



City Council – Meeting Agenda
January 2, 2018 – 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 5, 2017.
 - Adopt Resolution #2018-03 Approving Financial Management Plan
 - Approve payment of bills.
5. Annual Appointments
 - Discussion on Public Safety Committee
 - Adopt Resolution #2018-04 Eliminating Public Safety Committee
 - Approve 2018 Annual Appointments.
6. Coborn's – 151 Glen Street – Sign Permit Site Plan Review
7. Public Hearing – Tobacco Violations
 - Consider assessment of fines.
8. City of Foley - TA Grant Application
 - Overview of Application - City Staff
 - Resolution #2017-01 Agreeing to Maintain Facility
 - Resolution #2017-02 Approving TA Application and Funding Commitment
9. Discussion on Mariah Drive drainage issues.
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 5, 2017

The Foley City Council held a regular meeting on December 5, 2017, at 5:30 p.m. at the Foley City Hall.

Members Present: Mayor Gerard Bettendorf, Councilmembers Jeff Gondeck, Kris du'Monecaux, Brian Weis, and Gary Swanson.

Members Absent: None

The pledge of allegiance was recited.

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

Consent Agenda

Motion by Gondeck, seconded by du'Monceaux, approve the consent agenda which contains the following:

- Approve minutes of November 7, 2017.
- Adopt Resolution #2017-36 Library Grant Authorization.
- Accept resignation of Josh Neumann, part-time police officer.
- Approve hiring of James Swioklo as part-time police officer.
- Adopt Resolution #2017-37 Adopting County Hazard Mitigation Plan.
- Adopt Resolution #2017-38 Accepting Donation.
- Approve tobacco license of Dollar General, 320 Broadway Avenue N.
- Approve payment of bills paid for checks #50080 - #50155.

Gondeck questioned the Neumann reimbursement. Motion carried, unanimous.

Update on Wastewater Facility Plan - Jessica Hedin, S.E.H.

Jessica Hedin, S.E.H., reviewed the preliminary effluent limits and memo provided to the council. Hedin indicated the limits provided by the MPCA are very difficult to obtain with the existing pond system and some of the proposed alternatives. Anti-degradation was discussed, and how the full anti-degradation review will be required if the city wishes to receive reasonable and cost-effective limits for the long-term. Hedin and staff are recommending proceeding with the anti-degradation process. The anti-degradation process will delay the completion of the facility plan but is necessary in order to provide the best alternatives. Swanson questioned the probability of Foley's anti-degradation being approved and if there are any other concerns the council should be aware of. Hedin also gave an overview of sulfates and how the proposed sulfate limit will affect the permit. The state is currently reviewing the sulfate standard and will make a final ruling the end of the year. City Administrator Sarah Brunn updated the council on inquiries she has made with the Coalition of Greater MN Cities and other cities. The coalition would be able to connect the city with additional legal resources to assist in the anti-degradation process. Brunn indicated these resources would be at an additional cost to the city. The coalition also suggested the city consider a response to the MPCA on the proposed sulfate limit as the final ruling on sulfates has not been made and if there is any way to keep sulfates out of the permit it may be beneficial to the city in the long-run.

Motion by Gondeck, seconded by Swanson, to approve proceeding with the anti-degradation process and having staff seek additional legal resources as needed. Motion carried, unanimous.

Public Hearing - ROW & Small Cell Facilities Ordinance

Mayor Bettendorf recessed the regular city council meeting at 5:53 p.m. to conduct the public hearing on the proposed ordinance. No one spoke on the matter. Mayor Bettendorf reconvened the regular city council meeting at 5:54 p.m. Motion by du'Monceaux, seconded by Swanson, to adopt Ordinance #434 - ROW and Small Cell Facilities and approve summary publication. Motion carried, unanimous.

Mayor's Comments and Open Forum

No one spoke.

Department Reports

Jon Halter, City Engineer, updated the council on the Dewey Street project and an upcoming informational meeting on the properties which need a service lateral repair. The meeting will be Dec. 14 at 5:30 p.m. at Foley City Hall. Halter also indicated the variance was approved for the diagonal parking on Dewey Street and staff will not need to attend the formal meeting on the request.

Katie McMillin, Police Chief updated the council on the monthly law enforcement report, tobacco violations and the Cocoa with a Cop event. Fun with a Cop event will be held in February. McMillin also updated the council on special mental health training some of the officers have attended. Swanson asked about the requirements of mental health training for police officers.

City Attorney Adam Ripple presented the union contract which is a 3-year contract and provides for 3-year incremental COLA's and transitions the insurance to the health savings plan as approved for other city employees. All other items remain the same. Motion by du'Monceaux, seconded by Gondeck, to approve the union contract for 2018-2020. Motion carried, unanimous.

City Administrator Sarah Brunn updated the council on the city ordinances all being updated on the city website, an upcoming movie filming planned in the downtown, and the certification of the weeds and I/I penalties to the county.

Brunn gave an overview of quotes for a new computer server and wireless bridge for public works. Motion by du'Monceaux, seconded by Swanson, to approve the purchase and installation of a new computer server and wireless bridge for public works. Motion carried, unanimous.

Truth in Taxation - 2018 Budget Public Hearing

Mayor Bettendorf recessed the regular city council meeting at 6:08 p.m. to conduct the public hearing on the proposed 2018 budget. No one spoke on the matter. Mayor Bettendorf reconvened the regular city council meeting at 6:09 p.m. Motion by Gondeck, seconded by du'Monceaux, to adopt Resolution #2017-39 Approving Final Levy and directing staff to certify the amounts to the county. Motion carried, unanimous.

Old Business

None

New Business

None

Performance Review of City Administrator

Mayor Bettendorf called for a brief recess at 6:11 p.m. and closed the public meeting to conduct the performance review of the City Administrator.

Mayor Bettendorf reconvened the regular city council meeting. The performance of the city administrator was discussed and determined satisfactory.

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

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018-03

RESOLUTION ESTABLISHING FINANCIAL MANAGEMENT PLAN

WHEREAS, a financial management plan is an integral part of overall financial management of the City; and

WHEREAS, the policy identifies practices to manage revenues and expenditures, budgeting, capital improvements and debt management; and

WHEREAS, specifics provisions and guidelines are necessary to ensure the financial health and management of city resources; and

WHEREAS, the City Council has determined it necessary to adopt a formal policy with such guidelines;

NOW, THEREFORE BE IT RESOLVED THAT the City of Foley does hereby approve the Financial Management Plan as identified in Exhibit A.

BE IT FURTHER RESOLVED THAT the City of Foley has incorporated the adopted Debt Management Policy as part of its overall Financial Management Plan, as Section 6 of Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota this 2nd day of January, 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

EXHIBIT A



CITY OF FOLEY FINANCIAL MANAGEMENT PLAN

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SECTION NO:

1. REVENUE MANAGEMENT
2. CASH AND INVESTMENTS
3. RESERVES
4. OPERATING BUDGET
5. CAPITAL IMPROVEMENTS PLAN
6. DEBT MANAGEMENT
7. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

ATTACHMENT:

- A. GLOSSARY OF TERMS / ACRONYMS

SECTION 1. REVENUE MANAGEMENT.

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of city revenue: property taxes and fees/charges.

A. Property Taxes

- When possible, property tax increases should accommodate incremental adjustments. Further, when discussing property taxes, the City should simultaneously explore other revenue and expenditure alternatives that will maximize the City's future financial flexibility and ability to provide services. This may include considering options such as debt management, fees and charges, cost allocation, use of reserves, and expenditure cuts.

Possible factors for considering an increase in property tax include:

- Maintenance of City services.
- Long-term protection of the City's infrastructure.
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain or improve the City's bond rating.
- Funding City development and redevelopment projects that will clearly result in future tax base increases.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.

B. Service Fees and Charges

The City may want to consider service fees and charges wherever appropriate for the twin purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. As an example of appropriate cost allocation, service fees and charges broaden the base to include tax exempt properties, which still have municipal costs associated with the property.

Specifically, the City may:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.
- As part of the City's enterprise effort, evaluate City services and aggressively pursue actions to accomplish the following:
 - Find community based partners to share in service delivery.
 - Make services financially self supporting or, when possible, profitable.
- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services. Included as part of this process may be a market analysis that compares our fees to comparable market cities.

C. Non-recurring Revenues

Several revenue sources, such as intergovernmental transfers, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The City Administrator shall insure that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for on-going operating costs.

SECTION 2. CASH AND INVESTMENTS.

Effective cash management is essential to good fiscal management. Investment policies must be well founded and uncompromisingly applied in their legal and administrative aspects in order to protect the City funds being invested.

