



**City Council - Meeting Agenda
March 6, 2018 - 5:30 P.M. - Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Approve the agenda.
4. Consent Agenda:
 - Approve minutes of February 6, 2018.
 - Adopt Resolution #2018 - 09 Accepting Donation.
 - Adopt Resolution #2018- 10 Accepting Donation.
 - Adopt Resolution #2018-11 Declaring Vacancy.
 - Accept resignation of firefighter Richard Cousin.
 - Approve promotion of Ashley Holtz to temporary full-time police officer.
 - Approve closure of 3rd Avenue on April 21, 2018 for Vet Horse Clinic.
 - Approve Indemnification Agreement for Vet Horse Clinic.
 - Approve payment of bills.
5. Discussion on Norman Avenue N. "No Parking" on west side from Penn to 75th.
 - Adopt Ordinance #435 Parking
6. Discussion on vacant councilmember position.
7. Mayor's Comments & Open Forum.
8. Department Reports:
 - Police Department -Katie McMillin
 - Discussion/Approval on squad car camera purchase.
 - City Engineer - Jon Halter
 - Public Works - Mark Pappenfus
 - Administration - Sarah Brunn
9. Old Business
10. New Business
11. Adjourn

CITY OF FOLEY, MINNESOTA
REGULAR CITY COUNCIL MEETING – February 6, 2018

The Foley City Council held a regular meeting on February 6, 2018, at 5:00 p.m. at the Foley City Hall.

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

Members Absent: Brian Weis (deceased January 24, 2018)

The pledge of allegiance was recited.

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

Consent Agenda

Motion by Gondeck, seconded by du'Moncaux, to approve the consent agenda, which includes the following:

- Approve minutes of January 2, 2018.
- Adopt Resolution #2018-05 Adopting Data Practices Policy
- Approve hiring of Angie Milo, Nathan Fisher, and Michael Barros as part-time police officers.
- Approve re-hiring of Eric Heck as temporary part-time police officer.
- Approve library grant agreement.
- Approve quote for library windows and push button door (library grant funds).
- Approve quote for City Hall window/counter installation.
- Approve City of Foley TIF application form.
- Adopt Resolution #2018-08 Accepting Donation.
- Approve payment of bills paid for with checks #50232-50311.

Motion carried, unanimous.

Foley Public Schools - Support for Core Values

Superintendent Paul Neubauer was at the meeting to present the core values of the school and ask for an official adoption of support of the core values. The core values are summarized by achievement, kindness, support and respect. Member Swanson commended the school on the work it does in providing a great education system. Motion by Swanson, seconded by Gondeck, to adopt Resolution #2018-06 Supporting Core Values. Motion carried, unanimous.

2018 Improvements - Dewey/2nd/3rd/Gopher/Broadway Sidewalk

City Engineer Jon Halter gave an overview of the plans and specifications for the 2018 improvements. Halter briefly reviewed costs with the overall project to be slightly over \$4 million with the city's share to be approximately \$2.5 million. In order to proceed with bids, Halter indicated the council needs to adopt a resolution accepting the plans and prepping for bids. Bettendorf requested the project begin as soon as possible in the spring. Motion by Gondeck, seconded by Swanson, to adopt Resolution #2018-07 Approving Plans & Specs and Ordering Bid Advertisement for 2018 Improvements. Motion carried, unanimous.

Mayor's Comments & Open Forum

No one spoke.

Department Reports

Police Chief Katie McMillin gave an overview of the monthly law enforcement report and upcoming community outreach activities of the police department. McMillin also updated the council on an insurance claim being filed on the south siren and shoveling notices that have been sent out.

City Engineer Jon Halter presented the Star Auto parking lot quotes. Motion by Swanson, seconded by Gondeck, to accept the low quote of Hardrives in the amount of \$79,869.51. Motion carried, unanimous. The work is anticipated to be completed by early June, 2018.

Mark Pappenfus, Public Works Director, updated the council on the Mariah Drive drainage issue and indicated staff will continue to monitor. Pappenfus also requested permission for the public works to test some new equipment as a loader is scheduled to be replaced this year. Any purchase will come back for approval to the council. Pappenfus also indicated his department is monitoring a leaking valve at a hydrant near the Coborn's store.

