



**City Council – Meeting Agenda
January 3, 2017 – 5:30 P.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Oath of Office
 - Gerard Bettendorf, Mayor
 - Jeff Gondeck, Councilmember
 - Brian J. Weis, Councilmember
4. Approve the agenda.
5. Consent Agenda:
 - Approve minutes December 20, 2016.
 - Adopt Resolution #2017-04 Accepting Donation
 - Approve hiring of firefighters
 - Approve payment of bills.
6. Annual Appointments
7. City of Foley - TA Grant Application
 - Resolution #2017-01 Adopting Community Vision Plan
 - Resolution #2017-02 Agreeing to Maintain Facility
 - Resolution #2017-03 Approving TA Application and Funding Commitment
8. Discussion on 2017 Water Supply Plan
9. Discussion on vacant city councilmember position.
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

County of Benton }
State of Minnesota }



City of Foley

251 4th Avenue North P.O. Box 709
Foley, Minnesota 56329
(320) 968-7260 Fax (320) 968-6325
www.ci.foley.mn.us email contactus@ci.foley.mn.us

Oath of Office

I, *Gerard L. Bettendorf*

do solemnly swear that I will support the Constitution of the United States,
the Constitution of the State of Minnesota, and that I will faithfully and
impartially discharge the duties of the office of

Mayor

of the City of Foley, County of Benton, State of Minnesota, to which I have
been elected, to the best of my knowledge and ability. So help me God.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City of Foley Administrator



County of Benton }
State of Minnesota }



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Oath of Office

I, *Jeff Gondeck*

do solemnly swear that I will support the Constitution of the United States,
the Constitution of the State of Minnesota, and that I will faithfully and
impartially discharge the duties of the office of

Councilmember

of the City of Foley, County of Benton, State of Minnesota, to which I have
been elected, to the best of my knowledge and ability. So help me God.

Jeff Gondeck, Councilmember

ATTEST:

Sarah A. Brunn, City of Foley Administrator



County of Benton }
State of Minnesota }



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Oath of Office

I, *Brian J. Weis*

do solemnly swear that I will support the Constitution of the United States,
the Constitution of the State of Minnesota, and that I will faithfully and
impartially discharge the duties of the office of

Councilmember

of the City of Foley, County of Benton, State of Minnesota, to which I have
been elected, to the best of my knowledge and ability. So help me God.

Brian J. Weis, Councilmember

ATTEST:

Sarah A. Brunn, City of Foley Administrator



CITY OF FOLEY, MINNESOTA
REGULAR CITY COUNCIL MEETING – December 20, 2016

The Foley City Council held a regular meeting on December 20, 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 Bettendorf, seconded by LeCuyer, to accept the consent agenda which includes the following:

- Approving minutes of December 6, 2016.
- Approving payment of the bills paid for by checks #49195 - #49294.

Motion carried, unanimous.

Jim VonWald – New Life Church – Parking Lot Extension

The council was presented with a recommendation from the Planning Commission to approve an extension on the hard surfacing of the New Life Church's parking lot to the north. The new deadline to complete the hard surfacing is summer of 2018. Motion by Mosford, seconded by Weis, to approve the request of New Life church as recommended by the Planning Commission. Motion carried, unanimous.

Foley Fire Relief - Bryan Moshier - Pension Increase

Bryan Moshier, Foley Fire Relief was at the meeting to request an increase to the fire relief pension. Moshier reviewed the financials for the pension. Moshier requested an increase from \$3,200 per year to \$3,700 per year. This change would be covered by existing surpluses. No raise has been requested for 2 years. As required by state law, council approval is necessary as the city is responsible for any shortfall in the pension fund. This increase would be effective January 1, 2017. Motion by Bettendorf, seconded by Mosford, to approve the increase. Motion carried, unanimous.

Accountant & Administrative Clerk Hiring

Staff completed the hiring process for the accountant position. 23 applications were accepted and reviewed by the personnel committee. Interviews were conducted by the department heads. Motion by Mosford, seconded by LeCuyer, to approve Monica Shaw for the full-time Accountant and Administrative Clerk effective December 21, 2016. Motion carried, unanimous.

Non-Union Employment Agreement

Brunn gave an overview the proposed employment agreement. Motion by LeCuyer, seconded by Bettendorf, to approve the terms of the agreement. Motion carried, unanimous.

Update on I&I Project

Jon Halter, City Engineer, updated the council on the I&I project. Approximately 900 properties were inspected and nearly 780 needed some type of work. Approximately 83 properties are left on the list to make improvements before the assessment of fines. Bettendorf indicated being contacted by a property owner because he was told he could wait to make improvements at a later date by city staff. LeCuyer questioned if this property owner was given anything in writing regarding this arrangement. Bettendorf indicated this owner was not given anything in writing. du'Monceaux indicated concerns with allowing extensions at this point. Brunn asked for council direction and was told the deadline of December 31, 2016 still stands and fines will be assessed. du'Monceaux asked about any issues with compliant properties not having proper paperwork. Jeff Gondeck, 55 Carpenter Street, asked for paperwork on compliance and indicated frustration with S.E.H. on the administration of this project. Halter did indicate some properties that are done with work, but have service lateral work in the future, so technically they are not compliant but exempt. Gondeck indicated customer service should be improved and the city should have higher expectations of service.

Mayor's Communications & Open Forum

No one spoke.

Department Reports

Katie McMillin, Police Chief, provided an update on law enforcement activities.

Tom Kaproth, 329 Maple Drive, asked if it is possible to open the back door to city hall. Brunn gave an overview of the issue with the back door and that security is a concern. Bettendorf indicated concerns with having that door open for the safety and security of the front office. There was discussion on having city hall staff open the door for any elderly that need access if they call the main line. LeCuyer indicated the importance of security in government buildings. Bettendorf reiterated the normal course of protocol is to have one main entrance.

Adam Ripple, City Attorney, had no report.

Jon Halter, City Engineer, updated the council on some potential funding being available for infrastructure projects. Meetings with staff will occur in January on getting the city's project on the priority list.

Mark Pappenfus, Public Work Director, updated the council on the recent activities of public works.

Brunn updated the council on recent activities of the administration office. Brunn reminded the council of annual appointments and the upcoming deadline for a grant application.

Old Business

There was no old business discussed.

New Business

There was no new business discussed.

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

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2017 - 4

A RESOLUTION ACCEPTING DONATION

WHEREAS, the City of Foley encourages public donations to help defray the costs of the general public of providing services and improve the quality of life in Foley, and

WHEREAS, The Foley Kiwanis Club has offered to donate \$2,000.00 to be used for the maintenance of the walking trail system, and

WHEREAS, Minnesota Statutes 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, that this donation is hereby accepted for use by the City of Foley.

BE IT FURTHER RESOLVED that the City extends its sincere appreciation to the Foley Kiwanis Club for its generous donation.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 3rd day of January 2017.

Gerard Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator



Foley Fire Department

81 Norman Avenue South • P.O. Box 709 • Foley, MN 56329 • 320-968-7260

December 30, 2016

To: Foley City Council

From: Fire Chief Mark Pappenfus

Re: New Members

I would like to recommend that the following 3 individuals for Membership on the Foley Fire Department. All 3 have been interviewed and meet the requirements of our Department.

Jesse Bleed

Jerome Linn

Travis Sweno

Please approve their hiring pending the successful completion of a background check, physical, and back assessment. Their start date with Foley Fire Department will be February 1, 2017

Thank you,

Mark Pappenfus
Foley Fire Chief

Bills List - January 3rd, 2017

Gross Salaries (Back Pay)	Payroll - 12/30/16	\$	9,092.94
EFTPS	Federal Withholding	\$	1,943.04
MN Dept of Revenue	State Withholding	\$	318.04
State Treas. PERA	PERA	\$	1,166.36
Nationwide	Deferred Comp	\$	-
Pacific Life Ins	Deferred Comp/Roth IRA	\$	-
MN PEA Union	Union Dues	\$	-
Gross Salaries (City Council)	Payroll - 1/5/17	\$	5,675.00

Already Paid - 1/3/17

Chamberlain Oil Co.	Tractor & Snow Plow Repairs	\$	166.08
First National Bank of Omaha	FD Fire Code Book, PD AED Probes	\$	124.48
Foley Hardware	Scout House Service Call, Misc Repairs	\$	172.56
Frieghtliner of St. Cloud	Snow Plow Repairs	\$	123.93
G & K Services	Uniforms & Mats	\$	109.11
Hawkins	Phosphate	\$	2,011.50
Helmin Construction	Class 5	\$	159.20
Integra	Telephone & Internet Service	\$	854.00
Marco	Copy Machine Contract	\$	318.60
National Assoc. of State Agencies Surplus	NASASP Membership Fee	\$	39.00
North Central Truck Equipment	Plow Repairs	\$	446.51
SelectAccount	Administrative Fees	\$	2.11
Staples	Adjustable Desk	\$	267.99
Short Elliot Hendrickson	4th Ave, I & I, NPDES	\$	1,915.63
Verizon	Cell Phone Service	\$	295.30
Windahl Technology	Office Expense	\$	1,115.00
Xcel Energy	Utilities	\$	6,108.96

To Be Paid - 1/3/17

Benton County Historical Society	Budgeted Contribution	\$	750.00
CAN Surety	Bond Policy	\$	100.00
DVS Renewal	Vehicle Tabs	\$	17.00
Firehouse Software	Foley Fire Support Contract	\$	240.00
Foley Chamber of Commerce	Membership	\$	200.00
Initiative Foundation	Budgeted Contribution	\$	600.00
Lake Region FireFighters Assoc.	Membership Dues	\$	40.00
Leslie LeCuyer	Personnel Committee Stipend	\$	225.00
LETG, LLC.	PD Maintenance	\$	3,861.22
MN State Fire Chiefs Assoc	FOS-Foreman, Membership Dues	\$	493.00
MN State Fire Department Assoc.	Membership Dues	\$	264.00
State of MN - Drinking Water Protection	Community Water Supply	\$	1,434.00
Pay.Gov	ACA Transitional Reinsurance Program	\$	513.00
Resource Training & Solutions	Membership Dues	\$	105.00
Volunteer Firefighters Benefit Assoc.	FD Insurance Policies	\$	126.00