A. Purpose

The purpose of this policy is to establish the City's investment objectives and establish specific guidelines that the City will use in the investment of city funds. It will be the responsibility of the City Administrator to invest city funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

B. Scope/Funds

This policy applies to the investment of all city funds available for investment and not needed for immediate expenditure. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

C. Delegation of Authority

Authority to manage the investment program is granted to the City Administrator who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures.

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize the risk of market fluctuations, such as credit risk and interest rate risk. Credit risk is the risk that the borrower will be unable to make their debt service payments to the investors. Interest rate risk is the risk that rates will (for example) rise while the investments you hold have lower rates – if the City were to sell their investments prior to maturity in this case, they would have to sell the investments at a loss.
2. **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all operating costs that may be reasonably anticipated. The portfolio must be structured so that securities mature concurrent with cash needs to meet anticipated demands.

3. ***Diversification of instruments:*** A variety of investment vehicles must be used so as to minimize the exposure to risk of loss. The investment portfolio must be diversified by individual financial institution, government agency, or by corporation (in the case of commercial paper) to reduce the exposure to risk of loss.
4. ***Diversification of maturity dates:*** Investment maturity dates should vary in order to ensure that the City will have money available when it needs it.
5. ***Yield:*** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

D. Oversight

The City Administrator shall oversee the City's investment program. Annually, the City Council shall designate depositories for investment purposes.

E. The City shall invest in the following instruments as allowed by Minnesota Statute 118A

United States Treasury Obligations, Federal Agency Issues, Repurchase Agreements, Certificates of Deposit, Commercial Paper – prime, Bankers Acceptance – prime, Money Market funds investing exclusively in U.S. government and agency issues.

F. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business or that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

G. Internal Controls, Audits, External Controls

The City Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. Accordingly, compliance with City policies and procedures should be assured by the City Administrator, and addressed through by the annual audit process.

SECTION 3. RESERVES.

It is important for the financial stability of the City to maintain reserve funds for unanticipated expenditures or unforeseen emergencies, as well as to provide adequate working capital for current operating needs so as to avoid short-term borrowing. The Reserve Policy of the City is managed closely with the City's Debt Management Policy. The City may choose to consider paying cash for capital

projects that can be anticipated and planned for in advance. Therefore, the City's reserve levels fluctuate, in part, based on capital project plans.

Policy Statement

1. The City will maintain fund balances in the General fund of not less than 50-65% of budgeted operating expenditures; however, this need could fluctuate with each year's budget objectives.
2. The City will maintain reserves in the Enterprise Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs. Generally, the City shall strive for a minimum of 6-months operating cash in these funds. Future capital projects must be identified and quantified for the fund which shall be included in the City's annual budget.
3. The City will annually review the adequacy of all reserve balances.

SECTION 4. OPERATING BUDGET.

The Operating Budget is the annual financial plan for funding the costs of City services and programs. The General Operating Budget includes the General, Special Revenue and Capital Funds. Enterprise operations are budgeted in separate Enterprise Funds.

1. The City Administrator shall submit a balanced budget in which appropriations shall not exceed the total of the estimated revenues and available fund balance.
2. The City will provide for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' budgets.
3. The City Administrator will coordinate the development of the capital improvement budget with the development of the operating budget. Operating costs associated with new capital improvements will be projected as necessary.
4. The budget will provide for adequate maintenance of all capital, and for their orderly replacement.
5. The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever possible.
6. The City Administrator will insure that a budgetary control system is in place to adhere to the adopted budget.
7. In addition to operating expenses, Enterprise funds shall be budgeted to provide for replacement costs of property, plant, and equipment, if appropriate, when establishing rates and charges for services.

SECTION 5. CAPITAL IMPROVEMENTS PLAN (CIP).

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. No city can afford to accomplish every project or meet every service demand. Therefore, a methodology must be employed that provides a realistic projection of community needs, the meeting of those needs, and a framework to support City Council prioritization of those needs. That is the broad purpose of the CIP.

The CIP includes the scheduling of public improvements for the community over a five-year period and takes into account the community's financial capabilities as well as its goals and priorities. A "capital improvement" is defined as any major nonrecurring expenditure for physical facilities of government. Typical expenditures are the cost of land acquisition or interest in land, construction of roads, utilities, parks, vehicles and equipment.

CIP Development Process

- Compile and prioritize projects. Staff will consolidate and prioritize recommended projects into the proposed Capital Improvement Plan.
- Devise proposed funding sources for proposed projects. Recommended funding sources will be clearly stated for each project.
- Project and analyze total debt service related to the total debt of the City.

On an annual basis, the City Council will evaluate the proposed CIP and decide on the following:

- Project Prioritization
- Funding Source Acceptability
- Acceptable Financial Impact on Tax Levy, Total Debt, and Utility Rate Levels

SECTION 6. DEBT MANAGEMENT POLICY.

Purpose

The issuance of debt is an important and flexible revenue source available to the City of Foley. The issuance of debt is a mechanism which allows capital improvements to proceed when necessary and in advance of when it may otherwise be feasible. Borrowing can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future property owners and customers of the City.

Debt management is an integral part of the financial management of the City of Foley. Adequate financial resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts within levels that will maintain the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that debt is repaid timely.

Policy Statement

Fiscally prudent and managed use of debt provides financial and operating advantages. Extensive use of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

1. The City will restrict long-term borrowing to planned capital improvements, as identified in the city's capital improvement plan.
2. The City will not use long-term debt for current operations unless in an emergency situation.
3. The City will limit borrowing for equipment and capital projects which are over \$50,000 in value.
4. The City will pay back debt within the expected useful life of the capital asset.
5. The City will maintain communications with bond rating agencies regarding its financial condition including full disclosure in every financial report and bond disclosure document.
6. When feasible the City will use refunding mechanisms to reduce interest cost and evaluate the use of debt reserves to lower overall annual debt service where possible.
7. The City Administrator in consultation with the City's Financial Advisor shall prepare and file annual continuing disclosure reports.
8. During the annual budget process, all debt will be reviewed to ensure that the overall debt burden is manageable and repayments are fully budgeted.
9. All debt shall be reviewed at least annually by the City Administrator in consultation with the City's Financial Advisor for refunding or refinancing opportunities.

SECTION 7. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING.

The key to effective financial management is to provide accurate, current, and meaningful information about the City's operations to guide decision making and enhance and protect the City's financial position.

Policy Statement

1. The City's accounting system will maintain records on a basis consistent with generally accepted accounting standards and principles for local government accounting as set forth by the Government Accounting Standards Board (GASB) and in conformance with the State Auditor's requirements per State Statutes. This allows for modified accrual for populations exceeding 2,500, or cash basis for smaller communities.
2. The City will establish and maintain a high standard of accounting practices.
3. The City will follow a policy of full disclosure written in clear and understandable language in all reports on its financial condition.

4. An independent public accounting firm will perform an annual audit and issue an opinion on the City's financial statements.
5. Annually the City Council and staff will meet with the Auditors to review the audit report.

GLOSSARY OF TERMS

ACCRUAL ACCOUNTING The basis of accounting which recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows.

AUDIT An annual third party review of financial operations and procedures required by State Statutes.

BALANCED BUDGET A budget in which the sources of funds (revenues) is equal to the uses of funds (expenditures).

BASIS OF ACCOUNTING The technical term that describes the criteria governing the timing of the recognition of transactions and events.

BONDS A written promise to pay a sum of money at specified dates, including interest at a designated time.

BONDED DEBT The portion of City debt represented by outstanding bonds.

BUDGET A financial operations plan of proposed expenditures for a given period of time and the proposed revenues to finance them. Proposed expenditures must equal proposed revenues.

CAPITAL IMPROVEMENT PLAN

(CIP) A plan for capital expenditures to be incurred each year for a fixed period of years and the estimated resources to finance the projected expenditures.

CAPITAL OUTLAY Expenditures resulting from the acquisition of fixed assets.

CAPITAL PROJECTS FUND A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities.

DEBT An obligation resulting from the borrowing of money or the purchase of goods or services.

DEBT SERVICE FUND A fund established to account for the payment of principal and interest on debt of the City.

ENTERPRISE FUND A fund established to account for the financing of services to the general public where all or most of the costs involved are recovered primarily through user fees. (City enterprise funds are water and sewer, ice center, golf course, and storm drainage).

EXPENDITURES Disbursements for operating costs, debt service, capital outlay.

FISCAL YEAR The twelve month period to which the annual budget applies and at the end of which the City determines its financial position. The City's fiscal year is January 1st to December 31st.

FIXED ASSETS Long-term tangible assets which are "fixed" in nature, such as building, land, and equipment.

FUND An accounting entity with a self-balancing set of accounts in which assets, liabilities, and equity are recorded for a specific activity or objective.

FUND BALANCE The difference between fund assets and fund liabilities. The fund balance can be used as a revenue source by decreasing an existing positive balance.