City Administrator Sarah Brunn updated the council on a request to create a "no parking" zone on the west side of Norman Avenue N. Council agreed of the danger of parking on both side of the road and directed staff to proceed with drafting the ordinance change and presenting it at a future meeting.

Old Business

City Administrator Sarah Brunn updated the council on the wastewater facility plan and information that staff provided to state representatives. Work on the antidegradation process continues and costs to alternatives are expected soon.

New Business

Gondeck updated the council on his attendance at the elected officials training held by the League.

Motion by Gondeck, seconded by Swanson, to adjourn at 5:28 p.m. Motion carried, unanimous.

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018 - 09

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, Bernadette Stangler has offered to donate \$100.00 for miscellaneous fire expenses, 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 Bernadette Stangler for her generous donation.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 6th day of March 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018 - 10

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 Duelm Lions Club has offered to donate \$100.00 for miscellaneous expenses for Fun with Police – youth activity, 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 Duelm Lions Club for their generous donation.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 6th day of March 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2018-11

A RESOLUTION DECLARING A VACANCY ON THE FOLEY CITY COUNCIL

WHEREAS, the Council finds that there is now a vacancy on the City Council due to the passing of Councilmember Brian Weis.

WHEREAS, there is more than two years remaining on Councilmember Weis' term of office;

NOW, THEREFORE, the Foley City Council resolves as follows:

1. The Council hereby declares a vacancy exists on the Council.
2. The Council shall fill the vacancy in accordance with Minn. State 412.02 Subd. 2a, and pursuant to other procedures that may be established by the Council.

Passed and adopted by the Foley City Council, this 6th day of March, 2018.

Gerard L. Bettendorf, Mayor

Attest:

Sarah A. Brunn, City Administrator

02-21-2018

Chief Mark Pappenfus,

It is with a heavy heart that I must submit my letter of resignation effective immediately. As we have discussed, circumstances surrounding my personal life for the past six months have made my residence within the city limits of Foley no longer an option for me and my family.

I truly do appreciate the opportunity and friendships that I have made as a member of such a professional department, and I will always look back on my time as a member of this Fire department with pride and fond memories.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Cousin", written over a horizontal line.

J Richard Cousin



Mille Lacs

**VETERINARY
CLINIC**
at Foley



310 Dewey St PO Box 370 FOLEY MN 56329
(320) 968-6677

Dr. Bonnie Miller - Dr. Katie Stumvoll

Dr. Rochelle Fredrick

Sarah A. Brunn
City Administrator
Foley City Hall
251 4th Avenue N
Foley, MN 56329

February 8, 2018

Dear Ms. Brunn,

We are making plans for the spring season and would like to hold our annual haul-in Coggins & vaccine clinic for our equine patients on April 21, 2018. For the last four years, we have been fortunate to have it right here in town using the street to the west of our office. We are aware of the planned resurfacing of the road but understand from communication with your office that it should not interfere significantly with our clinic.

With your consent, we would again like to close the block of 3rd Ave in front of our Foley clinic on that day to make room for loading and unloading horses from their trailers. The hours of the clinic are from 7:30am to 12:30pm. We would like to close the street starting at 7:00am, and it should be completely cleaned up and open by 1:00pm. As always, we plan to notify our neighbors on the block prior to the event and ensure that their time and property are respected.

This arrangement has worked quite well the last few years and is so convenient for our staff and clients. We love being part of the Foley community and really appreciate your cooperation in this event. Please feel free to contact me at the number listed above with any questions or concerns. Thank you.

Best Regards,

Bonnie E Miller DVM

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The City of Foley, (the "City"), and Mille Lacs Veterinary Clinic, P.A., ("Clinic"), make this Indemnification and Hold Harmless Agreement (this "Agreement") effective as of April 21, 2018, (the "Effective Date").

RECITALS

- A. The Clinic has requested to temporarily close a portion of Third Avenue, a City street, in front of the Clinic's property located at 310 Dewey Street on the morning of April 21, 2018, in order to conduct an equine vaccination event.
- B. The City has agreed to the temporary street closure on the condition that the Clinic indemnifies the City from any liabilities, costs and damages which may occur as a result of or arising out of the temporary closure of Dewey Street, or the Clinic's clientele bringing horses and horse trailers into the City.

