



**City Council – Meeting Agenda
February 5, 2019 – 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 January 8, 2019.
 - Approve minutes of January 29, 2019 Council Workshop.
 - Accept resignation of police officer Nathan Fisher.
 - Approve payment of bills.
5. Discussion and adoption of Ordinance #441 – Rental Code
6. Mayor’s Comments & Open Forum
7. Department Reports:
 - Police Department –Katie McMillin
 - City Engineer – Jon Halter
 - Public Works – Mark Pappenfus
 - Administration – Sarah Brunn
8. Old Business
9. New Business
10. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – January 8, 2019

The Foley City Council held a regular meeting on January 8, 2019, at 5:30 p.m. at the Foley City Hall.

Members Present: Mayor Gerard Bettendorf, Councilmembers Jeff Gondeck, Rosalie Musachio Gary Swanson and Jack Brosh.

Members Absent: None

The pledge of allegiance was recited.

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

Consent Agenda

Motion by Gondeck, seconded by Brosh, to approve the consent agenda, which includes the following:

- Approve minutes of December 4, 2018.
- Accept Proclamation for the City of Foley School Choice Week.
- Accept resignation of firefighter Kyle Edwards.
- Accept resignation of police officer Zach Scholl.
- Approve hiring of Brady Ackerson as part-time police officer (contingent on background).
- Adopt Resolution #2019-1 Accepting Donation.
- Approve payment of bills paid for by checks #51007-#51081.

Motion carried, unanimous.

2019 Annual Appointments

Musachio questioned how many openings on the boards are available. Motion by Swanson, seconded by Musachio, to approve the 2019 Annual Appointments as presented.

Official Newspaper: Benton County News

Official Process Server: Benton County Sheriff

Health Officer: Dr. Kevin Stiles

Health Board Members: Charlotte Monroe, Jeannie Rajkowski

City Engineering Firm: Short Elliott Hendrickson, Inc.

City Attorney: Rinke-Noonan

City Building Inspector: AllSpec Services

City Auditor: Schlenner & Wenner

Benton Economic Partnership: City Administrator & Gerard Bettendorf

Board of Equalization: Authority directed to Benton County until 2020

Acting Mayor: Jeff Gondeck

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

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

Approve bonding of the City Administrator: annual renewal

Emergency Manager: Police Chief Katie McMillin

Library Board - 2019 – 2021: Laura Olson, Wendy Ziwicki

Planning Commission

2019-2020: Rosalie Musachio

2019-2021: Bill Bronder, Amanda Welle

Personnel Committee:

2019: Jeff Gondeck, Gerard Bettendorf

Staff authorized to initiate EFT receipts/payments: Sarah Brunn, Monica Shaw, Sara Judson-Brown

Motion carried, unanimous.

School Resource Officer Position

There was discussion on the hours and when the officer will be at the school and patrolling for the city. There was also discussion on the costs. Motion by Gondeck, seconded by Swanson, approve the hiring of Angie Milo for the full-time School Resource Officer position effective February 1, 2019. Brosh questioned the July 1, 2019, date of the agreement. Motion carried, unanimous. The council was also presented with a contract with the school. Motion by Gondeck, seconded by Brosh, to approve the School Resource Officer Agreement with Foley Public Schools. Motion carried, unanimous.

Mayor's Comments & Open Forum

Deb Mathiowetz, 520 Broadway Avenue N, expressed concerns over the speeding school traffic. Mathiowetz outlined many incidents where she was trying to walk or cross and the traffic was driving in a dangerous manner. Concerns for Broadway and 4th Ave were presented.

Mayor Bettendorf remind everyone of the blood drive on January 14th at First Presbyterian Church.

Department Reports

Police Chief Katie McMillin reviewed the monthly law enforcement report and activities of the police department. McMillin also reminded the council of the need to take FEMA training in the future. Due to the government shut down the website is not being managed but McMillin will send out a reminder to council when it is up and running.

City Engineer Jon Halter updated the council on the upcoming wastewater facility plan. City staff should receive a draft copy of the plan soon and a workshop has been scheduled for January 29th. A public hearing will follow at some point to approve the plan. Swanson questioned the timeframe for approval with the state, Halter indicated about 3-6 months.

