus also indicated many properties need re-inspections. LeCuyer questioned the total contract amount and costs to finish the re-inspections. Brunn indicated the need to continue progress before assessing penalties. Bettendorf indicated a need to move forward and complete the project. There was discussion on the sump pumps discharging to the street. The council also discussed the process of implementing fines. Pappenfus indicated staff will assist in some of the re-inspections when possible. The council directed staff to proceed with re-inspections and authorize the additional engineering expenditures and if a new contract is needed to bring that item to a later meeting.

Pappenfus indicated bids closed on the fire truck for a total of \$3,751. Motion by LeCuyer, seconded by Bettendorf, to authorize the sale of the truck to the highest bidder.

City Administrator Brunn updated the council on a "Citizen of the Year" program being considered by the Chamber. The Chamber is requesting these awards be displayed in City Hall. The council indicated no concerns to allow the display of these awards.

Brunn gave an overview of a proposal from the Benton County Assessor's Office on providing assessing services for the City of Foley beginning the next cycle in spring of 2017. Costs were reviewed. Motion by Mosford, seconded by Bettendorf, to accept the county contract for assessing services from May 1, 2017, through April 30, 2022. Motion carried, unanimous.

Brunn updated the council on the hiring process for the Accounting & Administrative Clerk. Brunn indicated interviews will be conducted by the department heads and the personnel committee will also be reviewing applications. Bettendorf indicated a desire to review applications as well. LeCuyer offered to step down on the personnel committee on this item and allow Bettendorf to participate.

Brunn provided a proposed 2017 council meeting calendar and asked members to review it and let City Hall know if there are any concerns.

2017 Truth-In-Taxation Public Hearing

Mosford recessed the regular city council meeting to conduct the public hearing on the 2017 Tax Levy. Brunn overviewed the 2017 levy and taxes. No one spoke for or against the proposed tax levy for 2017. Mosford reconvened the regular city council meeting.

Motion by Bettendorf, seconded by Weis, to adopt Resolution 2016-27 Adopting 2017 Levy. Motion carried, unanimous.

Old Business

Du'Monceaux asked if the council would like to discuss the recording of council meetings. LeCuyer indicated support over recording the meetings. Costs were discussed. Bettendorf indicated concerns over the expense versus the value of the service and if a lot of people will actually view the meetings. Bettendorf would like to see individuals actually attend the meetings. LeCuyer indicated having recordings of the meeting available is a good way to have everyone have access to the information. LeCuyer indicated support of the \$190/meeting option of having the meetings recorded. du'Monceaux asked if hits or access to

the meetings could be tracked. There was discussion on the pros and cons. Mosford asked if any audience members had comments. Delroy Kampa, 540 4th Avenue N, commented on how the paper covers the meetings. Motion by LeCuyer, seconded by du'Monceaux, to authorize services from Kalton Communications for 6 months of council meeting recording at \$190/meeting. Bettendorf indicated preference to let the new council decide. LeCuyer, du'Monceaux - aye, Mosford, Weis, Bettendorf - nay. Motion failed.

New Business

Brunn presented plaques to outgoing councilmember Leslie LeCuyer and Mayor Dave Mosford.

Motion by LeCuyer, seconded by Bettendorf, to adjourn. Motion carried, unanimous.

Sarah A. Brunn, Administrator

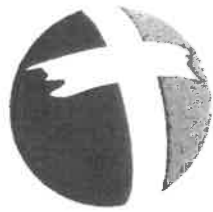
Bills List - December 20, 2016

Gross Salaries (Regular)	Payroll (12/20/16)	\$	-
EFTPS	Federal Withholding	\$	-
MN Dept of Revenue	State Withholding	\$	-
State Treas. PERA	PERA	\$	-
Nationwide	Deferred Comp	\$	-
Pacific Life Ins	Deferred Comp/Roth IRA	\$	-