\$ 41,393.56

2017 Boards and Committees –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, consider Michael Akers (not a city resident)*

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 & 1 council rep*

Board of Equalization: *Council member(s) appointed & Kris duMonceaux trained till 2018*

Benton County Economic Partnership – *City Administrator & 1 council rep*

Acting Mayor: *Need to appoint a councilmember*

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: *Chief McMillin*

Public Safety Committee: *Jeff Gondeck, Robin Gondeck, Jeannie Rajkowski, Dave Mosford, Tom Kaproth, and Amanda Wilkins + 2 council reps*

9 total members – 2 council representatives & 7 community members appointed annually

Library Board (5 Members, 3 Year Term)

2017 – 2019: *Jennifer Simon*

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

2017 – 2019: *Noel Lewandowski, Jeff Gondeck*

Economic Development Authority (5 Members, 4 year Term)

2015 – 2018: *Need 2 city councilmembers per bylaws*

Personnel Committee (2)

2017: *Need 2 councilmembers*

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

2015-2017: *Gary Gruba, Bruce Latterell, Noel Lewandowski, Ryan Christiansen, Brian Weis (all currently appointed)*



RINKE NOONAN
attorneys at law

November 9, 2016

Direct Dial: 320-257-3868
Aripple@RinkeNoonan.com

City of Foley
Attn: Sarah Brunn
251 Fourth Avenue North
P.O. Box 709
Foley, MN 56329

Re: 2017 Legal Representation and Rates
Our File No. 00004-0621

Dear Mayor and City Council:

Once again, we want to thank you for allowing us the opportunity to serve you. As we look to a new year, we continue to enjoy representing our municipal clients, like the City of Foley, and assisting you in providing quality service to your constituents.

As you know, our firm remains a leader in providing municipal services to Central Minnesota communities, and the services that we provide to city clients continue to grow. Our structure allows us to focus our practice, and provide to you an entire department of attorneys with special expertise representing local governments, and even more specialized expertise in specific areas of municipal law, including labor and employment, wetlands and drainage, land use, economic development, eminent domain, annexations, litigation and appeals. This diversity gives each of our governmental clients the strength of an army of legal professionals.

As we look forward to serving you, I have attached our municipal rates for 2017. For our governmental clients, we offer rates which are significantly lower than our firm charges non-governmental clients. Depending on the attorney, the discount is \$45.00 to \$136.00 per hour less than our ordinary private client rates. Our paralegal rate is also discounted by \$20.00 per hour. These rates will be applied to work beginning January 1st. We understand the financial realities of government and we remain vigilant to keep the total costs of services in line with your expectations. Of course, as you are well aware, rates represent only part of the story. Our firm does not charge for the garden variety reimbursements such as postage, copies, secretary typing time, etc.

Our success and growth has been built on strong client relationships, and our focus on the total cost to our clients has been at the very foundation of those relationships.

City of Foley
November 9, 2016
Page 2

Thank you, again, for your business and confidence, and we look forward to serving you another year.

Sincerely,



Adam A. Ripple
AAR/mjr

Enclosure

Municipal Rate Fee Schedule 2017

Standard rate includes general advice, general land use related advice, general employment advice, and general meeting attendance (not related to a specific project):		
Attorney 0-3 years' experience		\$130.00 per hour
Attorney 4 plus years' experience		\$195.00 per hour
Attorney 9 plus years' experience		\$215.00 per hour
Paralegal		\$108.00 per hour
Legal Tech.		\$62.00 per hour
Word Processor		No Charge
Rates for projects, whether or not reimbursed by other sources, including development agreements and related advice; infrastructure and utility related installation and reimbursement contracts; state aid projects; state and federally funded projects; assessment projects and appeals; significant contracts such as real estate purchases and sales, land use agreements, zoning and ordinance enforcement, joint powers agreements, and business subsidy packages; eminent domain and relocation; significant land use applications/permits; litigation; labor advice and negotiations; employment investigations, discipline, and termination; and tax increment and abatement projects:		
Attorney 0-3 years' experience		\$165.00 per hour
Attorney 4 plus years' experience		\$220.00 per hour
Attorney 9 plus years' experience		\$240.00 per hour
Paralegal		\$127.00 per hour
Legal Tech.		\$80.00 per hour
Word Processor		No Charge

There is NO CHARGE for typist work, internal copies, faxes, long distance phone calls, or mileage. Actual out of pocket costs shall be passed through to the client.

Section 215 – Board of Health and Health Officer.

Section 215:00. Appointment and Term. The Council, at its first regular meeting in each year, or as soon thereafter as may be practicable, shall appoint three persons as a Board of Health. At least one of the persons so appointed shall be a physician, who shall also be the local health officer and the executive of the board. The terms of office of the members of the Board of Health shall be one year, and until their successors are appointed and qualified, unless sooner removed by the Council.

Section 215:05. Duties. It shall be the duty of the Board of Health to cause all local ordinances and general laws and regulations relating to the public health to be obeyed and enforced within this municipality and to make all investigations and reports required by law. Such Board of Health shall take all necessary measures to prevent the spread of contagious diseases, cause all streets, avenues and alleys and all private property to be maintained in a clean and sanitary condition, and cause to be removed therefrom all filth or cause of sickness. The Board of Health shall make investigations to ascertain whether the local health ordinances or the general laws and regulations pertaining to health are obeyed, and shall institute proceedings against all persons violating such ordinances, general laws or regulations.

Section 215:10. Powers by State Law. The Board of Health shall have all the powers conferred upon local Boards of Health by the general laws of the State of Minnesota.

Section 215:15. Compensation. The members of the Board of Health shall receive such compensation for time actually employed in the performance of their official duties, or such salary per month, or otherwise, as the Council may determine and fix.



Application for Serving on City of Foley Boards and Commissions

The City has a number of opportunities for residents to be involved. In addition to serving on the City Council, residents can serve on the Planning Commission, Public Safety Committee, Economic Development, or the Housing Advisory Board. If you are interested in serving, please complete the following form and submit to City Hall.

Name: Michael Akers
Address: 15020 Hwy 95 NE, Foley, MN 56329
Phone: 301-281-3362
Email: MAkers.PharmD@gmail.com

Name of Committee/Board you are interested in serving:

Health

What interests you about serving the citizens of Foley?

I'm interested in getting more involved in the community /
local government and this seems like a fitting opportunity
given my health care background. My family and I recently
moved to Foley (last summer) and therefore have a vested interest
in the health and wellness of our community.

Please list any experience, skills or interests that you believe would be beneficial to the community and specific to the area you would like to serve.

I will attach a copy of my curriculum vitae that highlights
my education and background supporting my application.
Please contact me with questions or comments. Thanks!

Please Return to City Hall at 251 4th Ave N, Foley, MN, 56329 or email to contactus@ci.foley.mn.us

Michael F. Akers, Pharm.D.

St. Cloud Hospital | 1406 Sixth Ave North | St. Cloud, MN 56303

320.251.2700 ext 59874 | Cell: 301.281.3362 |

MAkers.PharmD@gmail.com | AkersM@Centracare.com

Curriculum Vitae

Education & Professional Training

University of Minnesota—PGY-1 Ambulatory Care Residency Program ASHP-Accredited PGY1 Pharmacy Residency Pharmaceutical Care Resident, Essentia Health	7/2011-6/2012
University of Maryland-Baltimore, School of Pharmacy Doctor of Pharmacy Cumulative GPA 3.63 Dean's List	8/2007-5/2011 2007-2011
University of Minnesota-Twin Cities, College of Biological Sciences Pursued B.S. Biology Cumulative GPA 3.35	9/2004-5/2007

Licensure & Certifications

University of MN—College of Pharmacy, Preceptor/Adjunct Faculty	2013-Present
North Dakota State University School of Pharmacy, Preceptor	2013-Present
Minnesota Pharmacy Licensure License Number: 120595	8/2011-Present
National Provider Identification 1053690776	8/2011
APhA Pharmacy-Based Immunization Delivery Certification	2009
Cardiopulmonary Resuscitation—American Heart Association	2007-Present
Advanced Cardiovascular Life Support—American Heart Association	1/2013-1/2015

Professional Experience

St. Cloud Hospital (CentraCare Health System)	6/2012-Present
Position:	Clinical Pharmacist/Transitions of Care
Supervisor:	James Mahowald, PharmD
Location:	St. Cloud, Minnesota
Essentia Health	7/2011-6/2012
Position:	Pharmaceutical Care Resident
Supervisor:	Michael Swanoski, PharmD, CGP, FASCP
Location:	Duluth, Minnesota
CVS/Pharmacy	5/2009-2/2010
Position:	Pharmacy Intern
Supervisor:	Linda Bosco, RPh, Pharmacy Manager
Location:	Rockville, Maryland
United States Pharmacopeia	6/2008-8/2008
Position:	Summer Work Experience
Supervisor:	Shawn C. Becker, MS, RN, Director, Patient Safety Initiatives
Location:	Rockville, Maryland
Walgreens Pharmacy	5/2007-8/2007
Position:	Pharmacy Intern
Supervisor:	Charles Lander, RPh, Pharmacy Manager
Location:	Cambridge, Minnesota
Pharmacology Lab-University of Minnesota	9/2005-5/2007
Position:	Undergraduate Research/Lab Attendant
Supervisor:	Stanley Thayer, PhD, Principal Investigator
Location:	Minneapolis, Minnesota

Professional Organizations

Minnesota Pharmacists Association (MPhA)	2011-Present
American College of Clinical Pharmacy (ACCP)	2010-2012
Phi Lambda Sigma-National Pharmacy Leadership Society (PLS)	2010-2012
American Society of Health-System Pharmacists (ASHP)	2009-2012
DC-Metro Student Pharmacist Association (DSPA)	2007-2011
Vice-President	2007-2008

Professional Poster Presentations

National

Original Research

Topic/Title: Weaver L, Akers MF, Karsky K, Weyer S, Lind J. "Identification of naloxone candidates through concurrent opioid and benzodiazepine use" 12/2016
Location: ASHP Midyear Meeting, Las Vegas, Nevada