Musachio questioned the tree replacement on the 2018 improvements and asked if one could be put in one in front of every house. There was discussion on putting in more trees and the cost required. Halter will provide a map of where trees are planned to review at a future council meeting. Brosh questioned the pedestrian ramp widths in the project.

Public Works Director Mark Pappenfus updated the council on a request for a Toro mower. Pappenfus requested to purchase a Toro mower for \$17,514.97. Motion by Brosh, seconded by Swanson, to approve the purchase with trade-in. Motion carried, unanimous.

Pappenfus updated the council on the removal of snow from the cul-de-sacs and indicated the hauling of the snow out of these locations usually takes a few days and is not done right away to prevent excess overtime hours.

City Administrator Brunn updated the council on council training, an upcoming wastewater workshop and the business expo coming up in February. Brunn also indicated that with audit approaching the council may be contacted by Schlenner Wenner the audit firm. Brunn also gave an overview of some census materials that were provided in the packet.

Old Business

The council was presented with a survey of the land to be sold to Foley Lumber. Staff wanted the council to review the final property lines and proximity to the trail, which is about 80 feet away. The council directed staff to continue with the property closing as approved at a prior meeting.

The council was presented with a Highway 23 county turnback map. Staff provided an update on the process and potential costs associated with moving forward. The property is made up of county turnback property from the highway project, tax forfeited property and small pieces that are privately held. Brunn indicated a desire to obtain the property for the potential of a Pouchtec expansion and also to develop in the future. The council directed staff to continue in the process of obtaining the entire property.

Closed Session – Performance Review of City Administrator Sarah Brunn

Mayor Bettendorf closed the regular meeting at 6:15 p.m. to conduct the performance review of the city administrator. Mayor Bettendorf reconvened the regular city council meeting at 6:50 p.m. The performance of the city administrator was determined to be satisfactory.

After the meeting was re-opened Brosh questioned the outcome of the land auction from December.

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

Sarah A. Brunn, Administrator

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – January 29, 2019

The Foley City Council held a workshop on January 29, 2019, to discuss the draft wastewater facility plan.

Members Present: Mayor Gerard Bettendorf, Councilmembers Jeff Gondeck, Rosalie Musachio, Gary Swanson and Jack Brosh.

Members Absent: None

Others Present: Jessica Hedin (S.E.H.), Jon Halter (S.E.H.), Sarah Brunn, Mark Pappenfus

The pledge of allegiance was recited.

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

Discussion on Wastewater Facility Plan

Jon Halter, City Engineer, introduced wastewater engineer Jessica Hedin who worked with the city to develop the draft wastewater plan.

Hedin began by summarizing the process followed when developing the facility plan. The flows and loads were reviewed and indicated the current system is at capacity. Hedin gave an overview of how the projected growth figures were determined and the requirements of adding capacity. Limits and load projections were also reviewed. Antidegradation was discussed and how that affected the process of developing the facility plan. The city has elected to accept freeze loads as part of the facility plan.

Alternatives discussed included stabilization ponds, mechanical facility, aerated ponds, and regionalization. There was discussion on the stabilization ponds option and pros and cons. The mechanical plant option was discussed with operating costs and an overview on how the process works, which would require more mechanical equipment and higher operator costs. The aerated pond system was reviewed and an overview was provided on how the system would work. The aerated pond system would include a complete decommission of the Birch Pond system. There was discussion on how the aerated pond system could be expanded and meet potential future limits if needed. Lastly, the regionalization option was discussed with an overview of the potential pipe location and costs, including a one-time connection fee of \$6 - \$9 million. In summary, it was concluded the most cost-effective option at the time was the aerated pond option. The impact on rates was reviewed along with the future project schedule.

There was detailed discussion on the options and what should be considered in the future. Detailed discussion occurred on how each option differs in its cost and ability to handle future limits. Future limits are of great concern for the City as the MPCA is always reviewing and adding items to operating permits every five years. Although more expensive, a majority of the council expressed interest in the regionalization option as it has the best potential of providing long-term stability for the city. The council also decided to keep a mechanical facility and aerated pond option on the list for now and gather more information.