To Be Paid - 12/20/16

Benton County Attorney	Prosecutor Fees	\$	2,431.00
Benton County Highway Department	Fuel Charges	\$	419.38
Benton Trophy & Awards	New Fire Nametag	\$	19.55
Chamberlain Oil Co	Service Pro ATF	\$	261.00
Crysteel Truck Equipment	Repairs & Equipment	\$	557.35
Delta Dental	Dental Insurance	\$	1,221.25
DHIA Labs	Water Testing	\$	598.00
Dyna Systems	Slasher Cutoff Wheel	\$	156.37
Flexible Pipe Tool Company	J-Hook & Flange	\$	575.00
Foley Medical Center	Police Force Physicals	\$	354.00
G&K Services	Uniforms & Mats	\$	218.22
Goodin Company	Air Filter	\$	84.12
Hawkins	Chemicals	\$	1,112.40
Henry Embroidery	Public Works Safety Jackets	\$	60.00
JM Truck & Tractor Repair	Bomber Repairs	\$	2,048.98
McDowall Company	Maintenance Bldg Roof Repairs	\$	1,837.00
Peplinski, Inc	Toilet Paper & Paper Towels	\$	144.89
Quality Meats	Supplies	\$	1,018.58
Red's Auto Electric	Starter Repairs & Materials	\$	123.03
Sarah Brunn	Reimbursement for Flower Purchase	\$	35.38
Short Elliott Hendrickson	I&I Study Inspections	\$	2,363.79
Staples	Office Supplies	\$	84.08
US Able Life	Employee Life Insurance	\$	256.50
Wex Bank	Fuel Charges	\$	1,410.44
Windahl Technology	Monitor replacement for Sarah's Computer	\$	239.99

\$ 17,630.30



newlifechurch
life is relationships; the rest is just details

12.4.16

To: Sarah Brunn; Planning Commission; City Council

From: New Life Church of Foley

Re: Parking Lot Expansion – Page 1 of 2

Attached to this memo please find the drawings of our parking lot expansion plan. The drawings include new playground areas and youth activity areas that have pea gravel, sand, rubber and gravel surfaces.

After meeting with the city administrative personal it was recommended that we approach the planning commission and outline our plan and requested time frame for the paving of our parking lot expansion.

If you are not aware, the soil conditions in Foley are less than desirable when doing soil correction in preparation for paving. In order for asphalt to have durability and longevity, care must be taken during all stages of the process. For us here at New Life we paved our initial parking area in accordance with the recommended city time frame. This allowed for us to have one complete freeze thaw cycle after compaction and prior to paving. Unfortunately lighting and electrical runs are unable to be installed until after compaction occurs. Despite additional compaction, a second season of freeze thaw was not completed. This has resulted in repairs being needed in the first year of use. As a result we are requesting the following schedule to be approved for the paving of our expanded parking lot.

1. Soil correction for additional parking was completed fall of 2016 in accordance with previously submitted plans. All drainage, engineering and grading was approved.
2. Compaction of the new area is still in process due to heavy and continual rain this fall. It is scheduled to be done this fall before freeze thaw in accordance with the paving contractor's recommendation.
3. Parking lot lights and excavation of electric lines are scheduled to be done in the summer of 2017. Final compaction will occur after they are installed. Our paving contractor recommends plowing and driving on the compacted lot for a full freeze thaw cycle after this final compaction to allow for any potential boils in the subgrade to occur prior to paving.

4. Paving will occur the summer of 2018 which would allow for one complete year of freeze thaw after the final compaction occurs.

Our desire is to have a paved lot that isn't broken up or pieced together due to jumping too quickly ahead with the final surface. We want it to be aesthetically pleasing to our constituents and to our community. If you have had the chance to tour our new church building you will find that we do our best to complete things with excellence, plan for the future and spend wisely. We believe our proposal is both reasonable and fiscally responsible and request that you approve it.

Thank you for your time and consideration.