GENERAL FUND This fund is used to account for all general operations of the City which are necessary to provide basic governmental services.

GENERAL OBLIGATION

BONDS (G.O. BONDS) Bonds that are backed by the full faith and credit of the City.

GENERAL OPERATING BUDGET The part of the operating budget which includes the general, special revenue, and capital funds. (Excludes the enterprise funds)

GENERALLY ACCEPTED

ACCOUNTING PRINCIPLES (GAAP) Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING

STANDARDS BOARD (GASB) A seven-member board which is responsible for setting governmental accounting standards.

GOVERNMENTAL FUNDS A classification of funds that is typically used to account for tax-supported (governmental) activities. Included in this classification are the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

GRANT A contribution of cash or other asset from a government or other organization for a specified purpose, activity, or facility.

INFRASTRUCTURE Immovable assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems that are of value only to the City.

INTERGOVERNMENTAL REVENUE Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

LEVY The total amount of taxes or special assessments imposed by the City.

LOCAL GOVERNMENT AID (LGA) Unrestricted funds distributed to Cities by the State of Minnesota.

MARKET VALUE The value determined by the County Assessor for real estate or property used for levying taxes.

OPERATING BUDGET The annual financial plan for funding the costs of providing services and programs.

OTHER CURRENT EXPENSES The portion of the budget relating to general operations (supplies, maintenance, utilities, etc) excluding employee salaries.

PROGRAM An activity or operation created to achieve a specific purpose or objective.

PROPRIETARY FUND A classification of funds that is used to account for a government's business-type activities which are supported, at least in part, by fees or charges. Included in this classification are enterprise funds and internal service funds.

RESERVES Funds set aside for unanticipated expenditures or unforeseen emergencies, as well as to have adequate working capital for current operating needs to avoid short-term borrowing.

REVENUE Funds collected as income to offset operational expenses including property taxes, charges for service, licenses & permits, etc.

RISK MANAGEMENT The ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

SPECIAL ASSESSMENT A levy made against a property to defray all or part of the cost of a capital improvement or service deemed to benefit that property.

SPECIAL REVENUE FUND A fund established used to account for revenue which is restricted for expenditures of a designated purpose.

TAX CAPACITY VALUE Is the taxable portion of the market value which is based on classification rates determined by the type of property tax.

TAX INCREMENT FINANCING (TIF) A financing method in which bonds are secured by the anticipated incremental increase in tax revenue resulting from the redevelopment of an area.

TAX LEVY The amount of property taxes levied to finance operations that are not funded by other sources.

TAXES Compulsory charges levied by a government to finance services performed for the common benefit.

Bills List -January 2, 2017

Gross Salaries	Payroll - 12/8/17	\$	22,636.56
EFTPS	Federal Withholding	\$	4,706.83
MN Dept of Revenue	State Withholding	\$	949.46
State Treas. PERA	PERA	\$	4,095.12
Nationwide	Deferred Comp	\$	570.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	65.00
MN PEA	Union Dues	\$	-

Gross Salaries	Payroll - 12/22/17	\$	22,655.40
EFTPS	Federal Withholding	\$	4,670.61
MN Dept of Revenue	State Withholding	\$	958.20
State Treas. PERA	PERA	\$	4,090.49
Nationwide	Deferred Comp	\$	570.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	65.00
MN PEA	Union Dues	\$	78.00

Already Paid - 1/2/18

Allstream	Phone System	\$	873.34
American Door Works	Fire Hall Building Repair	\$	108.00
Arnie Schommer	Fire Hall Building Repair	\$	240.00
Auto Value	Street & PD Vehicle Repair	\$	79.55
Benton County Attorney	October 2017 Legal Fees	\$	1,870.00
Benton County Highway Department	PD Fuel	\$	434.66
Billings Service	PD Vehicle Repair	\$	558.40
Cargill, Inc	Street Salt	\$	6,129.87
Cathy Thies	PD Transcription	\$	90.00
Central McGowan	PD Medical Equip	\$	6.60
Coalition of Greater MN Cities	Membership Dues	\$	3,873.00
Cloudnet	Server Fee	\$	10.00
Collins Brothers Towing	PD Towing - Possible Forfeiture	\$	125.00
Conduent Government Systems	FD Training	\$	240.00
Crysteel Truck Equipment	Snow Truck Repair	\$	758.46
Delta Dental	Employee Dental Insurance	\$	1,067.75
Dyna Systems	Street Supplies	\$	790.21
Emergency Response Solutions	FD Equipment	\$	4,249.07
First National Bank of Omaha	Credit Card Purchases	\$	256.84
Flail Master	Street Equip Repair	\$	63.70
Foley Floral	FD Floral Arrangement	\$	44.89
G&K Services	Uniforms & Mats	\$	327.33
Granite Electronics	FD Equipment Repair	\$	201.23
Hardrives	Asphalt	\$	1,914.25
Hawkins	Water Chemicals	\$	1,020.72
Henry's Waterworks	Water Repair	\$	2,639.78
Keepers	PD Uniforms	\$	495.90
KM Fire Pump Specialists	FD Vehicle Repair	\$	1,927.75
Kraig & Alicia Rudolph	2017 Christmas Lighting Winner	\$	100.00
Macqueen Equipment	Street Vehicle Repair	\$	283.04
Marco	Copier Lease & Repair	\$	352.47
Midco	Internet	\$	125.00
MN Dept of Revenue	Sales & Use Tax Return	\$	269.00
Foley Fire Dept	FD Training	\$	520.00
Motorola	PD Batteries	\$	247.44
Napa Auto Parts	Vehicle Repair	\$	110.58
National Assoc. of State Agencies	2018 NASAP Membership	\$	39.00

North Central Truck Equipment	Snow Repair	\$	326.77
Peplinski	Restroom Supplies	\$	131.40
Resource Training & Solutions BCBS	Employee Health Insurance	\$	11,127.00
Rinke Noonan	Legal Fees	\$	2,571.00
Select Account	FSA/Dep Admin Fee & Reimbursement	\$	34.22
SEH, Inc	I&I, Birch, WWTF, 4th Ave, Dewey, Gen Engineering	\$	41,891.99
Staples	Office Supplies	\$	189.54
Stearns DHIA Central Lab	Water Testing	\$	652.00
Sun Life Insurance	Employee LTD Insurance	\$	361.29
Surplus Services	Shop Tools	\$	123.00
Temple Display	Christmas Lamps	\$	85.68
USable Life	Employee Life Insurance	\$	579.06
Verizon	Cell Phones	\$	295.77
Watch Guard	PD Vehicle Repair	\$	90.00
Wimactel	Pool Phone	\$	60.00
Xcel Energy	Utilities	\$	6,172.21
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			\$ 163,244.43

Public Safety Committee Establishment

CITY OF FOLEY FOLEY, MINNESOTA REGULAR MEETING – March 20, 2012

The Foley City Council held a regular meeting on March 20, 2012, at 5:30 P.M., at the Foley City Hall.

Members present: Mayor Gary Gruba; Councilmembers Dean Weber, Russ Hackett, Bruce Thompson and Steve Olson.

Members absent: None.

Motion by Weber seconded by Hackett to approve the agenda. Motion carried, unanimous.

Motion by Thompson seconded by Olson to approve the consent agenda which includes the following:

- Minutes of March 6, 2012.

- Appointment of Jeff Hoffman to Planning Commission term through 2014.

Motion carried, unanimous.

The council was presented with a recommendation from councilmembers Olson and Weber for the public safety committee. The committee interviewed and recommended approval of seven members: Brian Weis, Ben Zawacki, Jerry Lutgen, Geri Moshier, Mark Pappenfus, Jeff Gondeck, and Leslie Schumacher. Olson and Weber also requested meetings be scheduled so Chief Henning can attend. The council also requested the City Administrator attend the committee meetings. Olson explained the size of the committee is large and a smaller group will be determined when it is time to conduct interviews.

The council discussed the roles and responsibilities of the committee. City Attorney Adam Ripple recommended that discipline not be included in the committee's roles as that job is the responsibility of the council. Interim Chief Hal Henning questioned the size of the committee and how anything will get done. Olson explained that with scheduling conflicts not all members will be able to make all meetings. Hackett explained a variety of individuals might be beneficial. Motion by Olson seconded by Thompson to appoint the seven committee members as recommended. Motion carried, unanimous.