Original Research

Topic/Title: Josephson K, Ertl S, Akers MF, Hagen J. "Transitions of care discharge follow-up: effect on readmissions and emergency department visits" 12/2015
Location: ASHP Midyear Meeting, New Orleans, Louisiana

Original Research

Topic/Title: Yoon K, Akers MF. "Description of pharmacist interventions for inpatient diuretic dosing of heart failure patients" 12/2014
Location: ASHP Midyear Meeting, Anaheim, California

Original Research

Topic/Title: Akers MF, Lutfiyya NM, Amaro ML, Swanoski MT. "Prevalence differences in daily or near daily aspirin use by U.S. adults with diabetes: a cross-sectional comparison of rural and non-rural populations" 12/2011
Location: ASHP Midyear Meeting, New Orleans, Louisiana

Original Research

Topic/Title: Amaro ML, Lutfiyya NM, Akers MF, Swanoski MT. "Response to the 2008 U.S. Centers for Disease Control and Prevention's Advisory Committee on Immunization Practice recommendations: a cross-sectional study examining the prevalence of U.S. adults who smoke receiving the pneumococcal polysaccharide vaccine" 12/2011
Location: ASHP Midyear Meeting, New Orleans, Louisiana

Original Research

Topic/Title: Matthews KA, Congdon HB, Akers MF, Truong HA, Zarfeshan F. "Evaluation of initial clinical outcomes from a newly established medication therapy management initiative" 10/2010
Location: ACCP Annual Meeting, Austin, Texas

Local

Original Research

3/2012

Topic/Title: Akers MF, Lutfiyya NM, Amaro ML, Swanoski MT. "Prevalence differences in daily or near daily aspirin use by U.S. adults with diabetes: a cross-sectional comparison of rural and non-rural populations"

Location: Rho Chi Research Symposium, University of Minnesota College of Pharmacy, Duluth, MN

Original Research

10/2010

Topic/Title: Matthews KA, Congdon HB, Akers MF, Truong HA, Zarfeshan F. "Evaluation of initial clinical outcomes from a newly established medication therapy management initiative"

Location: Interprofessional Biomedical Sciences Day, Universities at Shady Grove, Rockville, Maryland

Disease State Poster Presentation

4/2010

Topic/Title: Diabetes Mellitus

Location: Asbury Methodist Retirement Community, Gaithersburg, Maryland

Publications

Huot KL, Lutfiyya NM, Akers MF, Amaro ML, Swanoski MT, Schweiss SK. A population-based cross-sectional study of health service deficits among U.S. adults with depressive symptoms. BMC Health Service Research 2013;13:160.

Swanoski MT, Akers MF, Amaro ML, Huot KL, Lutfiyya NM. Incorporating research into a postgraduate year one pharmacy residency. Am J Pharm Educ 2012;76(9) Article 175.

Akers MF, Lutfiyya NM, Amaro ML, Swanoski MT. Prevalence of daily or near daily aspirin use by U.S. adults with diabetes: a cross sectional study using a multi-year national database. Health 2012;4(6): 297-303.

Swanoski MT, Lutfiyya NM, Amaro ML, Akers MF, Huot KL. Knowledge of heart attack and stroke symptomology: a cross sectional comparison of rural and non-rural US adults. BMC Public Health 2012;12:283.

Akers MF. QT prolonging agents: a growing list, a growing concern. Curbside Consult. 2011;9(4):9-10.

Amaro ML, Lutfiyya NM, Akers MF, Swanoski MT. Response to the 2008 U.S. Centers for Disease Control and Prevention's Advisory Committee on Immunization Practice recommendations: a cross-sectional study examining the prevalence of U.S. adults who smoke receiving the pneumococcal polysaccharide vaccine. Am J Health-Syst Ph. 2011. (*Accepted with revisions*)

Akers MF. Nicotine conjugate vaccine as a novel approach to smoking cessation. Curbside Consult. 2011;9(3):11-12.

Presentations

Minnesota Society of Health-Systems Pharmacists—Heartland Meeting 2/2015

Topic/Title: Transitions of care: Reducing readmissions
Location: St. Cloud Hospital Conference Center, St. Cloud, MN

Pulmonary Rehabilitation Class (Multiple) Ongoing

Topic/Title: Lead discussions to groups of pulmonary patients relating to medication use and side effects.
Location: St. Cloud Hospital Cardiac Rehab Education Room, St. Cloud, MN

Heart Failure Support Group 11/2014

Topic/Title: Presented to a group of ambulatory heart failure patients related to medication therapies.
Location: St. Cloud Public Library, St. Cloud, MN

COPD Support Group 4/2014

Topic/Title: Presented to a group of ambulatory COPD patients related to medication therapies.
Location: CentraCare Health Plaza, St. Cloud, MN

Grand Rounds 10/2013

Topic/Title: Participated as part of a panel related to smoking cessation and order set updates.
Location: St. Cloud Hospital Conference Center, St. Cloud, MN

Midwest Pharmacy Residents Conference 5/2012

Topic/Title: Prevalence of daily or near daily aspirin use by U.S. adults with diabetes: a cross sectional study using a multi-year national database.
Location: Embassy Suites Downtown/Old Market Hotel, Omaha, Nebraska

Nurse Practitioner-Physician Assistant Conference Guest Lecturer 10/2011

Topic/Title: Hot Off the Press: New Drugs You Should Know About
Location: Radisson Hotel, Duluth, Minnesota

Duluth Area Pharmacists Guest Speaker 10/2011

Topic/Title: Hot Off the Press: New Drugs You Should Know About
Location: Pickwick's Restaurant, Duluth, Minnesota

Grand Rounds 10/2011

Topic/Title: A Fatigued Heart
Location: Essentia Health, Duluth, Minnesota

Residency Interview Seminar	2/2011
Topic/Title:	Acinetobacter: Review and Treatment Options
Location:	St. Mary's Medical Center, Duluth, Minnesota

Graduation Seminar—Patient Case	8/2010
Topic/Title:	Neurologic Lyme Disease
Location:	University of Maryland School of Pharmacy, Baltimore, Maryland

Teaching

Course Involvement

Pharmaceutical Care Skills II (Phar 6172)	1/2012-5/2012
Title:	Lab Facilitator
Location:	University of Minnesota College of Pharmacy, Duluth, Minnesota

Professional Outcomes (Phar 6135)	1/2012-5/2012
Title:	SOAP Note Grader
Location:	University of Minnesota College of Pharmacy, Duluth, Minnesota

Pharmacotherapy III: Patient-Centered Pathophysiology (Phar 6123)	9/2011-12/2011
Title:	SOAP Note Grader
Location:	University of Minnesota College of Pharmacy, Duluth, Minnesota

Pharmaceutical Care Skills V (Phar 6175)	9/2011-12/2011
Title:	Lab Facilitator
Location:	University of Minnesota College of Pharmacy, Duluth, Minnesota

Early Pharmacy Practice Experience (Phar 7001/7002/7003/7004)	2011-2012
Title:	Super Group Pharmacist Preceptor
Location:	University of Minnesota College of Pharmacy, Duluth, Minnesota

Lectures/Discussions

Pharmacy: A quick run through	7/2014
Program:	St. Cloud State University
Course:	Health Coaching and Care, BIOL 490

Parkinson's Disease: Motoring Beyond Motor-Only Management	4/2012
Program:	University of MN—College of Pharmacy
Course:	Geriatric Pharmacotherapy (Phar 6221)

Health Care Homes	11/2011
Program:	University of MN—College of Pharmacy
Course:	Pharmaceutical Care Skills V (Phar 6175)

Program: University of MN—College of Pharmacy
Course: Pharmacotherapy III: Patient-Centered Pathophysiology (Phar 6123)

Awards & Honors

Parliament of Distinction Award (Preceptor of the Year)

2016

Overview: This award recognizes excellence in preceptorship. Preceptors are nominated based on their dedication and commitment to the education and development of pharmacy residents.

Program: University of Minnesota College of Pharmacy PGY-1 Residency program

Preceptor of the year nominee

2014 & 2015

Overview: Each year the School of Pharmacy recognizes one faculty preceptor and one adjunct faculty preceptor as the preceptor of the year. Preceptors are nominated by P-4 pharmacy students and a panel of P-4 students select the recipients based on a review of the award write up.

Program: North Dakota State University School of Pharmacy

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2017-01

A RESOLUTION ADOPTING THE COMMUNITY VISION PLAN

WHEREAS, the City of Foley engaged with the Initiative Foundation to participate in a Thriving Communities Program in 2013;

WHEREAS, the Thriving Communities committee developed a series of long-term goals for the community including a pedestrian plan and downtown plan for the City of Foley;

WHEREAS, the City accepted a grant from the Central MN Initiative Foundation and contracted with the Center for Rural Design to develop a pedestrian Plan and downtown plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, hereby adopts the Community Vision Plan for Downtown Redevelopment and Pedestrian Connections.

PASSED AND ADOPTED by the Foley City Council, this 3rd day of January, 2017.

Gerard Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2017 - 2

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 3rd day of January 2017.

Gerard 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 3rd day of January 2017.

SIGNED:

(Signature) _____

(Title) _____

(Date) _____

WITNESSED:

(Signature) _____

(Title) _____

(Date) _____

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2017-03

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 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 \$133,259;

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 3rd day of January, 2017.

Gerard Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

Transportation Alternatives Solicitation

Full Application

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Note: The solicitation for transportation alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the [Met Council website](#).

Related Documents

Transportation Alternatives Solicitation Guidebook

The document includes information on the transportation alternatives solicitation requirements, qualifying activities, eligible project sponsors, cost-sharing requirements and general project timeline guidance, and key regional contacts.

Transportation Alternatives Solicitation Letter of Intent Worksheet

The document includes information on the letter of intent review process and a worksheet to assist with completing the online letter of intent form.

Section 1: General Information

NOTES: If your overall project contains non-eligible or non-transportation related elements, please mention the entire project in the brief project description, but concentrate the application, budget, etc. on the elements that are eligible and transportation related.

Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project – including the potential use of Eminent Domain.

Desired Year of Construction: **Fiscal Year 2021**

Project Name:	Foley Safe Routes to School		
Project located in ATP(s):	District 3	Project Submitted Before for TA Funds? Year	Yes, FY 2019 & 2020
Congressional & Legislative Districts:	District 6	Project located in the county(ies) of:	Benton
Brief Project Description (include location):	Construction of an alternative transportation link designed to ASHTO standards in the elimination of hazards along Highway 25 and improving crossings along Highway 23 to allow improved pedestrian access to the downtown, school campus, and 120 acres of neighborhoods on the south side of Foley.		
Length:	South Link 1,425 Feet	Trail or Sidewalk Width (if applicable):	10' with 2' clear on sides
Begin Termini:	Birch Drive	End Termini:	Norway Drive at existing trail
Project Applicant (P/A):	City of Foley	Sponsoring Agency (S/A):	Benton County
P/A Contact Person/Title:	Sarah Brunn, City Administrator	S/A Contact Person/Title:	Chris Byrd, PE Public Works Director
Mailing Address:	PO Box 709	Mailing Address:	PO Box 247
City/State/Zip:	Foley, MN 56329	City/State/Zip:	Foley, MN 56329
Phone No.:	320.968.7260	Phone No.:	320.968.5051
Fax No.:	320.968.6325	Fax No.:	320.968.5333
Email Address:	sbrunn@ci.foley.mn.us	Email Address:	cbyrd@co.benton.mn.us

(Applicant Signature)

(Date)

(Sponsoring Agency Engineer Signature)

(Date)

(Local Unit of Government Signature)

(Date)

(If in MPO area, signature of MPO Executive Director)

(Date)

Section 2: Project Budget

Identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. (Attach additional sheet(s) if necessary.) Non-eligible items include right-of-way or land acquisition (appraisal fees, legal fees, etc.), administrative costs (preliminary and construction engineering and contingencies) and others. (Refer to Qualifying Activities and Non-Qualifying Activities sections in the *TA Application Guidebook*.)

Cost estimates are to be submitted in year of construction dollars. Year of construction dollars are used to better estimate the actual dollars required to deliver the project in the proposed construction year. Amounts, including local match, are estimates and may change as the project is delivered.

A) Eligible Work/Construction Items	Estimated Quantity	Unit Cost	Total Cost
See attached detail for cost summarized below			\$
South Link Construction			\$89,493.00
Highway 23 Pedestrian Crossings and Dynamic Speed Signs			\$138,300.00
			\$
			\$
			\$
			\$
			\$
(Eligible Work/Construction Items) Line A Total			\$227,793
B) Non-eligible Items (list)	Estimated Quantity	Unit Cost	Total Cost
Engineering			\$56,948.25
Geotechnical			\$5,694.83
Legal & Administrative			\$2,277.93
Contingency			\$22,779.30
(Non-eligible Items) Line B Total:			\$87,700.31
Total Cost of Proposed Project (Line A + Line B)			\$315,493.31
1. Total eligible costs (Line A from above) (Must be a Minimum \$100,000)			\$227,793
2. Applicant's contribution toward the eligible TA project costs (Must be a minimum of 20% of Line 1)			\$45,558.60
3. Total amount requested in federal TA program funds (Line 1 minus Line 2) (Maximum \$800,000 Request)			\$182,234.40
4. Total Local costs (Line B from above plus Line 2)			\$133,258.91

Section 3: Sponsoring Agency Resolution

A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Solicitation Guidebook for more information on appropriate sponsoring agencies). Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

Be it resolved that [city, county or agency name] agrees to act as sponsoring agency for a transportation alternatives project identified as [project name] and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that [sponsoring agency contact person name] is hereby authorized to act as agent on behalf of this sponsoring agency.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

(Signature) _____

(Title) _____

(Date) _____

WITNESSED:

(Signature) _____

(Title) _____

(Date) _____

Section 4: Resolution Agreeing to Maintain Facility

A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Program Application Guidebook for more information on appropriate sponsoring agencies). Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

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: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

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

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

(Signature)_____

(Title)_____

(Date)_____

WITNESSED:

(Signature)_____

(Title)_____

(Date)_____

Section 5: ATP Project Evaluation

Eligibility

Federal legislation requires that the project be an "eligible activity." The project must fall within one of the eligible activities listed below. (Please check the appropriate category.)

- ☒ On-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation.
- ☒ Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.
- ☒ Safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.
- ☐ Conversion and use of abandoned railroad corridors.
- ☐ Construction of turnouts, overlooks and viewing areas.
- ☐ Inventory, control or removal of outdoor advertising.
- ☐ Historic preservation and rehabilitation of historic transportation facilities.
- ☐ Vegetation management to improve roadway safety, prevent against invasive species and to provide erosion control.
- ☐ Archaeological activities.
- ☐ Environmental mitigation to address storm water management.
- ☐ Reduce vehicle-caused wild life mortality or restore/maintain habitat connectivity.
- ☒ Safe Routes to School (SRTS) project.

Project Information

1. Describe why this project is important to your community and how it will improve existing conditions.

This project has been part of a larger discussion for many years in the City of Foley. The community has come together a number of times to try to figure out how to address these safety concerns that have been a problem for residents for generations. Community groups have been meeting for years to try to raise money for some of these improvements, and gain leadership support. There has been a lot of momentum and community collaboration in recent years in order to connect the two sides of town to create a feeling of one community, overcoming some of the safety concerns Highway 23 creates, and to create safer routes to school. The city and the school have really come together in true collaboration to make this project a feasible reality. The community has done the ground work and planning to move things forward, and this grant would be a huge success for the community and a stepping stone toward the implementation process of the Foley Pedestrian Plan.

The City of Foley is proposing to eliminate hazards for bicyclists and pedestrians along Minnesota Highway 25 by building a safe accessible route to connect 120 acres of housing in Foley to the downtown area, and school campus, which houses Elementary, Middle, and High School. Also included in these improvements are two radar feedback signs, a push button pedestrian signal, and an overhead RRFB warning system at one intersection on Highway 23. (Please refer to the enclosed map for details on where these are located.) By creating the trail connection along Highway 25, that connects those neighborhoods to the downtown area. In order to continue the connection to the school building there must be improvements made to the crossings on Highway 23.

Access to the school campus is the focus of our growing community as all ages of citizens are looking for a transportation system that allows pedestrians and bicyclists to get to and from destinations safely. Safe Routes to School has been set as a priority for not only the school district, but the city as well. The City of Foley paid for a traffic engineer to complete a traffic study along Highway 23 to make recommendations approved by MnDOT on which crosswalks would be a feasible solution so the city is able to make educated decisions on how to move forward with this project. On December 6, 2016, the City of Foley adopted a resolution supporting Safe Routes to School efforts, and they are working toward creating a Safe Routes to School Committee to build upon these efforts.

Both Highway 23 & 25 were built prior to when MnDOT was required to take into account local concerns or whole street planning/construction techniques. Both highways carry speeds of between 35 and 60 mph, creating significant hazards for all forms of alternative transportation. The highways' construction includes bypass lanes and turn lanes, leaving virtually no asphalt surface and limited gravel shoulders, which creates a significant hazard for even the most experienced bicyclists, walker, or jogger.

Funding the Foley Safe Routes to School project application will provide a safe route built to ADA standards accommodating all types of alternative transportation, and connecting 3 neighborhoods to numerous destinations. Those destinations include the downtown commercial district and school campus.

There is a desperate need for a pedestrian/bicycle path along Highway 25 from Birch Drive to Norway Drive that would connect to approximately 120 acres of residential neighborhoods with over 350 residents with an alternate transportation link by filling the missing piece or gap in the existing connections to the downtown. Please see enclosed map. The south side trail connection to downtown will also provide a safe means to connect the school campus by the inclusion of the Highway 23 pedestrian crossings. This project will drastically improve conditions as there are currently no safe crossings of Highway 23 to connect the school to the rest of the community, and there is a large gap in the trail on the south side of Foley. This project is critical to the safety and quality of life for its residents.

2. Describe the main users by type or classification and the approximate number of users to be served by the proposed project.

The project is classified as an alternate transportation facility being built to ADA standards and utilizing MnDOT's Minnesota Bikeway Facility Design Manual. It will provide access to all ability levels for users, and accommodate non-motorized movement in a safe and efficient manner. The south side trail will provide access to approximately 400 residents and employers.

3. Describe any current and/or previous uses of the project area.

Current use along the trail route and use of crosswalks includes a mix of developed residential, commercial, institutional, and industrial use. All categories are suitable to co-exist with a trail.

4. Explain current and future ownership of the property.

The south side trail link along Highway 25 is all within State Highway right-of-way and will be feasible to obtain.

5. Explain how your agency will provide the necessary local match to leverage the federal TA program funds requested and cover any additional (or ineligible) costs required for the completion of your project.

The Foley City Council has thoroughly discussed the nuances of the Transportation Alternatives grant and made a commitment to provide the required matching dollars with the help of the school district agreeing to pay for \$48,000 of the match, and the city paying for the remaining amount due. This will include 20% of the construction costs plus the soft costs of engineering, legal, and administrative costs. This is currently estimated at \$133,258.91. These funds will be bonded for, or taken out of city reserves, and the \$48,000 will be gifted from the Foley School District. They feel strongly about creating Safe Routes to School, as it is a part of their strategic plan, and would like to build upon these efforts in any way that they can.

6. Explain the 20-year maintenance plan and any maintenance agreements that will be required with other agencies for your proposed project.

The City of Foley is committed to building and maintaining the proposed facilities.

The Trail maintenance plan includes the following:

- Visually inspecting trail for defects.
- Repair, monitor, and/or track any and all defects occurring in order to maintain a safe route.
- Restrict all motorized vehicle access with signage.
- Maintain a clear area adjacent to trails at a minimum of 2 feet.
- As cracks develop, repair and fill on a regular basis, scheduled as determined appropriate.
- Annually sweep the new trail connection along Highway 25.