Pastor Jim Von Wald and the New Life Deacon Board

EXISTING

3200

Calculation of Normal Cost

	2015	2016	
Total Active Member Liabilities	565,120	613,504	
Total Deferred Member Liabilities	26,126	26,126	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 591,246	B. 639,630	
Normal Cost (Cell B minus Cell A)			C. 48,384

Projection of Net Assets for Year Ending December 31, 2015

Special Fund Assets at December 31, 2014 (RF-14 ending assets) 1 626,807

Projected Income for 2015

Fire State Aid (2014 fire state aid of \$39,003 may be increased by up to 3.5%)	D.	51,000
Supplemental State Aid (actual 2014 supplemental state aid)	E.	9,436
Municipal / Independent Fire Dept. Contributions	F.	7,500
Interest / Dividends	G.	12,000
Appreciation / (Depreciation)	H.	15,000
Member Dues	I.	
Other Revenues	J.	
Total Projected Income for 2015 (Add Lines D through J)	2	94,936

Projected Expenses for 2015

Service Pensions	K.	5,165
Member Names: Tom Dombrowski		
Other Benefits	L.	
Administrative Expenses	M.	7,000
Total Projected Expenses for 2015 (Add Lines J through M)	3	12,165
Projected Net Assets at December 31, 2015 (Add Lines 1 and 2, subtract Line 3)	4	709,578

Projection of Surplus or (Deficit) as of December 31, 2015

Projected Assets (Line 4)	5	709,578
2015 Accrued Liability (Page 4, cell A)	6	591,246
Surplus or (Deficit) (Line 5 minus Line 6)	7	118,332

3200

Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2014	Original Amount	Amount Retired as of 12/31/2015	Amount Left to Retire 1/1/2016
2006	0	0			
2007	0	0			
2008	0	0			
2009	0	0			
2010	0	0			
2011	0	0			
2012	0	0			
2013	0	0			
2014	0	0			
2015					
Totals					

Normal Cost (Page 4, cell C)		8	48,384
Projected Administrative Expense	Enter 2014 Admin Exp here:	9	7,000
Amortization of Deficit (Total of Original Amount column x 0.10)		10	0
10% of Surplus (Line 7 x 0.10)		11	11,833
Fire and Supplemental State Aid		12	60,436
Member Dues		13	0
5% of Projected Assets at December 31, 2015 (Line 4 x 0.05)		14	35,479
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)		15	0

No required contribution due in 2016.

PROPOSED

3700

OFFICE OF THE STATE AUDITOR

	2016	2017	
Total Active Member Liabilities	709,364	767,158	
Total Deferred Member Liabilities	26,126	26,126	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 735,490	B. 793,284	
Normal Cost (Cell B minus Cell A)			C. 57,794

Projection of Net Assets for Year Ending December 31, 2016

Special Fund Assets at December 31, 2015 (FIRE-15 Form ending assets) 1 670,671

Projected Income for 2016

Fire State Aid (2015 fire state aid of \$40,842 may be increased by up to 3.5%)	D.	50,000	
Supplemental State Aid (actual 2015 supplemental state aid)	E.	9,993	
Municipal / Independent Fire Dept. Contributions	F.	7,500	
Interest / Dividends	G.	15,000	
Appreciation / (Depreciation)	H.	10,000	
Member Dues	I.	0	
Other Revenues	J.	0	
Total Projected Income for 2016 (Add Lines D through J)			2 92,493

Projected Expenses for 2016

Service Pensions (fill in individual pension amounts below) K. 0

Names:

\$ Amounts:

Other Benefits	L.	0	
Administrative Expenses	M.	7,500	

Total Projected Expenses for 2016 (Add Lines K through M) 3 7,500

Projected Net Assets at December 31, 2016 (Add Lines 1 and 2, subtract Line 3) 4 755,664

Projection of Surplus or (Deficit) as of December 31, 2016

Projected Assets (Line 4)	5	755,664
2016 Accrued Liability (Page 4, cell A)	6	735,490
Surplus or (Deficit) (Line 5 minus Line 6)	7	20,174

3700

OFFICE OF THE STATE AUDITOR
Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2015	Original Amount	Amount Retired as of 12/31/2016	Amount Left to Retire 1/1/2017
2007	0	0			
2008	0	0			
2009	0	0			
2010	0	0			
2011	0	0			
2012	0	0			
2013	0	0			
2014	0	0			
2015	0	0			
2016					
Totals			0		0

Normal Cost		8	57,794
Projected Administrative Expense	Enter 2015 Admin Exp here:	9	590
Amortization of Deficit (Total of Original Amount column x 0.10)		10	0
10% of Surplus		11	2,017
Fire and Supplemental State Aid		12	59,993
Member Dues		13	0
5% of Projected Assets at December 31, 2016		14	37,783
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)		15	0

No required contribution due in 2017.