In consideration of the mutual covenants, conditions and promises of the parties contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. **Indemnification.** The Clinic agrees to defend, indemnify and hold the City, its officers, agents, employees and affiliates, harmless to the fullest extent permitted by law for, from and against any and all liability, claims, damages, costs, losses and expenses (including court costs and attorneys' fees) in any way related to or arising out of: (i) any injury to or death of any person, including, but not limited to, Clinic's employees or agents; and (ii) any and all damage to or destruction of any property or loss of use of such property, including, but not limited to, damage to property of third parties, arising out of, related to or in connection with the temporary closure of the City's street, or Clinic's clientele bringing horses and horse trailers into the City, unless such injury, death, damage or destruction is caused solely by the City's negligence.

2. **Care and Coordination.** The Clinic agrees to at all times exercise reasonable precautions in accordance with all applicable governing safety regulations and will be solely responsible for the safety of its employees, agents, clients, licensees, invitees and other persons, as well as their property, while conducting the equine vaccination event. The City shall not under any circumstance be liable for the actions or omissions of the Clinic, its officers, agents, employees, clients, licensees, invitees or other persons associated with the Clinic. The Clinic agrees to at all times coordinate and cooperate with City staff on signage, traffic control, staging of trailers, controlling animals outside of trailers, and eliminating safety concerns. The Clinic agrees to notify all neighbors on the 100th block of 3rd Avenue of the equine vaccination event no later than April 18, 2018. While 3rd Avenue will be temporarily closed to through traffic during the event on April 21, 2018, the Clinic acknowledges that access to properties on the 100th block of 3rd Avenue shall not be restricted.

3. **Insurance.** The Clinic shall maintain General Liability Insurance in the amount of at least \$1,000,000.00. The Clinic shall provide the City with a certificate evidencing insurance coverage.

The parties have executed this Agreement as of the Effective Date.

CITY:

By _____
Its _____

CLINIC:

By _____
Its _____

Bills List - March 6, 2018

Gross Salaries	Payroll - 2/16/18	\$	31,135.94
EFTPS	Federal Withholding	\$	5,728.04
MN Dept of Revenue	State Withholding	\$	1,415.41
State Treas. PERA	PERA	\$	6,239.92
Nationwide	Deferred Comp	\$	570.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	65.00
MN PEA	Union Dues	\$	78.00
SelectAccount	HSA Contribution	\$	480.00

Gross Salaries	Payroll - 3/2/18	\$	25,701.17
EFTPS	Federal Withholding	\$	4,636.20
MN Dept of Revenue	State Withholding	\$	1,046.23
State Treas. PERA	PERA	\$	4,792.04
Nationwide	Deferred Comp	\$	570.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	65.00
SelectAccount	HSA Contribution	\$	480.00