The signage related equipment maintenance plan includes the following:

- Visually inspect condition and operation of speed indicator and pedestrian crossing signs.

- Test, repair, and when needed, replace worn mechanical components, i.e. light bulbs.
- Maintain clear crosswalk markings, including fresh paint application and clearly marking area.

It is anticipated the City of Foley will be entering into a Maintenance Agreement with MnDOT and Benton County. The terms of which directly relate to the qualifications of obtaining funding. The city Council is committed to maintain the improvements as needed and deemed necessary as determined by the program requirements administered by MnDOT.

7. Has an application for this project been previously submitted to the ATP-3 for TA program funds and not awarded? If so, explain if the comments provided to you from ATP-3 have been addressed and describe any other activities that have taken place to advance the project.

Yes, the city has worked to address the feedback provided from last year's application in the current application. Based on the feedback received, the city has decided to proceed without the Highway 23 trail portion of the project proposed in last year's application due difficulties with obtaining the right-of-way in time to submit the application. The city has also worked to improve the application and provide more detailed information about the project to assure there is a clear direction for the project.

Since last year's application was submitted, the city and the school have been adamantly working together toward a safer community. There have been many conversations about how to cover the cost of the crosswalks on Highway 23, and how to create more of a connected community. Since this has been a successful partnership between the city and the school, they wanted to assure the work continues. On December 6, 2016, the city adopted a Safe Routes to School Resolution to show their support of the work that is being done, and will be done in the future, and to move forward Safe Routes to School work by creating a Safe Routes to School Committee. This group plans to begin convening toward the beginning of 2017. The committee will be responsible to develop and oversee actions that will increase awareness and safety, and support schools in providing a safe environment to walk and bike to school.

Evaluation Criteria (100 Total Possible Points)

Criterion 1:

Possible Points: 20

Describe the level of identification of your project in one or more statewide, regional, or local plan, which has been adopted by federal, state, regional or local agencies. Jon Halter

State, regional, and local agencies have developed numerous system plans addressing one or more Transportation Alternative program activities. In many cases, these plans provide detailed documentation on the existing conditions and planned improvements as well as surveys of public use and attitudes. They also can provide insight on the process for setting priorities and recommending investments. The facilities identified in these plans are likely to provide the greatest benefits to all the residents of Minnesota and the regions within which they are located. Proposers should identify the relationship of the project to any statewide, regional or local plans/objectives that have gone through a public planning process. They should also explain how the project is consistent with these plans and objectives, refer to specific sections of the plan, and describe the level of public involvement in which the project was developed, adopted and/or approved. Please provide a link to the plan or cite plan document reference.

Improving the Foley multimodal transportation system and making the improvements outlined are included in the Foley School District ISD #51 Strategic Plan, the City of Foley's Pedestrian Plan and Comprehensive Plan, the Benton County Comprehensive Plan, and Regional Active Transportation Plan that covers Benton, Sherburne, Stearns, and Wright Counties. Enclosed find excerpts from plans that this application supports. The plans cover the improvements in a number of sections primarily concentrated in the Transportation System plan section(s), the Park and Recreation section, and in the Regional Active Transportation Plan, the Foley Pedestrian Plan is identified in the Existing Plans section. The proposed improvements also draw on the Safe Routes to School goals of eliminating hazards, providing safe multimodal routes, and encouraging students to have safe connections for non-motorized access to elementary, middle, and high school facilities. All of these efforts are being coordinated with Foley School District ISD #51. The Safe Routes to School work is part of the school district's Strategic Plan.

The Regional Active Transportation Plan (ATP) was created by the Public Health and Human Services Departments of Benton, Stearns, Sherburne, and Wright counties under the Statewide Health Improvement Partnership (SHIP) grant through the Minnesota Department of Health. The Regional Plan includes the City of Foley's Pedestrian Plan and states that the Pedestrian Plan works to create economic development and strengthen local and regional connections through a well-connected pedestrian network (Page 22 of the Regional ATP). The plan also includes information about the formation of active transportation advocacy groups, and the planning efforts that have taken place in the City of Foley. During the fruition of this plan, there were a number of community engagement efforts that took place. There was also a demand analysis completed as a part of the planning process, and the results found that improving pedestrian facilities in Foley was in high demand. Through these efforts the steering committee found there were a large number of community members voicing their concerns about the crossings in the City of Foley. The Regional ATP addresses these concerns in the Objectives and Strategies section through a number of different avenues. The Regional ATP also talks about aligning regional efforts with local plans including the Foley Pedestrian Plan. It also goes on to state the importance of the Regional Active Living Advisory Group (RALAG) to see these plans through and work collaboratively with local groups to implement the local plans. The RALAG is an advisory group made up of SHIP staff, county engineers, county commissioners, city planners, city and county parks and trails departments, school districts, local organizations such as CentraCare BLEND, and representation from local advocacy groups from the four county region of Benton, Sherburne, Stearns, and Wright Counties. The RALAG's main goal is to work toward implementing the strategies from the Regional ATP. Addressing the community's concerns has become a high priority for City and County leadership, the school district, Benton County SHIP staff, and community members. (www.regionalatp.org)

The Benton County comprehensive Plan covers the plan under Transportation, Goal #2 Safety Improvements; Improve unsafe access points, crossing conflicts along State and County Highways. The "Foley Safe Routes to School" project improves the safety of the State Highway 23 crossings, targeting the principle audience of this project, youth and community members that are in need of improved connections to get to and from the school campus. Another area in the Transportation Section of the Comprehensive Plan is to investigate and improve the multimodal transportation opportunities. In the Public Facilities Goal 3 strategy number four Trails: Promote the development of an interconnected trail system utilizing public participation and trail advocacy groups. This project priority and application is a direct result of the Foley Thriving Communities Initiative Committee and the Quality of Life Task Force working to improve the Foley area by identifying and implementing change for all citizens of the community. The proposed route and crossings provide a direct connection to the school campus. All of

these efforts are being coordinated with Foley School District ISD #51.

The Foley Comprehensive Plan covers the project in a number of areas. On page 20 of the Residential Development Section under Issue 3, it states the City is to develop a Sidewalk and Trail Plan. This Plan identifies the need to make improvements as contained within the T.A. application. The Plan also includes additional gaps. The map is attached and labeled "Trail Map". The project application furthers the progress of implementing the goals of providing a uniform sidewalk and trail improvements and handicapped accessibility covered in Section III Planning Issues, under Controversial Areas and Issues. This project benefits the large number of neighborhoods on the south by building a segment of trail in the current trail system which has a gap which leads to the downtown.

In the Transportation Section of the Foley Comprehensive Plan, Sidewalk and Bikeway improvements are also covered. On page 13, it specifically covers slowing down traffic and providing safe crossing of State Highway 23 at 4th Avenue and at 8th Avenue by the school. This project takes steps to implement this portion of the plan by installing speed indicator signs at location where the speed drops from 50 mph to 35 mph on the west and 60 mph to 45 mph on the east. The implementation also includes a Pedestrian Crossing that is push button controlled and interconnected to alert drivers of conditions furthering the goal of providing means for a safe crossing, and an overhead RRFB warning system with signage alerting drivers of the pedestrian crossings.

The Foley Comprehensive Plan clearly identifies as a goal to plan and work with the School on a City-Wide Trail and Path System on page 16. The project application is the result of working with the school, hearing goals of families interested in providing safe non-motorized access to the school, The Foley Thriving Communities Initiative, Benton County Public Health, and the City of Foley.

Additionally, the City of Foley created a vision for the future through a community-wide planning process that resulted in a Downtown and Pedestrian Plan. The plan includes the two crosswalks along Highway 23 on 8th Avenue/Penn Street and Broadway Avenue, and the trail along Highway 25. This application's project matches the objectives set forth in the city's Pedestrian Plan (enclosed): (page 10)

City-wide Objectives:

Identify and designate specific pedestrian/bicycle routes to connect destinations throughout the community to each other (neighborhoods, school, parks, businesses, downtown, etc.).

- Add to the network of sidewalks by incorporating sidewalks into all future street improvement projects in order to provide safe pedestrian access throughout the city.
- Add to the network of multi-purpose trails wherever possible in order to provide bicycle, and pedestrian routes that enhance access to destinations in the community.
- Identify appropriate and safe locations for on-street bicycle routes where off-street multi-purpose trails are not feasible.
- Identify key intersections for pedestrian/bicycle crossing safety.

The Pedestrian Plan further calls out for our application's improvements at Highway 23 and 8th Avenue/Penn Street:

(Page 11) Goal 2: Create and maintain a pedestrian and bicycle route network that provides direct connections between the key destinations identified in this plan (school, parks, downtown, shopping/restaurant area, outlying residential areas).

Outcomes:

- The City designates Broadway Avenue and 8th Avenue/Penn Street as the primary pedestrian/bicycle

routes that connects the north side of Foley, including the school, with the south side of Foley, including downtown, with an improved pedestrian crossings of State Highway 23 at Broadway Avenue and 8th/Penn Street.

Criterion 2:

Possible Points: 20

Describe how your project connects or implements a larger project, concept, and state, regional or local plan including a Safe Routes to School or Scenic Byways Corridor Management Plan.

There may be a number of larger projects that are missing a key or final element. Funding these missing elements with TA program funds could provide a sort of synergistic benefit extending beyond the immediate benefits provided by the component for which funding is being sought. Examples include bike or pedestrian trail segments that fill gaps in existing trails or historic preservation that completes the restoration of a historic transportation facility that has already been partially/substantially restored. These are only generic examples. Applicants are encouraged to look at their projects in light of the general concept identified here and describe how their project fits into a larger project concept or plan which has been or soon will be implemented using another funding source.

As covered above, the project takes steps to implement project priorities as identified in the City of Foley Comprehensive Plan and Benton County Comprehensive Plan. On a regional level, the project implements or builds pedestrian accommodations to bring portions of State Highways 23 and 25 to a "Complete Street Design" standard of construction by accommodating pedestrians. This is especially important for the Foley community as Highway 23 cuts right through town immediately adjacent to the school campus to the north and downtown to the south where pedestrians are prevalent.