2016-2018 Contract Proposal - Non-union staff

1	Safety Glasses	Existing \$200	Proposed \$250						
	Steel-toed Boots	\$200	\$250						
2	Comp Time Accrual Hours	Existing 50	Proposed 100						
3	Long Term Disability	Existing N/A	Proposed 100% Employer Paid						
4	Step Schedule (retroactive to 2016)	Existing 10 step - no COLA	Proposed 10 step w/ COLA (see attached)						
	<p><i>*All existing full-time employees will be adjusted by the COLA - retro for 2016.</i></p> <p><i>**All existing full-time employees will be moved to their next step on the 2017 schedule - effective 1-1-17.</i></p>								
5	Removal of Merit System replaced by Longevity Pay								
	<p><i>*After completion of all steps on schedule the following will be added to base pay based on experience:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">After 10-15 years of service</td> <td style="text-align: right;">.10 per hour</td> </tr> <tr> <td>After 15-20 years of service</td> <td style="text-align: right;">.20 per hour</td> </tr> <tr> <td>After 20 years of service</td> <td style="text-align: right;">.30 per hour</td> </tr> </table> <p><i>**longevity will be added to base pay on January 1st after completion of each year of service as identified above.</i></p>			After 10-15 years of service	.10 per hour	After 15-20 years of service	.20 per hour	After 20 years of service	.30 per hour
After 10-15 years of service	.10 per hour								
After 15-20 years of service	.20 per hour								
After 20 years of service	.30 per hour								
6	City Insurance reviewed annually	Existing	Proposed						
	Contribution rates to remain the same in 2017 and reviewed each year.	No change	No change						

Step Schedule COLA Adjustments

Existing	1	2	3	4	5	6	7	8	9	10	COLA
Administrator	4,671	4,960	5,248	5,537	5,825	6,114	6,402	6,691	6,979	7,268	
PW Director	3,916	4,176	4,436	4,695	4,955	5,215	5,475	5,734	5,994	6,254	
Lead Operator	3,038	3,234	3,430	3,627	3,823	4,019	4,215	4,412	4,608	4,804	
Operator/Acct Clerk	2,974	3,144	3,315	3,485	3,655	3,826	3,996	4,166	4,337	4,507	
Admin Assst/Comm	2,758	2,939	3,120	3,301	3,482	3,664	3,845	4,026	4,207	4,388	
Police Chief	3,995	4,260	4,525	4,790	5,055	5,320	5,585	5,850	6,115	6,380	
Police Officer	3,155	3,320	3,486	3,651	3,816	3,982	4,147	4,312	4,478	4,643	

2016	1	2	3	4	5	6	7	8	9	10	2.50%
Administrator	4,788	5,084	5,379	5,675	5,971	6,267	6,562	6,858	7,153	7,450	
PW Director	4,014	4,280	4,547	4,812	5,079	5,345	5,612	5,877	6,144	6,410	
Lead Operator	3,114	3,315	3,516	3,718	3,919	4,119	4,320	4,522	4,723	4,924	
Operator/Acct Clerk	3,048	3,223	3,398	3,572	3,746	3,922	4,096	4,270	4,445	4,620	
Admin Assst/Comm	2,827	3,012	3,198	3,384	3,569	3,756	3,941	4,127	4,312	4,498	
Police Chief	4,095	4,367	4,638	4,910	5,181	5,453	5,725	5,996	6,268	6,540	