To Be Paid - 3/6/18

Allstream	Phone Services	\$	874.77
Arnold's of St. Cloud	Equipment Repair	\$	969.25
Auto Value	Vehicle Repair	\$	1,720.92
Banyon Data Systems	Utility Billing Software Support	\$	1,090.00
Benton County Attorney	January 2018 Court Fees	\$	2,029.50
Benton County Hwy Dept	Police and Fire Fuel	\$	606.43
Billings Service	Fire Tire Repair	\$	670.40
Central Hydraulics	Street Vehicle Repair	\$	417.68
Central McGowan	Police Medical Equip	\$	6.82
Chamberlain Oil Co	Street Vehicle Repair	\$	127.40
Coborn's	Office & General Supplies	\$	95.27
Crescent Electric	Street Vehicle Repair	\$	168.82
Delta Dental	Employee Dental Insurance	\$	918.70
East Central Electric	Utilities	\$	1,123.47
Employee Automotive Technologies	Boom Truck Repair & Credit	\$	257.92
First National Bank of Omaha	Credit Card Purchases	\$	1,220.08
Five Starr Auto Repair	Street & Park Vehicle Repair	\$	248.86
Foley Fuel & Lumber	Sewer & Street Supplies	\$	60.37
G&K Services	Mats & Uniforms	\$	436.44
Golden Rule Creations	Police Badges	\$	311.36
Hawkins, Inc	Water Chemicals	\$	958.80
Henry's Catering - Reissue	Senate Bond Committee Meeting	\$	102.87
	Mistakingly issued previous check to a different vendor		
Keepsr Inc	Police Uniforms	\$	205.02
Kirby Built Sales	SCORE Grant Benches	\$	6,333.13
Marco	Copier Lease & Repair	\$	548.06
The Mauer Family	2017 Christmas Lights Winner	\$	100.00
Midco	Internet Services	\$	135.00
MN Dept of Health	2018 Qtr 1 Water Supply Connection Fee	\$	1,440.00
MN Dept of Labor	Boiler Repair - Pressure Vessel	\$	10.00
Mn Dept of Revenue	Sales & Use Tax Return	\$	637.00
Murphy Chevrolet	Vehicle Repair	\$	556.75
Napa Auto Parts	Floor Dry - Shop	\$	15.13
New Frontier Services	Website Services	\$	127.50
Preferred Controls Corp	SCADA Computer Services	\$	3,124.00
Resources Training & Solutions	Employee Health Insurance	\$	8,814.00
Rinke Noonan	Employment, Zoning, General, AntiDeg Legal Fees	\$	1,270.50
SelectAccount	HSA Admin Fee & FSA Reimbursement	\$	956.99
Short Elliott Hendrickson	Engineering-Gen., Parking Lot, Wastewater Facility, 4th Ave, Dewey, I & I,	\$	38,191.81
Smith & Loveless, Inc	Sewer Vehicle Repair	\$	35.74

St. Cloud Technical College	Fire Training	\$	80.00
Stearns DHIA Central Lab	Water & Sewer Testing	\$	547.00
SunLife Assurance	Empolyee LTD Insurance	\$	369.12
Tri-County Action Program, Inc	Final Admin Fee - Linda Tkaczik	\$	1,000.00
USAbLe Life	Employee Life Insurance	\$	180.50
Verizon	Cell Phones	\$	296.05
Wimactel	Pool Phone	\$	60.00
Xcel Energy	Utilities	\$	7,377.86
Wex Bank	Public Works & Fire Fuel Purchases	\$	2,079.20

Additional To Be Paid - 3/6/18

\$	-
\$	171,909.44

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 435

AN ORDINANCE AMENDING THE FOLEY CITY ORDINANCES
CHAPTER X, SECTION 1010 - PARKING

THE COUNCIL OF THE CITY OF FOLEY HEREBY ORDAINS that the 1974 Code of Ordinances of the City of Foley, Section 1010 be amended by repealing the existing section to read as follows:

SECTION 1:

Section 1010:02. No Parking. No vehicle or vehicles shall be parked on the south side of Carpenter Street between Norman Avenue N. and First Avenue W. and on the west side of Norman Avenue N. 300 feet North of Penn Street until 75th Street NE.

PASSED AND ADOPTED by unanimous vote of the Foley City Council this 6th day of March, 2018.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, Administrator



RINKE NOONAN

attorneys at law

1015 W. St. Germain St., Ste. 300, P.O. Box 1497
St. Cloud, Minnesota 56302-1497
Telephone 320-251-6700, Fax 320-656-3500

Memorandum

To: Sarah Brunn, City Administrator
From: Adam A. Ripple
Direct Dial: 320-257-3868
Re: Procedures for Filling Council Vacancy
Our File: 04313-0060
Date: February 21, 2018

As you know, there is now a vacancy on the City Council due to the death of Councilmember Brian Weis. State law requires that the Council fill the vacancy by appointing someone in the interim and then holding a special election for Councilmember Weis' remaining term. The required procedures for the Council to fill the vacancy are relatively straightforward, but, as discussed below, the Council has substantial discretion in determining an appropriate method to appoint an individual to fill the remaining term. Those procedures and several suggested options are outlined in this memo.