Interim Chief Hal Henning presented a hiring process for the police officers. Henning explained the reason he is presenting the process now is to move things along and have officers in place by June 1st as the council originally requested. Weber indicated the need to start the process as soon as possible. Olson questioned the order of hiring and qualifications of the individuals and indicated the committee should have input on these issues. City Administrator Sarah Brunn requested job descriptions and wage ranges be finalized prior to posting. Jeff Gondeck, 55 Carpenter Street asked for the committee to have a chance on reviewing these issues. Thompson explained if the process is delayed the city will need to plan accordingly. City Attorney Adam Ripple explained the job description can be reviewed prior to an employment offer. Motion by Weber seconded by Hackett to simultaneously post both positions. Weber Hackett, Gruba,

The committee recommends the following for the Public Safety Committee;

1. Nine Members-Our rationale is several of the members have limited availability as well as commitments that may require them to be absent from 1-2 meetings. Also, every one of the nine individuals bring a different set of skills to the table. Without exception, each individual expressed a need for Community representation/input into this process
2. It appears meetings will occur 4:00-6:00PM on Mon or Tues.
3. Our first meeting will be scheduled after full Council approval of Committee and will be set according to Interim Chief Henning's schedule to allow for him to attend.
4. Specific goals and timelines will be formed and presented to the council in a timely manner.

Members

Dean Weber
Steve Olson
Brian Weis
Ben Zawacki
Jerry Lutgen
Geri Moshler
Mark Pappenfus
Jeff Gondeck
Leslie Schumacher

NOTES:

1. We recognize there are pros and cons relative to a larger committee but we felt the Community wanted input. We also understand that not all members will be able to make every meeting due to work/professional commitments.
2. It is belief that out of this group, perhaps 2/3 leaders will emerge and perhaps serve as the permanent Committee.
3. We recognize that when it comes time to interview prospective candidates, a nine person committee is not a manageable/appropriate size and we will adjust to a smaller number.

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018 - 04

A RESOLUTION ELIMINATING THE PUBLIC SAFETY COMMITTEE

WHEREAS, the City Council for the City of Foley disbanded the City of Foley Police Department in 2003 and reestablished the police department in 2012; and

WHEREAS, the City Council determined the need to establish a public safety to assist and provide input in the establishment of the police department in 2012; and

WHEREAS, the public safety committee assisted in the review of department policies, personnel policies, hiring processes and other duties as assigned by the city council; and

WHEREAS, the police department has been established for over 5 years and the reestablishment work has been completed; and

WHEREAS, the City Council desires its staff to perform all necessary administrative functions to manage and make recommendations concerning the Police Department to the City Council.

NOW THEREFORE BE IT RESOLVED the City Council for the City of Foley hereby abolishes the ad-hoc Public Safety Committee.

BE IT FURTHER RESOLVED the City Council thanks the members of the public who served on this committee over the years to assist in the reestablishment of the Foley Police Department.

PASSED AND ADOPTED by the City Council of the City of Foley this 2nd day of January, 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

Boards and Committees – Current Annual Appointments

Official Newspaper: *Benton County News*

Official Process Server: *Benton County Sheriff*

Health Officer: *Dr. Kevin Stiles*

Health Board Members: *Charlotte Monroe, Jeannie Rajkowski*

City Engineering Firm: *Short Elliott Hendrickson, Inc.*

City Attorney: *Rinke-Noonan*

City Building Inspector: *AllSpec Services*

City Auditor: *Schlenner & Wenner*

Gilmanton Township Planning Board Rep: *City Administrator & Mayor Bettendorf*

Benton Economic Partnership – *City Administrator & Mayor Bettendorf*

Board of Equalization: *Not appointed – handled at county level thru 2020.*

Acting Mayor: *Jeff Gondeck – appointed 1/17*

Official Depository: *City Administrator - approve the depositories for City Funds*

Approve Collateral: *City Administrator - approve the collateral for City investments*

Approve bonding of the City Administrator – *annual renewal*

Emergency Manager: *Police Chief McMillin*

Public Safety Committee: *Council to consider disbanding this committee.*

Library Board (5 Members, 3 Year Term)

2018 – 2020: *Dawn Magnuson, Bethany Silverness*

Planning Commission (7 – 10 Members, 3 year Term)

2018 – 2020: *Roger From – eligible but did not submit letter of interest*

Ex-officio: *City Engineer, City Attorney, Gilmanton Township Clerk*

Economic Development Authority (5 Members, 4 year Term)

2018 – 2020: *Bernie Peterson*

Personnel Committee (2)

2018: *Gerard Bettendorf – appointed 1/17*
Jeff Gondeck

Housing Advisory and Appeals Board (5 Members, 3 Year Term):

2018 - 2020:

**City of Foley
Site Plan Review Application**

Street Location of Property: 151 GLEN ST FOLEY, MN 56379
Legal Description of Property: Sect-26 Twp-037 Range-029 3.15 AC TR IN S1/2 SW1/4
Current Zoning of Property: B-2 **Proposed Zoning:** B-2
Type of Request: INSTALL A NEW PYLON SIGN PER DESIGN DRAWINGS
***** (Attach narrative describing details of project scope) *****

Property Owner: COBORN'S INC
Name 320 252 4222
1921 COBORNS BLVD ST CLOUD, MN 56301 Phone:
Address Fax:
Email

Applicant: SCENIC SIGN CORPORATION
Name 320 252 9400
PO BOX 881 ST CLOUD, MN 56302 Phone:
Address 320 252 4260
Fax:
PROJECTMANAGER@SCENICSIGN.COM
Email

Type of Request & Fee Amount:

<input type="checkbox"/> Rezoning/Amendment	\$150.00
<input type="checkbox"/> Conditional Use Permit	\$150.00
<input type="checkbox"/> Variance	\$150.00
<input type="checkbox"/> Planned Unit Development	\$150.00

<input type="checkbox"/> Preliminary Plat	\$500.00
<input type="checkbox"/> Final Plat	\$
<input type="checkbox"/> Annexation	\$150.00 +
<input checked="" type="checkbox"/> Site Plan Review/Other	\$
Total Fees Paid	\$

Has a request been made previously on this property? ☐ Yes ☒ No Explain: _____

This application must be completed in full, be typewritten or clearly printed, and must be accompanied by all information, supporting documents and plans as required by applicable City Ordinance provisions. A determination of completeness of the application shall be made within ten business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and that I am responsible for all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or purchase agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

- ☐ Supporting Documents Attached
- ☐ Appropriate Fees Paid
- ☐ Review by City Staff
- ☐ Completed Application Accepted

Application Filed: _____

Date Fees Paid: _____

Staff Initials: _____

Date Application Accepted: _____

Signature of Applicant

12/4/17

Date

Signature of Fee Owner

12/5/17
Date

CITY OF FOLEY
APPLICATION FOR SIGN PERMIT

NAME, ADDRESS, PHONE NUMBER:

Contractor: SCENIC SIGN CORPORATION Phone: 320 252 9400

Address: PO BOX 881 ST CLOUD, MN 56302

Email: PROJECTMANAGER@SCENICSIGN.COM Fax: 320 252 4260

Property Owner: COBORN'S INC Phone: 320 252 4222

Address: 1921 COBORNS BLVD ST CLOUD, MN 56301

Leasee: _____ Phone: _____

Business Name: COBORN'S

Project Address: 151 GLEN ST FOLEY, MN 56379

Tax Parcel #: 13.00041.60 PIN #: _____

Zoning District: B-2 Existing Signs: EXISTING PYLON BEING REMOVED ALL OTHER SIGNAGE REMAINING

Type of Construction: _____ Occupancy Type: _____

Project Valuation: 31990 Permit Fees: _____ Report Code: _____

FREE-STANDING SIGNS:

Single Tenant: YES Shopping Center: _____ Other: _____

Square Footage of Building: 28,273

Sign Face Square Footage: 120 Height of Sign: 25

Stamped by approved architect/engineer for free-standing signs over 32 square feet, or elevated higher than 9 feet to the top of the sign regardless of size, shall be designed by a licensed engineer, providing wind load information (140 mph), and shall bear the stamp and signature of same providing.