2017	1	2	3	4	5	6	7	8	9	10	2.00%
Administrator	4,884	5,186	5,487	5,789	6,090	6,392	6,693	6,995	7,297	7,599	
PW Director	4,094	4,366	4,638	4,909	5,180	5,452	5,724	5,995	6,267	6,539	
Lead Operator	3,176	3,381	3,586	3,792	3,997	4,202	4,407	4,613	4,818	5,023	
Operator/Acct Clerk	3,109	3,287	3,466	3,644	3,821	4,000	4,178	4,356	4,534	4,712	
Admin Assst/Comm	2,883	3,073	3,262	3,451	3,640	3,831	4,020	4,209	4,398	4,588	
Police Chief	4,177	4,454	4,731	5,008	5,285	5,562	5,839	6,116	6,393	6,670	

2018	1	2	3	4	5	6	7	8	9	10	1.50%
Administrator	4,957	5,263	5,569	5,876	6,181	6,488	6,794	7,100	7,406	7,713	
PW Director	4,156	4,431	4,707	4,982	5,258	5,534	5,810	6,085	6,361	6,637	
Lead Operator	3,224	3,432	3,640	3,849	4,057	4,265	4,473	4,682	4,890	5,098	
Operator/Acct Clerk	3,156	3,336	3,518	3,698	3,879	4,060	4,240	4,421	4,602	4,783	
Admin Assst/Comm	2,927	3,119	3,311	3,503	3,695	3,888	4,080	4,272	4,464	4,656	
Police Chief	4,239	4,521	4,802	5,083	5,364	5,645	5,927	6,208	6,489	6,770	

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 12-20-16 COUNCIL MEETING
DATE: DECEMBER 16, 2016

Foley Fire Relief – Bryan Moshier - Pension Increase

Brian Moshier, Treasurer, for the Foley Fire Relief will be at the meeting requesting to increase the pension amount for firefighters. This request must be brought forward to the city council for approval because in the instance the pension becomes underfunded the city would be required to make up the difference. Mr. Moshier will overview the health of the fund and the existing liabilities at the meeting prior to council action.

New Life Church – Parking Lot Hard Surfacing Extension

The planning commission reviewed a request from New Life Church on Monday to extend the hard surfacing of the parking lot area to the south of their existing lot. A letter and site plan have been provided in your packet. The extension would allow for New Life to complete the hard surfacing by the summer of 2018. The planning commission is recommending approval of this request. If the council grants this extension, staff will draft a letter of understanding and have city and New Life officials sign.

Accounting & Administrative Clerk Hiring

The city received 23 applications for the accounting and administrative clerk position. Applications were reviewed by department heads and members of the personnel committee (Councilmember Bettendorf stepped in for member LeCuyer). Interviews are scheduled for Monday and staff is planning on bringing forth a recommendation to hire at Tuesday's meeting. This hiring would be subject to passing a background check.

Employee Contract – Non-union employees

The personnel committee has been working with the non-union employees on a new agreement. Included in your packet are the terms and revised step schedules. The personnel committee has agreed to the terms and is bringing it forward at the meeting for council consideration.

In addition to these terms staff is nearly complete with revisions to the personnel policy. That item will be coming forward early in 2017.

Update on I/I

Nearly 90 letters have been sent to individuals still requiring work or inspections related to I/I. These letters also indicated penalties will be assessed in 2017 as part of the water/sewer bill if needed action does not occur. At the meeting, the city engineer will provide an update on the progress of this project.

Update on Planning Commission Activities

The planning commission met on Monday, December 12th and discussed a number of items. The New Life parking lot extension was recommended for approval and on your council agenda for Tuesday. In addition, members had a lengthy discussion with a representative from Mobilitie, a company wishing to install a cell tower booster (communications tower) within the ROW on Norman Avenue S. A potential variance on this project may be coming forward in the future. The commission also discussed tiny houses and will be continue to review sample ordinances on this item.

Upcoming Reminders

- Annual Appointments will be held the first meeting in January.
- Staff is working on the TA Application which is due January 13th. Information on that application will be coming forward the first meeting in January. The application includes 2 pedestrian crossings and 2 flashing speed signs on Highway 23 as well as a trail extension on the south of town, parallel to Highway 25.