1. **Declaring the Vacancy.** A vacancy on the Council automatically arises upon the death of one of its members. Minn. Stat. § 351.02. But it is common practice for cities to declare a vacancy by resolution before appointing or holding an election to fill the vacancy. I understand the vacancy was acknowledged at the last council meeting.
2. **Filling the Vacancy.** Once the vacancy is declared, the Council must select the procedure it will use to fill the vacancy. Because there are more than two years remaining on Councilmember Weis' term, the Council must ultimately fill the vacancy by election. Minn. Stat. § 412.02, Subd. 2a. The Council may elect to conduct the special election at the next regular City election. In the interim, the Council is required to appoint someone to fill the vacancy until the election is held.
3. **Procedures for Special Election.** A special election must be conducted in the same manner as a general election. Minn. Stat. § 205.10. That means that in addition to providing notice, preparing ballots, and providing election officials, the City may also be required to first hold a primary.

In addition, if the City is going to fill a vacancy on the City Council by holding a special election at a time other than the City's next regular election, the City must first adopt an ordinance specifying the circumstances under which it will do so. Minn. Stat. § 412.02, Subd. 2a. In other words, a special election to fill a vacancy would, by default, occur at the next general election,

unless the City first adopts an ordinance for an earlier special election. The Council can expect that extra costs will result from an earlier special election.

There are several other specific requirements for a special election to fill a vacancy, including specific language that would have to be included on the special election ballot. We will need to discuss those requirements in advance of a special election. (See Minn. Rule 8250.1810, Subp. 16; Minn. Stat. § 205.16 Subd. 1; Minn. Stat. § 473.121, Subd. 2)

4. Procedures and Options for Appointment of the Vacancy. Because an election will not occur immediately, the Council must make an interim appointment to fill the vacancy until the election. Any person who is eligible to be elected to the Council may also be appointed to it. Generally, that means that the person must be a U.S. citizen, must be a resident of the City for at least 30 days, and at least 21 years old; the individual cannot be a convicted felon. The appointment must be made by majority vote of the Council. In the event of a tie, the Mayor makes the appointment. Minn. Stat. § 412.02, Subd. 2a. The Mayor may appoint a candidate of his own choosing, even if that person was not part of the original tie vote.

In making the appointment, the Council is not required to follow any specific procedure, and is not required to consider any person previously defeated in an election or anyone intending to run in the election for the vacancy. There are several ways the Council could consider making the appointment. Some of those options include:

1. Having the Council nominate potential candidates;
2. Choosing a current member from one of the City's advisory boards;
3. Asking for interested persons to apply for the position;
4. Having a public hearing for interested persons to make a statement of their qualifications and interests;
5. Conducting interviews of interested persons with the Council as a whole or through a committee made up of two Council members (or one Council member and one advisory board member); or
6. Having the Mayor interview potential candidates and make a recommendation to the Council, in the same manner as advisory board members are currently selected in the City.

This is not an exhaustive list of potential options and the Council could also use any of these methods in combination with another.



Foley Police Department Calls for Service - 2018

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Driving Conduct	6	9											
Equipment Vio.	13	18											
Speed	12	10											
DWI/DUI	0	1											
DAR/S/C	3	1											
# Citations Issued	*9	*1											
Accidents	1	1											
Hit and Run	2	0											
Gas Drive Offs	5	2											
Thefts	4	7											
Controlled Substance	2	0											
Suspicious Activity	16	4											
Burglaries/Robbery	0	0											
Medicals/Welfare	15	9											
Assaults/Domestics	2	5											
Harassment	4	2											
CDP/Vandalism	1	1											
Animal Complaints	4	0											
City Ordinance	0	3											
Parking Tickets	26	16											
Disturbing the Peace	0	3											
Gun Permits	2	8											
Warrant Arrests	1	0											
Civil	3	9											
Lockout	3	4											
Assist other Agencies	11	12											
Special Events	17	19											
Misc.	23	27											
TZD Hours	0 Hours	0 Hours											
Total:	176	171											

Misc Includes: Alarms, Extra Patrols, House watches, Matter of Info, etc.