Required: Yes ☒ No ☐

WALL OR PROJECTING SIGNS: GAS PRICE SIGN ON GAS CANOPY

Single Tenant: YES Shopping Center: _____ Other: _____

Square Footage of Building: 28,273 Square Footage of Building Front: 4444

Sign Face Square Footage: 11.97 - GAS PRICE SIGN Height of Sign: 35" - GAS PRICE SIGN

Board of Adjustments and Appeals Variance Granted: _____

Zoning: _____ Date: _____

Building: _____ Date: _____

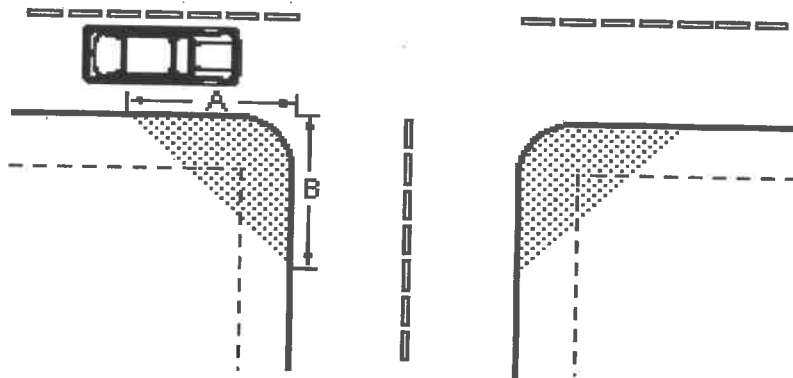
Contractor: _____ Date: _____ Job Value: _____

GAS CANOPY
FRONTAGE
= 180 SF

APPLICATION FOR SIGN PERMIT

LOCATION OF FREE-STANDING SIGNS: DISTANCE FROM INTERSECTION OF STREETS, ALLEYS OR DRIVEWAYS

Vision Clearance Areas



REQUIREMENT BY STREET CLASSIFICATION Measured along Right-of-Way

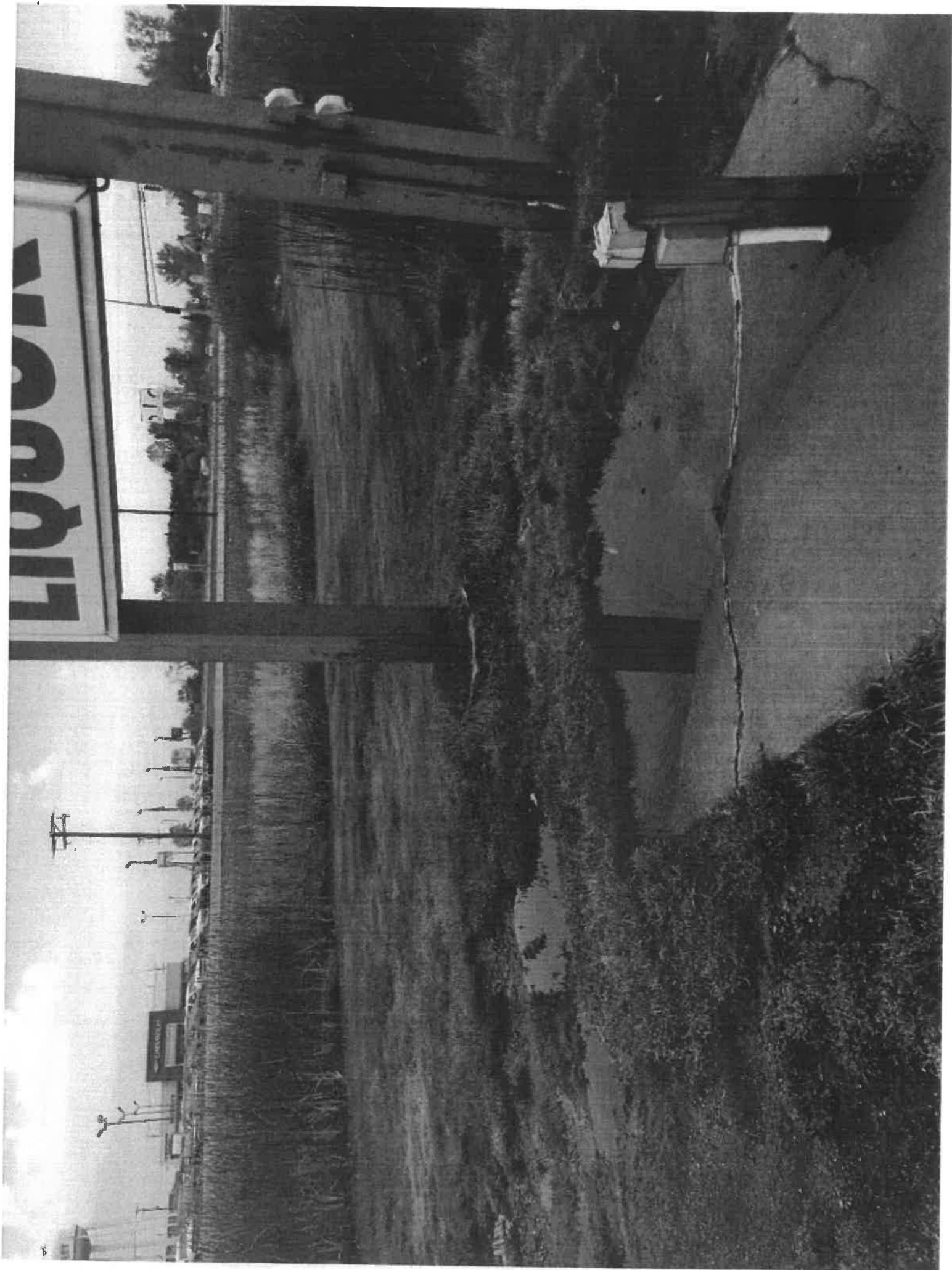
A
Distance in Feet

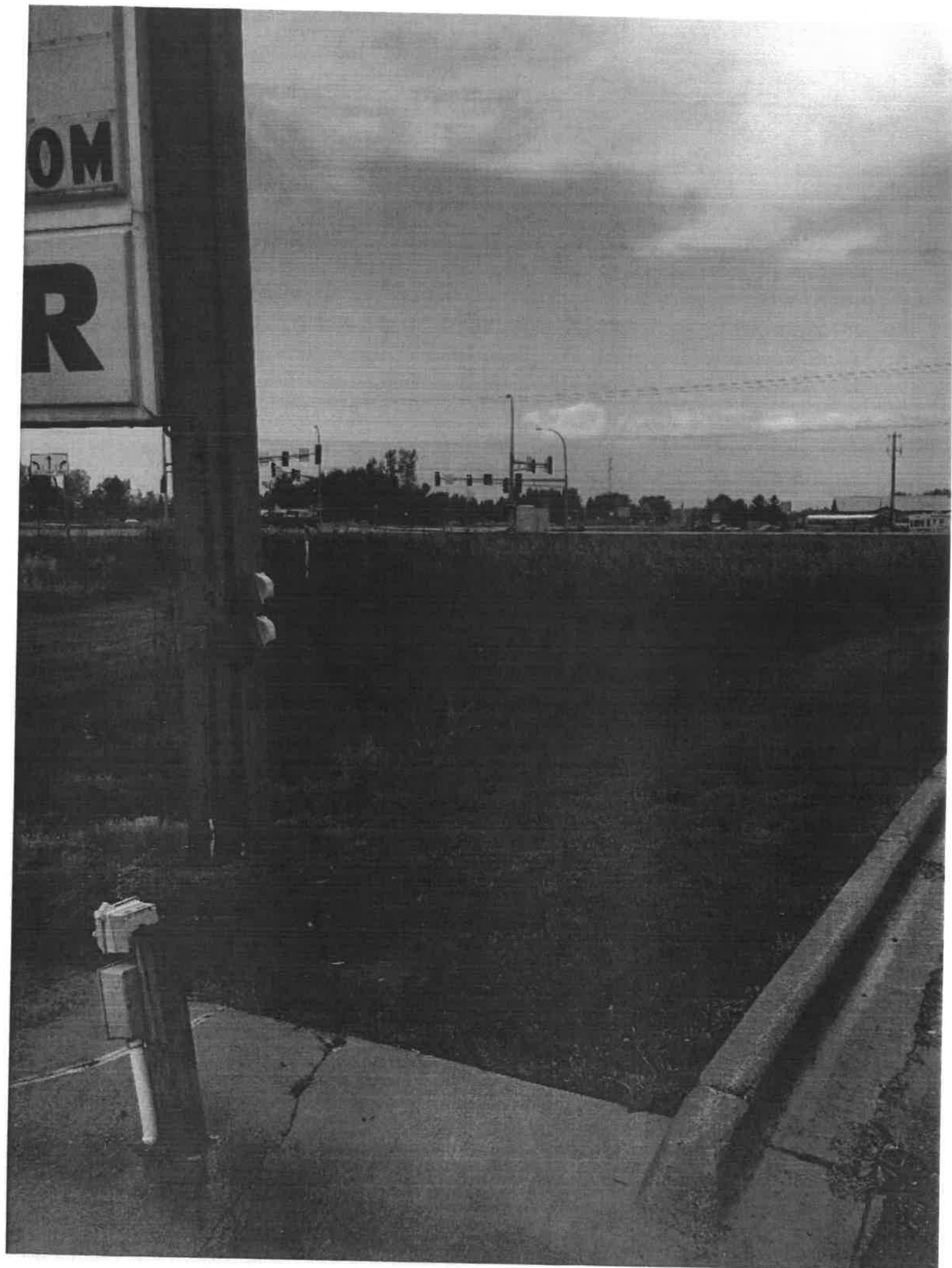
B
Distance in Feet

	Street Type	Drive way	Local Street	Collector /Arterial
		25	30	100
25	Driveway	25	30	100
30	Local Street	25	30	100
100	Collector/Arterial	25	30	100