The need for a pedestrian/bike path along Highway 25 from Birch to Norway Drive will accommodate the connection of a number of neighborhoods comprised of approximately 120 acres with an alternate transportation link by filling the missing piece or gap in the existing ASHTO connection to the downtown. The south side trail connection to downtown will allow pedestrians a safe means to connect to the school campus by including upgrades to a highway pedestrian crossing and speed indicator signs.

The project is classified as an alternate transportation facility being built to ADA standards able to accommodate all types of non-motorized movement in a safe and efficient matter. The trail link along

Highway 25 is geographically located in an area of the City so they will be accessible to a large majority of residents and 98 employers, representing 732 employees. The Dynamic Speed Display signs and pedestrian crossings are expected to increase the safety of over 1,685 annual pedestrian crossings of Highway 23 and assist in creating and maintaining greater compliance to problem speed zones of auto and truck traffic. Over 13,000 vehicles (AADDT) are on or pass through Foley on state highways according to MnDOT data published for 2012/2013.

Criterion 3:

Possible Points: 15

Historic Grouping: Describe the current recognized level of historic significance of the transportation facility (federal, state, or local).

This would include any specific designation such as the National Register for Historic Places, State Historical Register, etc. Describe the current and future use of the facility. Indicate the degree to which the project will enhance, preserve or protect the historic/archaeological resource. Photo documentation should be included in the application.

Scenic Environmental Grouping: Explain the degree to which the project provides a view of highly scenic or environmental resources that are rare, unique or significant.

Describe the degree to which potential for enhancement exists for scenic beautification and the current degree of visual blight. Explain the magnitude of the environmental problem and describe the degree to which the project would preserve, rehabilitate or develop scenic or environmental resources or solve the environmental problem. Photo documentation should be included in the application.

Pedestrian and Bicycle Facilities Grouping: Explain the degree to which the proposed project would encourage/facilitate pedestrian and/or bicycle transportation.

Describe the relation to which the project provide access to likely generators of pedestrian and/or bicycle activity? Be sure to include in your response:

- ✧ Approximate number of students, employees, users, etc. for major generators
- ✧ How the project will affect the transportation needs of young children, older adults and persons with disabilities

(Select 1 Grouping and base your response on the Grouping you have selected):

☐ Historic

☐ Scenic Environmental

☒ Pedestrian/Bike Facilities

This project specifically addresses this grouping as it is construction of an off-road trail facility for pedestrians, bicyclists, and other non-motorized forms of transportation plus intersection improvements for pedestrians, bicyclists, and other non-motorized users. The design standards used will accommodate both young and old and persons of all abilities. The population expected on this link will primarily be 1,850 Foley students who will be accessing the school campus.

The south side has the majority of the City subdivisions (as can be seen in the enclosed map). With implementation of this project, residents and children will now have access to a separated paved trail along Highway 25, meeting up with an existing paved trail that leads to existing downtown sidewalk network meeting up with two safe crossings of Highway 23 to the school campus. Not only will the trail and crossings connect a large portion of the citizens to the downtown and school campus, the safe crossings will also connect the residents who live on the north side of Highway 23 to the downtown business district.

The south side improvements will close a gap that currently exists; this link will connect to over 120 acres of residential neighborhoods with over 350 residents. The City supports an active, healthy community that utilizes the trail system for recreational and transportation use. The trail system also builds social community building and safety by having residents and guests alike out and about. The City supports the efforts of the Foley School District and Benton County Public Health educational efforts by sponsoring and participating in events such as the Annual Bike Rodeo held by the Foley Police Department. This event offers safety education to youth, and allows for promotion of the trail network system, by encouraging kids to ride their bicycles to school or for recreational use.

The south side link connects to the downtown that can accommodate pedestrians and bicycles with a sidewalk network for pedestrians connecting them to the highway crossings. With the downtown access, it is expected that young and old will be accessing the system as all are able to find a healthy and safe means to get to destinations such as the downtown drug store, municipal pool, multiplex movie theater, coffee shop, quilt shop, hair salons, healthcare facilities, amongst other businesses all conveniently located downtown and adjacent to single- and multi-family housing, promoting economic growth in the City of Foley.

Criterion 4:

Possible Points: 15

Explain how your project serves a transportation purpose.

Describe the primary purpose of trips on the proposed facility and the available connections for users.

Projects must serve a transportation purpose (e.g., commuting, access to destinations) as their primary function rather than a recreational purpose. For TA program purposes, "transportation purpose" is defined as primarily serving a commuting purpose and/or that connect two destination points; a facility may serve both a transportation purpose and a recreational purpose.

Bicycle transportation includes more than commuting; it includes travel to shopping, civic or social events, bicycle tourism, travel through recreational areas and other related uses. Mixed uses that include some recreation trips may be allowed.

Foley is a growing community with citizens, both young and old, looking for a transportation system that allows pedestrians and bicyclist to get to and from destinations safely. The hazards and proposed connections are adjacent to state highway projects built prior to MnDOT requirements of whole street planning/construction techniques. Highway 25 and Highway 23 both cross through town at rates of speed between 35 - 60 mph, creating significant hazards for all forms of alternative transportation, regardless of the individual skill level to cross and or traverse alongside. The constructed highway includes bypass lanes and turn lanes leaving virtually no asphalt surface and limited gravel shoulders along both highways creating a significant hazard for even the most experienced bicyclist, walker, or jogger.

Funding the Foley connection project application will provide a safe route built to ASHTO standards accommodating all types of alternate transportation connecting two large neighborhoods to numerous destinations including the downtown commercial district and school campus which houses the Middle, Elementary, and High School. The project includes construction of a trail and includes two electronic speed zone signs to alert drivers to watch their speed as they advance to the pedestrian crossing and warning system and the overhead RRFB being installed with interactive push button crossings.

The need for a pedestrian/bike path along Highway 25 from Birch Drive to Norway Drive will accommodate the connection of a number of neighborhoods comprised of approximately 120 acres with an alternate transportation link by filling the missing piece or gap in the existing ASHTO connection to the downtown. The south side trail connection to downtown will also provide a safe means to connect to the school campus with the inclusion of the highway pedestrian crossings.

The Foley Public Schools, downtown businesses, and industrial park businesses will be trip generators. The proposed improvements are geographically located where they are accessible to all 2,603 residents and 98 employers, representing 732 employees.

Criterion 5:

Possible Points: 15

Explain the feasibility of this project.

Describe the extent of project development completed to date. Address any issues, environmental concerns, property ownership issues or design challenges. Include any pertinent excerpts from completed feasibility documentation (e.g., scoping study, preliminary engineering, etc.) for the project. Describe the public outreach that has taken place include any controversial issues that may affect this project. Describe the environmental path you intend to follow. Identify and explain if you are aware of any needed permits.

Applicants may be asked to provide additional documentation following application submittal.

The Foley Thriving Communities Initiative formed in June of 2013 through a Thriving Communities Grant. The group was established for the purpose of improving the Foley area. It started with a large community meeting with residents, businesses, and other interested community members, totaling approximately 100 people in attendance. A process was conducted to determine opportunities and threats which led to establishing priorities. The priorities were then separated into two groups or working task forces, Economic Development and Quality of Life, to determine next steps. The City conducted public open houses for the community to see the progress of the Pedestrian Plan, and give their feedback. They were also able to voice their concerns about problematic areas, and areas they felt needed improvements. The two groups found their goals aligned in many ways and led to a unified citizen group and organizations that support the completion of this project.

The last two years, the City of Foley applied for the Transportation Alternatives Program grant, and unfortunately they were not funded. The application included another trail along Highway 23 and excluded the overhead RRFB crossing. The proposed trail along Highway 23 created some concerns when it came to feasibility and obtaining the right of way. The trail would have crossed over two pieces of privately owned property, and the city had not completed the formal process of obtaining the right-of-way. The city, school district, and county decided it would be best to proceed without the proposed Highway 23 trail. In 2015, the city and school had a traffic study completed by a certified traffic engineer on the stretch of Highway 23 through town. From the results of the study, the engineering company was able to provide MnDOT recommendations on safe crossings. Besides the crossing of Highway 23 on Broadway, the 8th Avenue and Highway 23 crossing, the task force flagged this one as a high priority. In order to resolve these problematic crosswalks, MnDOT required specific crossings, and recommended supporting the crossings with radar speed reading signage. Since the Highway 23 trail was removed from the application, the community decided the crossing of Highway 23 on 8th Avenue was next on the priority list.

The project scope has been revised and reviewed to determine accurate preliminary construction requirements. An analysis of the location of the trail and impact on the state highway and adjoining property has taken place. This has taken into account the preliminary topography information and grading requirements of the trail. The traffic analysis on Highway 23 was performed for locating the pedestrian crossings on Highway 23, which included consultation with MnDOT. This gave

There are no particular design issues creating any type barrier to project completion at this time.

Criterion 6:

Possible Points: 15

Describe the status of right-of-way acquisition. Jon Halter

If right-of-way is needed, describe the process you plan to follow for acquisition. If applicable, be sure to include in your response:

- ✧ Status of interagency agreements or permits
- ✧ Status of funds for purchasing right-of-way
- ✧ Any work that requires collaboration with rail

Section 6: Application Checklist

CHECKLIST OF COMPLETION: The following checklist is for the Applicant's convenience to ensure all Transportation Alternative program elements have been addressed. Applications must specifically and directly address each criterion to qualify and receive points. Pages in each proposal should be numbered. Proposals must be in typewritten format and sent both electronically and via hard copy.

Please submit by January 13, 2017 18 hard copies and 1 electronic version of your application to:

**Jon Mason, Senior Planner
MN Department of Transportation
District 3 - Baxter
7694 Industrial Park Road
Baxter, MN 56425
jon.mason@state.mn.us**

Section 6: Application Checklist (continued)

Letter of Intent (LOI) pre-qualification step

- ☐ Regional Development Commission or Metropolitan Planning Organization reviewed LOI and recommended that the project move forward to full application.
- or
- ☐ Regional Development Commission or Metropolitan Planning Organization reviewed LOI and suggested applicant wait until project is further developed.