Foley Police Department

Memo:

March 1, 2018

Dear Mayor and Members of the Council,

In the year 2019, the Foley Police Department was going to adding the cost of new police vehicle cameras into our operation budget. However, when speaking with the individual who does the installation of our equipment in our police vehicles he informed me it would be easier to install the new cameras in the new police vehicle when he installs everything else. I then was informed by Benton County Sheriff's Office that they are looking at putting in all new squad car cameras this spring. I then attended multiple meetings with different police vehicle camera vendors with the Sheriff's Office. After review of all the vendors we decide the best purchase would be with Watch Guard. This is the same brand of camera systems we currently have.

With purchasing these units this year with the County we will save the City money for we do not have to purchase a separate server, a backup server, pay for set up fees, and training fees. The Sheriff and I also worked through splitting the Site License fee, server and server hard drive fee between the two agencies. The City of Foley will need to reimburse the Sheriff's Office with a onetime fee of \$1,130 for these fees and purchases.

The current systems we have are going to be obsolete and we will not be able to get them repaired if something goes wrong with them in the near future. We have had a lot of issues with the systems we currently have.

These new systems are all WIFI download, which means we will be saving money on not having to have to purchase DVD's to save our videos. All of our police vehicle videos will be downloaded to a server at the Sheriff's Office by WIFI. Our officers will just have to go and park in their parking lot for a few minutes every so often to download the videos. The videos then will be housed on the County's server and backup server. When needed, I will be able to access them.

Price Chart for 2 Camera Units:

In Car Lic.	Camera System	Wireless Kits	Owe to County	Shipping	Total
\$200	\$7590	\$400	\$1,130	\$50	\$9,370

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 03-06-18 COUNCIL MEETING
DATE: MARCH 2, 2018

Consent Agenda

An official resolution is included in your packet which declares the vacancy due to Councilmember Weis' passing. A separate agenda item will include discussion on how the council wishes to proceed in filling that vacancy.

The personnel committee has been working with Chief McMillin on handling the staffing issues in the police department with the current and upcoming leaves. The committee is recommending moving forward with one temporary full-time position to be filled by existing part-time officer Ashley Holtz. This position will start on March 11, 2018 and conclude on either September 22, 2018 or December 31, 2018. The end date is still being finalized and would be determined by the police chief once the final schedule can be determined.

The vet clinic is again requesting the closure of 3rd Avenue to conduct their horse clinic on April 21, 2018. This closure can be accommodated even if work begins on the street reconstruction project. Council approval of this closure would be contingent on the vet clinic agreeing to an indemnification agreement which is also on the consent agenda.

Discussion on Norman Avenue "No Parking"

The council gave staff direction to prepare an ordinance prohibiting the parking on the west side of Norman Ave N 300 feet from Penn Street to 75th. In addition to discussing with the school and county officials, I did reach out to New Life Church and they indicated they are also in support of this change to improve safety in the area.

Discussion on councilmember vacancy

City Attorney Adam Ripple has provided a memo and will be available at the meeting to discuss options on filling the vacancy of Brian Weis' councilmember term.

Discussion/Approval on squad car camera purchase

Chief McMillin has provided a separate memo regarding the squad car camera purchase and will address as part of her department report.

Bonding/Financing of 2018 Capital Improvements

I know I had indicated that our fiscal advisor would be out to review the financing of the 2018 improvements at this meeting. He had a conflict in his schedule so will not be able to make this month but is planning for April. We do not anticipate opening bids until April so this will not interfere or delay the project in any way.

Swimming Pool

With the warmer weather coming staff is starting to prepare for the opening of the pool. Myself and the public works director will be meeting with our returning pool manager (Kim Barthelemy) in March to review

schedules and other items in preparation. You will start to see some pool and employment ads in the near future. We are looking forward to another great summer!

Benton Economic Partnership Board of Directors

As part of membership in the Benton Economic Partnership a city must hold one seat on the board of directors. This seat was held by Sauk Rapids last year and this year I was asked to hold the seat to represent cities. Sauk Rapids, Foley and Rice have agreed to switch off each year so we anticipate having to represent every 3rd year. The partnership is a new and growing organization and the city benefits being a member as they provide us assistance with economic development activities.

Upcoming Reminders

- Planning Commission Meeting – March 12th @ 6:30pm
- City Offices close at 11:30am on Friday, March 30th for Good Friday holiday.
- City Audit scheduled for April 16-18, 2018.