SITE MAP / LOCATION OF SIGNS:

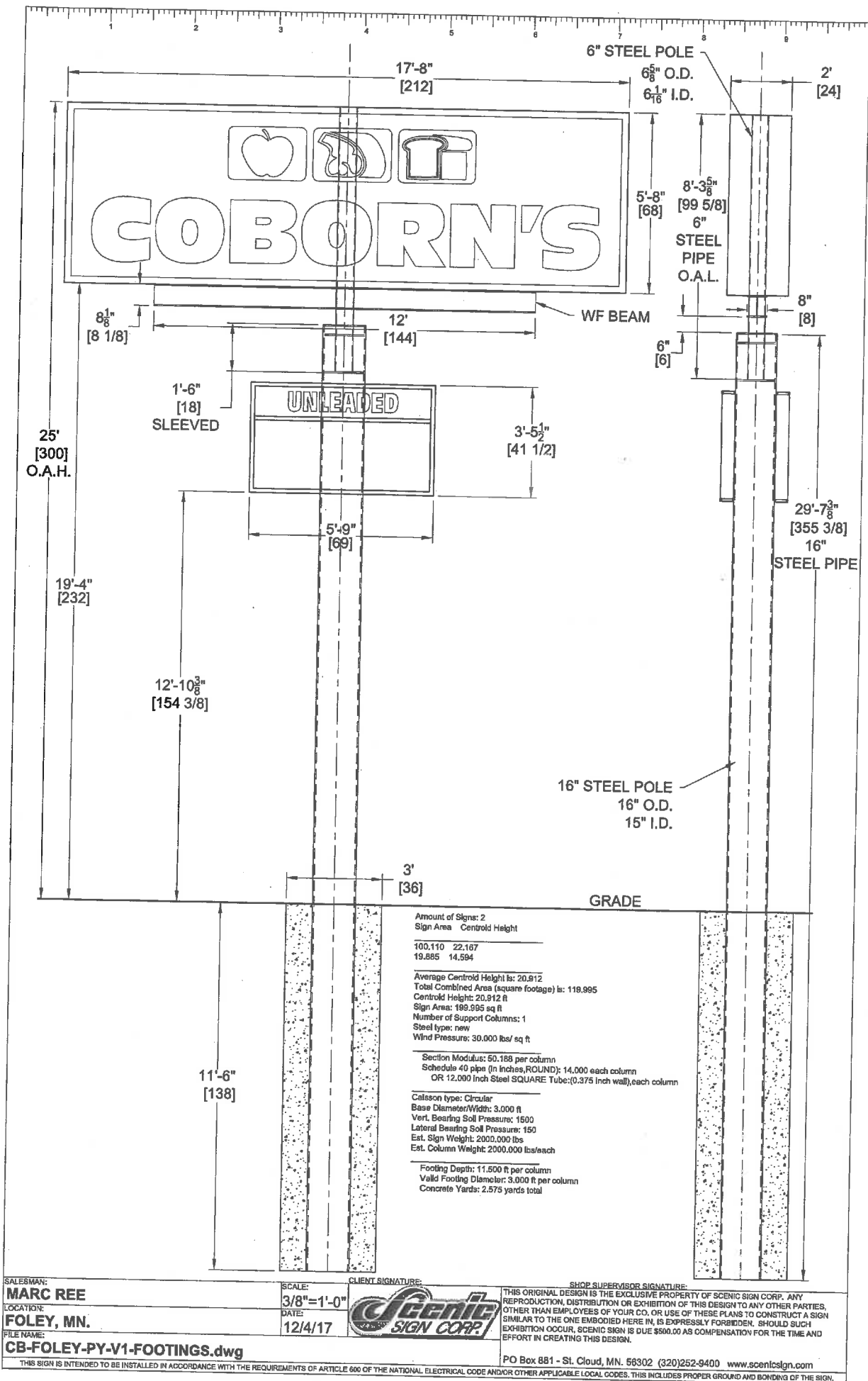
SEE ATTACHED











Section 520 – Cigarette Sales

Section 520:00. License Required. No person, firm or corporation shall directly or indirectly upon any pretense or by any device keep for retail sale, sell, exchange or otherwise dispose of any cigarette, cigarette paper or cigarette wrappers within the corporate limits of this municipality without first having obtained a license therefor, as hereinafter provided.

Section 520:02. Application and Issuance. Applicants desiring a license under this section shall file with the clerk a written application therefor, on a form supplied by the clerk, stating the person or firm for whom, place and building for which it is to be issued, the kind of business conducted at such location and such other information as shall be required by the application form, and shall deposit therewith the amount of the license fee in the amount duly established by the council from time to time. Upon such filing of this application, it shall be presented to the council for its consideration, and if granted by said council, a license shall be issued by the clerk.

Section 520:04. License Fee. The fee for such license shall be the required license fee as duly set by the council from time to time and shall expire on the first day of July, next after its issue, and no license shall be issued for a longer term than one year, and shall be nontransferable. Provided, that a license issued for less than one year term, the fee for same shall be computed at the rate set by the council for each calendar month or fractional part of such month.

Section 520:06. License Displayed. Every such license shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.

Section 520:08. Restrictions. No license shall be issued except to a person of good moral character. No license shall be issued to an applicant for sale of cigarettes at any place other than his established place of business. No person, firm or corporation shall sell or give away any cigarette, cigarette paper or cigarette wrapper to any minor. No person, firm or corporation shall keep for sale, sell or dispose of any cigarette containing opium, morphine, jimson weed, bella donna, strychnia, cocaine or any other deleterious or poisonous drug except nicotine.

Subd. 1 Compliance Required. Compliance checks shall be done annually as regulated by Minnesota statute 461.12.

Section 520:10. Revocation. Every such license may be revoked by the council for a violation of any provision of this section if the licensee has been given a reasonable notice and an opportunity to be heard.

Section 520 of the 1974 Code of Ordinances was amended by Ordinance Number 405, passed and adopted October 23, 2012.

461.12 MUNICIPAL LICENSE OF TOBACCO, TOBACCO-RELATED DEVICES, AND SIMILAR PRODUCTS.

Subdivision 1. Authorization. A town board or the governing body of a home rule charter or statutory city may license and regulate the retail sale of tobacco, tobacco-related devices, and electronic delivery devices as defined in section 609.685, subdivision 1, and nicotine and lobelia delivery products as described in section 609.6855, and establish a license fee for sales to recover the estimated cost of enforcing this chapter. The county board shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia products in unorganized territory of the county except on the State Fairgrounds and in a town or a home rule charter or statutory city if the town or city does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products. The State Agricultural Society shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products on the State Fairgrounds. Retail establishments licensed by a town or city to sell tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products are not required to obtain a second license for the same location under the licensing ordinance of the county.

Subd. 2. Administrative penalties; licensees. If a licensee or employee of a licensee sells tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 18 years, or violates any other provision of this chapter, the licensee shall be charged an administrative penalty of \$75. An administrative penalty of \$200 must be imposed for a second violation at the same location within 24 months after the initial violation. For a third violation at the same location within 24 months after the initial violation, an administrative penalty of \$250 must be imposed, and the licensee's authority to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products at that location must be suspended for not less than seven days. No suspension or penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

Subd. 3. Administrative penalty; individuals. An individual who sells tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 18 years must be charged an administrative penalty of \$50. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

Subd. 4. Minors. The licensing authority shall consult with interested educators, parents, children, and representatives of the court system to develop alternative penalties for minors who purchase, possess, and consume tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products. The licensing authority and the interested persons shall consider a variety of options, including, but not limited to, tobacco free education programs, notice to schools, parents, community service, and other court diversion programs.

Subd. 5. Compliance checks. A licensing authority shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products are sold to test compliance with sections 609.685 and 609.6855. Compliance checks must involve minors over the age of 15, but under the age of 18, who, with the prior written consent of a parent or guardian, attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products under the direct supervision of a law enforcement officer or an employee of the licensing authority.