TA Solicitation Guidebook Review

- ☐ Project applicant and sponsoring agency have read and are fully aware of the requirements described in the *TA Solicitation Guidebook*.

Application Form Completion

Section 1

- ☐ Provided project name and description
- ☐ Provided congressional/legislative districts
- ☐ Provided eligible sponsoring agency
- ☐ Provided project applicant contact information
- ☐ Provided Signatures- By signing, applicant & sponsor acknowledge understanding the TA requirements

Section 2

- ☐ Provided itemized project budget
- ☐ Meets minimum \$100,000 eligible costs and maximum \$800,000 TA request
- ☐ Documents 20% or more local match requirement

Section 3

- ☐ Provided resolution of sponsorship from eligible agency

Section 4

- ☐ Provided agreement to maintain/operate facility

Section 5

- ☐ Project is eligible for TA program funding
- ☐ Responded to Project Information questions
- ☐ Project was in a plan(s) and documentation was provided (Criterion #1)
- ☐ Project implements and/or completes a larger project or plan (Criterion #2)
- ☐ Identified category that best fits project and responded applicably (Criterion #3)
- ☐ Identified how the project serves transportation purpose (Criterion #4)
- ☐ Project feasibility- described status of project development (Criterion #5)
- ☐ Right-of-way – described status of right-of-way acquisition (Criterion #6)

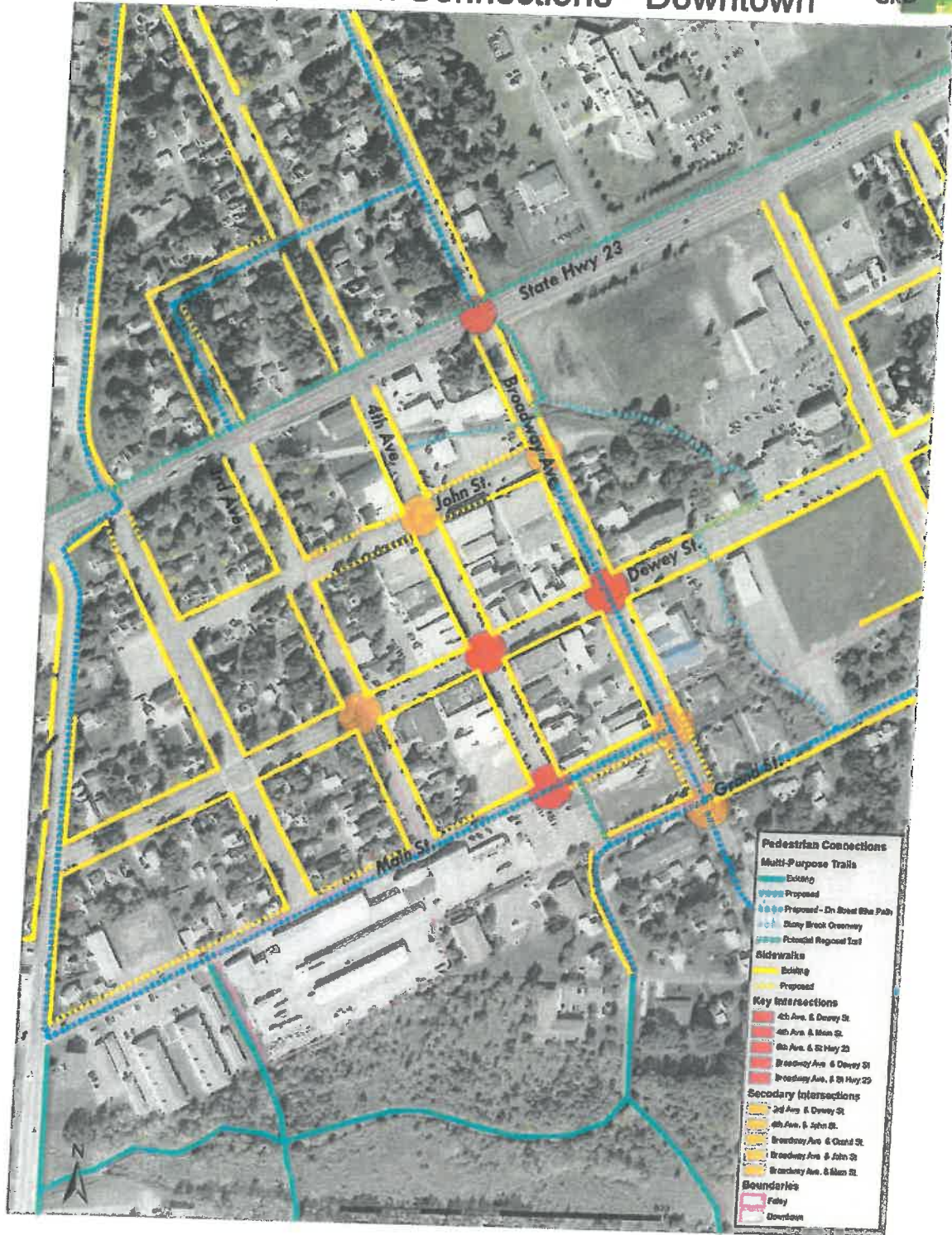
Other Enclosures

- ☐ Project location map(s) showing enough detail of the project in relation to surrounding features
- ☐ Documentation of financial support (letters, agreements, etc.)
- ☐ Documentation of plans and public participation
- ☐ Project schedule
- ☐ Maps, graphics, photos



Existing and Proposed Pedestrian Connections - Downtown

CRD





Building a Better World
for All of Us®

November 8, 2016

RE: City of Foley, Minnesota
2017 Water Supply Plan
SEH No. P-FOLEY 139425 10.03

Mr. Mark Pappenfus
Public Works Director
City of Foley
251 Fourth Avenue North
PO Box 709
Foley, MN 56329-0709

Dear Mr. Pappenfus:

We are submitting this proposal to work with the City of Foley to complete the 2017 Water Supply Plan and secure approval of the Plan from the Minnesota Department of Natural Resources (DNR).

Background

The DNR requires Water Supply Plans to be updated every 10 years. Foley last completed a Water Supply Plan in 2007. The current template for 2016-2018 Water Supply Plans is provided by the DNR and is located on their website. This template will be used for Foley's 2017 Water Supply Plan, which is due by October 15, 2017.

Work Plan

SEH will work closely with the City of Foley (City) to complete the Water Supply Plan (Plan) and secure approval of the Plan from the DNR. The level of effort to complete the Plan is broken down into 5 tasks, as shown on Table 1. Each task is further broken down into sub-tasks that identify the work to be done and data to be provided by the City and incorporated into the Water Supply Plan by SEH.

SEH will start the project within two weeks of approval to proceed by forwarding a request for information to the City outlining specific data needed from the City for the Plan. The data will then be compiled and used to complete the tables in the report with the information provided for the first draft of the Plan. Additional information required to provide clarity, questions regarding the Plan, or items of concern will be identified while completing the first draft Water Supply Plan. These items along with the draft will be forwarded to the City for review. After Foley staff has had a chance to review the draft, we will have a kick-off meeting to review Plan together. Meeting minutes will be provided and will include action items and identify any additional information required based upon review of the draft Plan and comments or modifications to be incorporated into the Plan.

The Plan will be updated based on the City's comments from the meeting and additional data received. Once updated, the Water Supply Plan will be submitted to the City for a final review. A second meeting will be held to review the final Plan and make final modifications. Upon completion and City approval, the Plan will be submitted to the DNR for review and approval. SEH will respond to any questions the DNR may have regarding the Plan as required to secure plan approval. The proposed schedule is detailed below.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717
SEH is 100% employee-owned | sehinc.com | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

Schedule

The proposed schedule is shown below and can be modified to best fit the City's schedule. SEH will begin the implementation plan within two weeks of approval to proceed.

Item	After Notice to Proceed	Estimated Dates
Notice to Proceed	~	February 6, 2017
Start Water Supply Plan – SEH send request for information to City	<2 weeks	February 20, 2017
City to send requested information to SEH (4 weeks)	6 weeks	March 20, 2017
SEH complete draft of Water Supply Plan for review and send list of questions to City	10 weeks	April 17, 2017
Meeting – review draft of Plan and questions	11 weeks	April 24, 2017
Meeting minutes sent to City (includes request for additional information as needed).	11 weeks	April 24, 2017
City to send additional information (2 weeks)	13 weeks	May 8, 2017
Meeting - Water Supply Plan to 90-95% complete - review recommendations with City	15 weeks	May 22, 2017
Incorporate comments, send Plan to City for final review	17 weeks	June 5, 2017
Incorporate final comments and submit final Water Supply Plan to DNR for approval	19 weeks	June 19, 2017
Response to DNR comments (as required) for final approval	Within 2 weeks of receiving DNR comments	

Due October 15, 2017

Cost


We propose to perform these services for the lump sum fee is \$13,350 including expenses and equipment.

Closure

It is very important that our services meet your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns, or questions you may have. You can reach me by phone at 218.855.1720.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.