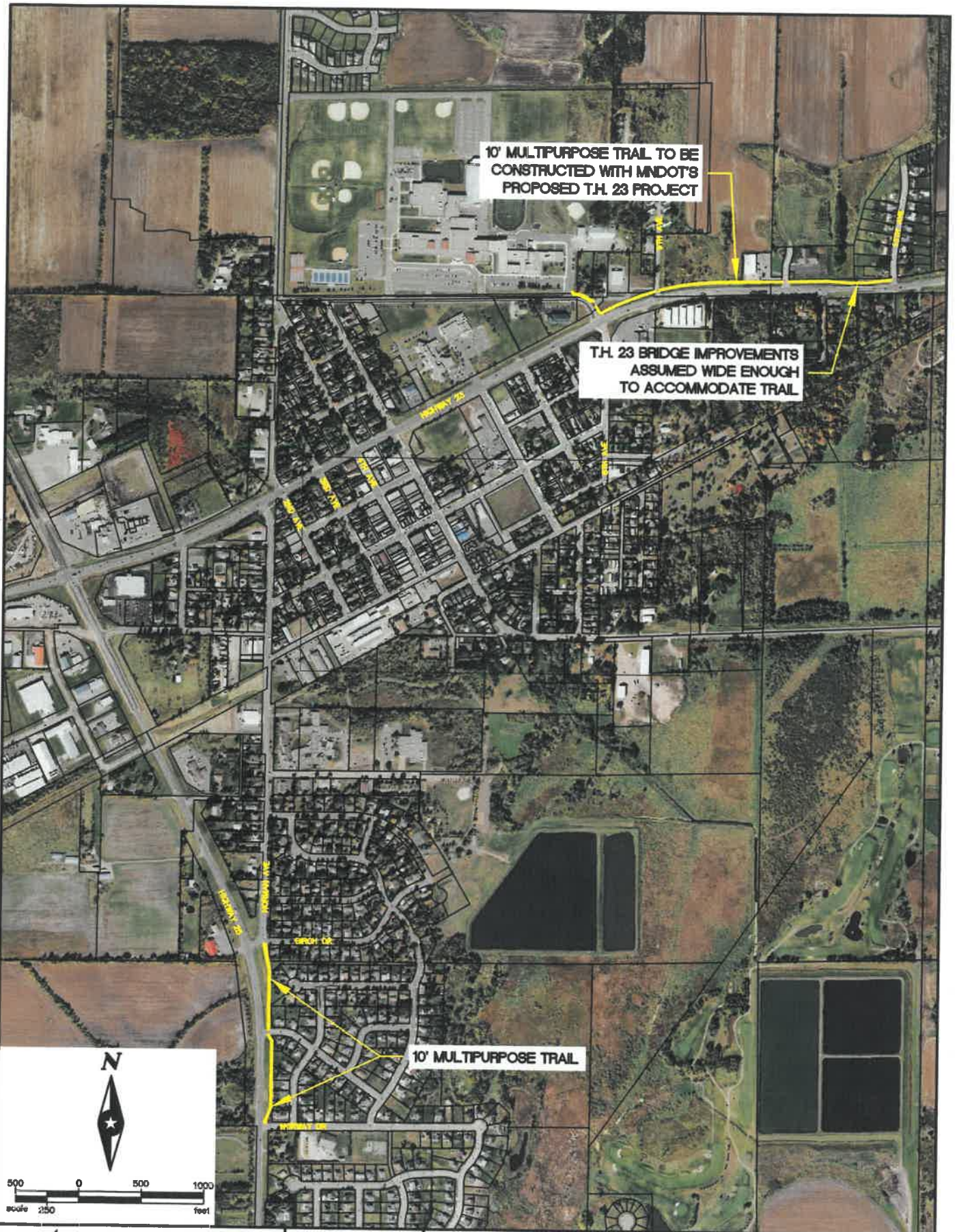
Subd. 6. **Defense.** It is an affirmative defense to the charge of selling tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 18 years in violation of subdivision 2 or 3 that the licensee or individual making the sale relied in good faith upon proof of age as described in section 340A.503, subdivision 6.

Subd. 7. **Judicial review.** Any person aggrieved by a decision under subdivision 2 or 3 may have the decision reviewed in the district court in the same manner and procedure as provided in section 462.361.

Subd. 8. **Notice to commissioner.** The licensing authority under this section shall, within 30 days of the issuance of a license, inform the commissioner of revenue of the licensee's name, address, trade name, and the effective and expiration dates of the license. The commissioner of revenue must also be informed of a license renewal, transfer, cancellation, suspension, or revocation during the license period.

History: 1941 c 242 s 3; 1941 c 405 s 3; 1951 c 382 s 1; Ex1959 c 73 s 2; 1973 c 123 art 5 s 7; 1982 c 572 s 2; 1997 c 227 s 4; 1Sp2001 c 5 art 7 s 63; 2010 c 255 s 7; 2010 c 305 s 4-9; 2014 c 291 art 6 s 28

P:\F\FOLEY\COMMON\Capital Improvement Plan (CIP)\2017 TAP Application TH 25 Trail and Ped Crossings\Figure 1_2017Update.dwg 12/18/2017 11:50 AM sprall



PHONE: 320.229.4300
1200 25TH AVENUE SOUTH
P.O. BOX 1717
ST. CLOUD, MN 56302-1717
www.sehinc.com

FILE NO.
FOLEY COMMON

DATE:
01/08/2015

PEDESTRIAN IMPROVEMENTS
FOLEY, MINNESOTA

FIGURE
NO. 1

12/18/2017

2017 TAP Application Estimated Funding Summary

	Construction	Engineering	Geotechnical	Legal & Admin	Contingency	Easement Descriptions (1)	Appraisals (if needed)	Purchasing Easements (1)	Wetland Delineation (2)	Total
Local	\$106,161	\$132,701	\$13,270	\$5,308	\$10,616		\$0	\$0	\$0	\$268,056
Grant	\$424,642	\$0	\$0	\$0	\$42,464		\$0	\$0	\$0	\$467,107
Total	\$530,803	\$132,701	\$13,270	\$5,308	\$53,080		\$0	\$0	\$0	\$735,162

36%

64%

- (1) Assumes any needed easements and r/w will be acquired by MnDOT
- (2) Assumes any wetland impacts will be handled by MnDOT's road project

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018-01

A RESOLUTION AGREEING TO MAINTAIN FACILITY

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: the City of Foley is applying for the transportation alternatives project identified as Foley Safe Routes to School.

THEREFORE BE IT RESOLVED THAT the City of Foley hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 2nd day of January 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Foley on this 2nd day of January 2018.

SIGNED:

(Signature)_____

(Title)_____

(Date)_____

WITNESSED:

(Signature)_____

(Title)_____

(Date)_____

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018-02

A RESOLUTION APPROVING THE TRANSPORTATION ALTERNATIVES GRANT

WHEREAS, the City of Foley developed a plan to address needed pedestrian crossings and trail extensions, outlined in the city's pedestrian plan;

WHEREAS, the City of Foley has identified Highway 23 pedestrian crossings, flashing speed signs and trail extension along Highway 23 and Highway 25 as a priority;

WHEREAS, the pedestrian crossings, speed signs and trail extensions will benefit multiple stakeholders in the community by improving accessibility, safety and promoting healthy lifestyles in the community;

WHEREAS, the City of Foley has collaborated with Benton County, Foley Public Schools and various community groups to develop an application to the Transportation Alternatives Program;

WHEREAS; the cost-share portion of the identified project is estimated at approximately \$268,056;

WHEREAS, the Foley Public Schools has committed up to \$48,000 for the cost-share portion of the application identified above;

WHEREAS, the City of Foley will commit funding for all remaining cost-shares of the identified application;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, hereby approves the submittal of the City of Foley "Safe Routes to School" Transportation Alternatives application and if awarded commits funds to complete the project as identified in the application.

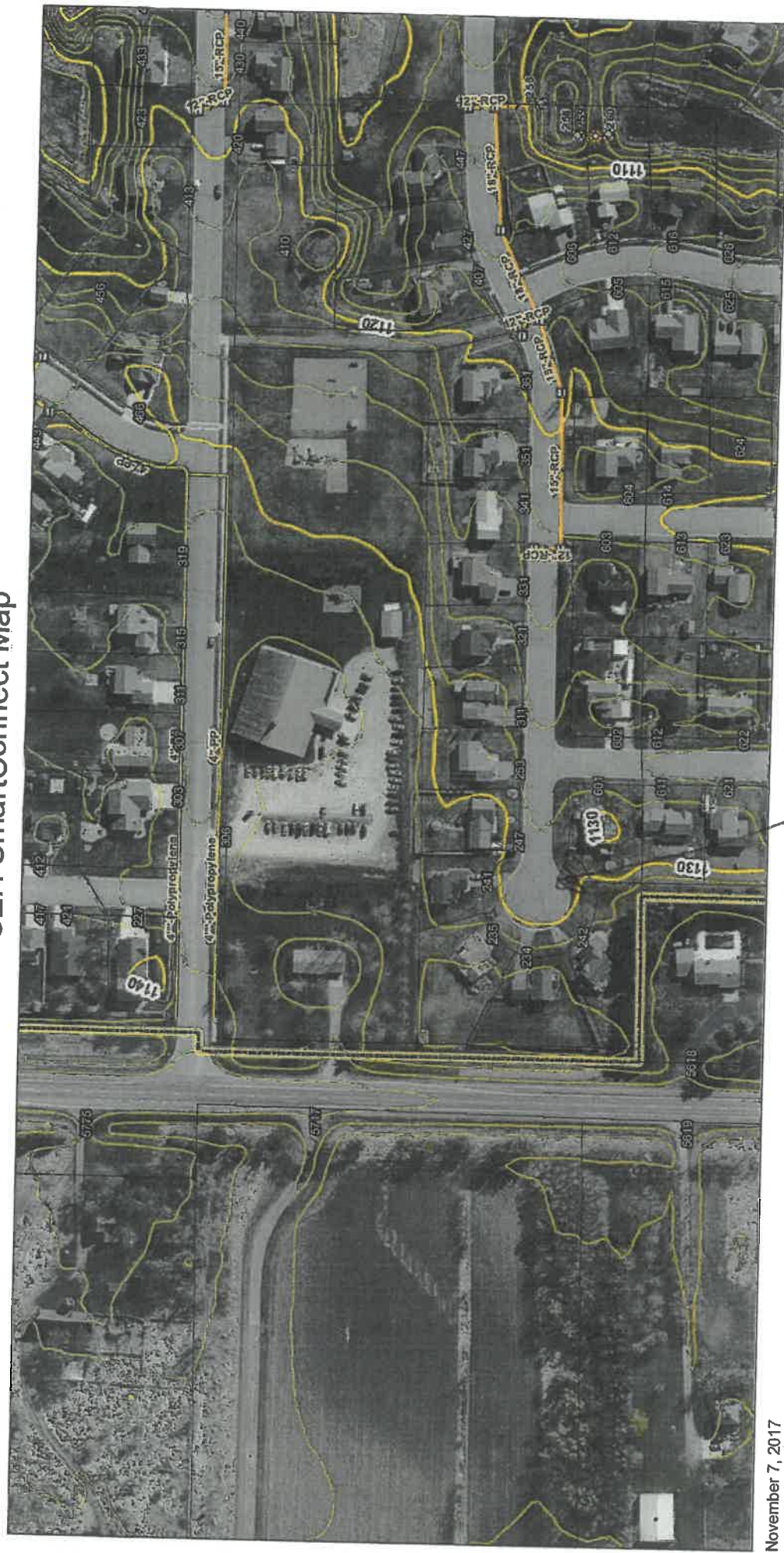
PASSED AND ADOPTED by the Foley City Council, this 2nd day of January, 2018.

Gerard L. Bettendorf, Mayor












ATTEST:

Sarah A. Brunn, City Administrator

SEH SmartConnect Map



November 7, 2017

- | Benton County Parcels | | Storm Gravity Mains | | Intermediate | |
|---|-------------------------|---|-----------------------|---|--------------------|
|  | Storm Inlets |  | Abandoned Storm Sewer |  | Municipal Boundary |
|  | Storm Manholes |  | Drain tile | | |
|  | Standard Manhole |  | Storm Sewer | | |
|  | Sedimentation Structure |  | Storm Detention Areas | | |
|  | Storm Discharge Points |  | Index | | |

varian driver issue



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

SEH SmartConnect User
SEH



Building a Better World
for All of Us™

December 12, 2017

RE: Foley, Minnesota
Engineering Services
SEH No. FOLEY GEN 1

Honorable Mayor and Council Members
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:

Enclosed is our Proposed Hourly Rate Schedule for Engineering Services, effective January 1, 2018. The proposed rates represent an average 2.99 percent increase over the 2017 rates.

Thank you for the work, confidence, and trust you have given our firm over this last year. We sincerely appreciate our relationship with Foley, and hope you find the enclosed rates acceptable.

I am available to discuss the rate schedule or any other issue at your convenience. You can reach me at 320.229.4344.

Sincerely,

Jon Halter, PE
Foley Client Service Manager

djg

Enclosure

c: Karen Thull, SEH (w/enclosure)
p:\f\foley\common\com\2017\city 2018 rates 121217.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717

SEH is an equal opportunity employer | www.sehinc.com | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

SHORT ELLIOTT HENDRICKSON, INC.

St. Cloud Office Hourly Rate Schedule for Engineering Services City of Foley

Effective January 1, 2018 – December 31, 2018

Senior Project Manager.....	\$157	-	\$179
Project Manager, Senior Engineer, Senior Scientist, Senior Planner.....	\$123	-	\$158
Project Engineer, Architect, Scientist, Planner.....	\$91	-	\$124
Registered Land Surveyor	\$94	-	\$124
Staff (Graduate, Engineer, Architect).....	\$89	-	\$105
Lead Technician, Lead Resident Project Representative.....	\$93	-	\$119
Technician, GIS Technician, Resident Project Representative.....	\$72	-	\$102
Survey Crew Chief	\$75	-	\$105
Survey Instrument Operator	\$64	-	\$76
Senior Administrative Assistant	\$67	-	\$93
Administrative Assistant	\$60	-	\$73
Intern	\$48	-	\$52
Specialist	Variable		

Reimbursable Expenses:

Printing and Postage Costs.....	Actual Cost
Subconsultants.....	Actual Cost
Mileage.....	IRS Rate
Survey Vehicle and Equipment (Including Hubs, Lath, Irons, etc.)	\$ 4.50 / Hour
GPS Equipment.....	\$25.00 / Hour
Total Station	\$25.00 / Hour
RPR Vehicle	\$16.00 / Day
Regular City Council Meetings.....	No Cost

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 01-02-18 COUNCIL MEETING
DATE: DECEMBER 29, 2017

Consent Agenda

A financial management plan resolution and policy is included in your packet. I had mentioned work on financial policies a few months ago when we addressed the debt policy. This policy was prepared considering existing practices of the city and provides a formal document on how the city manages revenues, expenditures, the budget, the capital improvement plan and debt. It was recommended by our fiscal advisor, Northland Securities, that the city formalize our policies to assist us in the credit review process. Formally adopted financial policies are viewed positively when we are evaluated for credit. I request the council review and recommend adoption of this policy prior to our work on the upcoming 2018 debt for the Dewey/2nd/3rd/Gopher project. The debt policy the council considered in 2017 has also been included in the overall financial management plan.

Annual Appointments

I have included a list of the annual appointments needed to be made at the beginning of each year. As of this memo, no additional interest has been shown for the annual appointments. Those who were in a position and have agreed to accept re-appointment have been included on your list.

One item staff has done more research into is the public safety committee. This committee meets quarterly and was initially established to assist and provide input with the creation of the new police department back in 2012. Information on when the committee was established is included in your packet. The committee is a recommending body and does not have the authority of a civil service board. Staff has done research into this type of committee and has found few cities have this type of structure. I also contacted the League of MN Cities and they indicated they are seeing fewer civil service boards as well as many small cities have chosen to leave that authority as a direct responsibility of the city council and/or administration. To simplify the structure, staff is recommending eliminating this ad-hoc committee and diverting operational activities to the police chief working directly with the personnel committee, city administrator and city council. The council should recognize the process of how and why the original committee was established and recognize those individuals who have participated in it over the years. To do so, I have written a resolution for the council to address before accepting the annual appointments.

Coborn's – 151 Glen Street – Sign Permit Site Plan Review

The planning commission reviewed a sign permit application for a new pylon sign at Coborn's. This pylon sign is a new location and size so it requires council action before a building permit can be issued. The application did not have a current certificate of survey so the planning commission recommended approval after staff receives and reviews a submitted, current survey. The council can move approval but it is recommended with the condition only after staff receives and approves a current survey so they can confirm no concerns with the location of the proposed sign. The sign meets all other requirements of the sign ordinance.

Public Hearing – Tobacco Violations

Following a public hearing on the violations of Super America and Casey's the council can move to administer a fine of \$75 on each entity for the first violation. This fine is based off the state statute which is found in your council packet.

City of Foley – TA Application

The city is again applying for TA funds for pedestrian crossings at Broadway and 8th/Penn, flashing speed signs, and trail extensions on both the east end (13th Ave to Penn Street) and south end (Norway Drive to Birch Drive). In addition, the plan also includes lighting along the 13th Avenue trail/highway. The 13th Avenue trail design was determined based on information received from MnDot to align with a potential future roadway project in that same area. Benton County has approved the sponsorship of our project and the school has pledged a financial commitment. A map and resolutions are included in your packet agreeing to maintenance and approving the submittal of the application which is due January 12th. Prior to adoption, staff will provide a brief overview of the proposed project.

Discussion on Mariah Drive Drainage

A map is included in your packet. Staff will overview a drainage problem in this area at the meeting. No action on this item is necessary at the meeting at this time, staff is simply wishing to attain some feedback and bring the item to the council's attention.

S.E.H. Rates

S.E.H. has provided info on their 2018 rates in your packet.

Upcoming Reminders

- February 6th Council Meeting to start @ 5pm! This meeting must finish by 6pm for Precinct Caucus.