Chad T. Katzenberger, PE
Project Manager


Jon Halter
Client Service Manager

ctk/mrb

Attachment

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Table 1 - Level of Effort Estimate

Work to be Completed		Responsibilities	Hours
Task 1 - Water Supply System Description and Evaluation			
1.A	<i>Analysis of Water Demand</i>		
1.A.1	Table 2. Historic Water Demand & discussion block on pg 9	Information (population, connections, water use by customer category, metered, unmetered water, average day and peak flow day) provided by the City/Table completed by SEH	15.5
1.A.2	Table 3. Large Volume Users	Data Provided by the City/Completed by SEH	
1.B	<i>Treatment and Storage Capacity</i>		
1.B.1	Table 4. Water Treatment capacity and treatment processes	Information (residual/disposal/etc.) provided by City. Table completed by SEH	
1.B.2	Table 5. Storage capacity, as of the end of the last calendar year	Completed by SEH	
1.B.3	Treatment and Storage Capacity Versus Demand discussion block	Completed by the City	
1.C	<i>Water Sources</i>		
1.C.1	Table 6. Water sources and statues	Completed by SEH	
1.C.2	Limits on Emergency Interconnections discussion block	Completed by SEH	
1.D	<i>Future Demand Projections - Key Metropolitan Council Benchmark</i>		
1.D.1	Water Use Trends discussion block	Completed by SEH	
1.D.2	Table 7. Projected Annual Water Demand	Data provided by the City/Completed by SEH	
1.D.3	Projection Method discussion block	Completed by SEH	
1.E	<i>Resource Sustainability</i>		
1.E.1	Table 8. Information about source water quality monitoring	Completed by the City & SEH	
1.E.2	Table 9. Water Level Data	Data provided by the City/Completed by SEH	
1.E.3	Table 10. Natural Resource Impacts	Completed by SEH	
1.E.4	Table 11. Status of Wellhead Protection and Source Water Protection Plans	Completed by SEH	
1.F	<i>Capital Improvement Plan (CIP)</i>		
1.F.1	Table 12. Adequacy of Water Supply System	City has up to date CIP/Completed by SEH	
1.F.2	Table 13. Proposed Future installation/sources	Stay with GW, no interconnect/Completed by SEH	
1.F.3	Table 14. Alternative Water Sources	SEH provides recommendations	
Task 2 - Emergency Preparedness Procedures			
2.A	<i>Federal Emergency Response Plan</i>		
2.A.1	Federal Emergency Response Plan	City to verify 2004 response plan is up to date. SEH to reference existing plan	11.5
2.A.2	Table 15. Emergency Preparedness Plan contact information	Provided by the City/Completed by SEH	
2.B	<i>Operational Contingency Plan</i>		
2.B.1	Operational Contingency Plan	Completed by the City	
2.C	<i>Emergency Response Procedures</i>		
2.C.1	Emergency Telephone List	Completed by the City	
2.C.2	Current Water Sources and Service Area	Completed by the City	
2.C.3	Table 16. Interconnections with other water supply systems to supply water in an emergency	Data provided by the City/Completed by SEH (assume no interconnections)	
2.C.4	Table 17. Utilizing surface water as an alternative source & discussion block on pg 24	Provided by the City/Completed by SEH (assume no surface water use)	
2.C.5	Table 18. Water use priorities	SEH provides recommendations	
2.C.6	Table 19. Emergency demand reduction conditions, triggers and actions	SEH provides recommendations	
2.C.7	Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions	SEH provides recommendations	
2.C.8	Enforcement	Completed by the City	
Task 3 - Water Conservation Plan			
3.0.1	Progress since 2006; Table 21. & two discussion blocks pg 29	Completed by the City	
3.A	<i>Triggers for Allocation and Demand Reduction Actions</i>		
3.A.1	Table 22. Short and long-term demand reduction conditions, triggers and actions	SEH provides recommendations	
3.B	<i>Conservation Objectives and Strategies - Key benchmark for DNR</i>		
3.B.1	10-year average unaccounted water use question pg 30	Completed by SEH (10 year average is above 10%)	

Table 1 - Level of Effort Estimate

Work to be Completed		Responsibilities	Hours
3.B.2	Leak detection monitoring schedule discussion block pg 30-31	Completed by the City (Add to leak detection data collected for Demand Reduction Measures)	17
3.B.3	Water Audits & Water Audits discussion block pg 31	Completed by the City	
3.B.4	Table 23. Information about customer meters	Provided by the City/Completed by SEH	
3.B.5	Unmetered system discussion block pg 32	Completed by the City	
3.B.6	Table 24. Water Source Meters	Provided by the City/Completed by SEH	
3.B.7	Objective 2: Achieve Less than 75 residential GPCD & discussion block pg 32	Completed by SEH	
3.B.8	Table 25. Strategies and timeframe to reduce residential per capita demand	SEH provides recommendations	
3.B.9	Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand	SEH provides recommendations	
3.B.10	Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand discussion block	SEH provides recommendations	
3.B.11	Objective 5: Reduce Peak Day Demand so that the Ratio of Average Maximum day to the Average Day is less than 2.6	Completed by SEH	
3.B.12	Current Water Rates	Completed by the City	
3.B.13	Table 27. Rate structures for each customer category and discussion block pg 37-38	Completed by the City	
3.B.14	Table 28. Additional Strategies to Reduce Water Use & Support Wellhead Protection	Completed by the City	
3.B.15	Objective 8: Tracking Success discussion block	SEH provides recommendations	
3.C	Regulation		
3.C.1	Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies	Completed by the City	
3.D	Retrofitting Programs		6.5
3.D.1	Table 30. Retrofitting programs & discussion block pg 40	Completed by the City	
3.E	Education and Information Programs		
3.E.1	Table 31. Current and Proposed Education Programs	City provide current/SEH provide proposed	
3.E.2	Future education and information actives discussion block pg 42	SEH provides recommendations	
Task 4 - Appendices to Be Submitted by the Water Supplier			
4.A	Appendix 1: Well records and maintenance summaries	Completed by the City	
4.B	Appendix 2: Water level monitoring plan	Completed by the City	
4.C	Appendix 3: Water level graphs for each water supply well	Completed by the City	
4.D	Appendix 4: Capital Improvement Plan	Completed by the City	
4.E	Appendix 5: Emergency Telephone List	Completed by the City	
4.F	Appendix 6: Cooperative Agreements for Emergency Service	Completed by the City	
4.G	Appendix 7: Municipal Critical Water Deficiency Ordinance	Completed by the City	
4.H	Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years	Completed by SEH	
4.I	Appendix 9: Water Rate Structure	Completed by the City	38
4.J	Appendix 10: Adopted or proposed regulations to reduce demand or improve water	Completed by the City	
4.K	Appendix 11: Implementation Checklist	Completed by SEH	
Task 5 - Data Requests - Meetings - Misc.			
5.A	Request for Information - Letter	SEH	
5.B	Kick-Off - Conference Call	SEH	
5.C	Conference Call - 90% review prior to completion/incorporate modifications from City	SEH	
5.D	Respond to DNR review comments	SEH	
5.E	Administration	SEH	
5.F	QA QC	SEH	
5.G	Reimbursale Expenses	SEH	
Total			89

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 01-03-17 COUNCIL MEETING
DATE: DECEMBER 30, 2016

Oath of Office

Acting Mayor du'Monceuax will call the meeting to order on Tuesday. Following the pledge it anticipated Councilmember Bettendorf will resign his position as councilmember and the newly elected council will sign the oath of office with Mayor-Elect Bettendorf taking over as presider of the meeting. If any of the new councilmembers wish to take their oath more formally please let me know before the meeting.

Consent Agenda

The consent agenda contains the resolution for the donation from the Kiwanis club for clean-up day. There is also approval of the hiring of 3 new firefighters as recommended by the hiring committee: Jesse Bleed, Jerome Linn, and Travis Sweno. These hires would be subject to successful completion of the background, physical and back assessment requirements.

Annual Appointments

I have attached a list of recommended appointments based on the individuals who contacted City Hall. The ones that require additional discussion of the council are as follows:

Health Board: Both Jeannie Rajkowski and Charlotte Monroe are willing to be re-appointed. We have also received interest from Michael Akers. Mr. Akers information is attached. Mr. Akers is not a city resident but does have a background in the health field. The city ordinance is also included in your packet and does not specify the health board member to be a city resident, only that one member must be a physician, which Dr. Kevin Stiles is willing to do again as Health Officer. The council will need to pick 2 of the 3 for the board.

Gilmanton Township Planning Board Rep: One councilmember should be appointed to this position. I'm not sure if this board has met in the past few years but back in 2014 we were having discussions on creating an orderly annexation agreement. I would like to reconvene these discussions in 2017.

Benton Economic Partnership: One councilmember should be appointed to this position. These meetings can occur during weekday business hours so the councilmember should have availability.

Acting Mayor: Member du'Monceaux wishes to no longer serve in this role – a different councilmember should be designated in case the mayor is absent.

Public Safety Committee: The list currently includes 5 community members and 1 council rep. Typically we have seen 7 community members and 2 council reps. The council could leave this as is or appoint another councilmember rep. These meetings are typically scheduled quarterly in the early evening hours.

Economic Development Authority: LeCuyer and du'Monceaux had served as prior council reps. Per the by-laws, 2 councilmembers must be a part of the committee. du'Monceaux has asked to be removed so 2 different councilmembers will need to be appointed. These meetings typically occur late afternoon before a regularly scheduled council meeting.

Personnel Committee: 2 councilmembers will need to be appointed. Please note daytime hour availability may be necessary, particularly for union activities.

Keep in mind during the discussion that if and when the council appoints a new member some of these duties could be shared the new incoming member.

TA Grant Application

The application deadline for the TA grant is January 13th. At Tuesday's meeting I am asking the council to adopt 3 resolutions. The first (Resolution #2016-01) is adopting the Community Vision Plan, which includes the Downtown Redevelopment and Pedestrian Plan. Adopting this plan is an important component of our grant application. The council can adopt this resolution but still retains the authority on the proposed improvements as it retains the authority to approve the budget and capital expenditures. Approving this plan in no means ties the council to everything that this plan identifies. The plan is available on the city website if you need to again review or stop into City Hall to review.

Resolution #2017-02 indicates the city agrees to maintain the facilities if it is chosen to receive grant funds.

Resolution #2017 – 03 authorizes staff to submit the application and commits the funding of the city for the cost share. I have attached the rough draft of the application in your packet for review. Minor changes may occur as other stakeholders review. In summary, this application includes a trail extension parallel to Highway 25, 2 pedestrian crossings on Highway 23 located at Broadway Ave and Penn/8th Avenue and flashing speed signs. The cost breakdown is identified in the draft application provided to you.

2017 Water Supply Plan

In your packet is a letter quoting the costs of developing a water supply plan. The city engineer and public works director can answer your questions on this proposal.

Vacant Councilmember Position

With member Bettendorf assuming the role of mayor, a vacancy occurs. Since this vacancy has less than 2 years remaining in the term the council can appoint. The council should discuss appointment options but is not required to make the appointment on Tuesday. The council could also consider opening it up and taking letters or applications of interest to review.

Upcoming Reminders

- We have set the council schedule for 2017 based on the calendar distributed last meeting.