The council directed staff to obtain more information on rates with the other options and get information on having another engineering firm review the plan to get another opinion.

Other Business

The council was asked to find a representative to serve on the Region TA Board. Motion by Swanson, seconded by Gondeck, to recommend Brosh to the board. Motion carried, unanimous.

The council was also updated on a snow removal complaint in Golf Court.

Motion to adjourn at 8:01 p.m. by Swanson, seconded by Gondeck. Motion carried, unanimous.

_____ Sarah A. Brunn, Administrator

Chief McMillin,

I'd like to thank you for the opportunity to help bridge the gap and serve as a part time Officer within your department for the 2018 year. As you know, I have been pursuing a Deputy position with Chisago County Sheriff's Office. As I have recently passed the final stages of the hiring process there, I will be receiving a formal offer of employment in the days to come.

Please consider this my letter of resignation with an end date of February 10th, 2019. I will be turning in my uniform shirts, ID and badge in the days to come.

Respectfully yours,

Nathan Fisher

Bills List - February 5, 2019

Gross Salaries	Payroll - 1/18/19	\$	24,561.85
EFTPS	Federal Withholding	\$	4,643.94
MN Dept of Revenue	State Withholding	\$	975.88
State Treas. PERA	PERA	\$	4,486.95
Nationwide	Deferred Comp	\$	695.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	80.00
SelectAccount	HSA Contribution	\$	750.00

Gross Salaries	Payroll - 2/1/19	\$	23,989.58
EFTPS	Federal Withholding	\$	4,688.38
MN Dept of Revenue	State Withholding	\$	1,010.80
State Treas. PERA	PERA	\$	4,246.80
Nationwide	Deferred Comp	\$	695.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$	80.00
SelectAccount	HSA Contribution	\$	450.00

To Be Paid - 2/5/19

MN Dept of Revenue	December '18 Sales & Use Tax Return	\$	143.00
Advanced Disposal	Garbage Services	\$	283.46
All Four Season Tree Service	Tree Cutting	\$	2,000.00
AllSpec Services	Building Inspector Services	\$	162.00
Arnold's Equipment	New Holland Repair	\$	120.00
Auto Value	Vehicle Repair	\$	289.60
Benton County Attorney	December '18 Legal Fees	\$	385.00
Central McGowan	PD Medical Equipment	\$	20.20
Cintas	Mats & Uniforms	\$	426.96
City of St. Cloud	2019 CMWEA Membership	\$	223.00
Crescent Electric	Building Maint	\$	5.20
Crysteel Truck Equipment	Snow Equipment Repair	\$	202.70
Delta Dental	Employee Dental Insurance	\$	877.15
Design Electric	Radar Feedback Signs	\$	7,288.00
Diamond Vogel	Shop Paint	\$	487.48
East Central Energy	Utilities	\$	1,143.84
Farm-Rite Equipment of St. Cloud	Bobcat Plow Equip	\$	276.74
First National Bank of Omaha	Credit Card Purchaes	\$	889.52
Foley Area Chamber of Commerce	2019 Chamber Membership	\$	200.00
Freightliner	Water, Sewer & Snow Equip Repair	\$	1,225.45
Gilman Coop Creamery	Snow Fuel	\$	15.92
Gopher State One Call	2019 Facility Operator Fee	\$	50.00
Granite Electronics	FD & PW Radio Repair	\$	260.03
Hawkins	Water Chemicals	\$	2,395.80
Henry Embroidery & Screen Printing	FD Apparel	\$	268.00
Jim Moshier	Christmas Light Winnings	\$	100.00
League of MN Cities	PD & Admin Trainings, Patrol Subscription	\$	825.00
Locators & Supplies	Street Supplies	\$	245.35
Marco	Copier Lease	\$	365.62
Marteck	Supplies	\$	428.00
Midco	Telephone & Internet Services	\$	70.74
Mimbach Fleet	Street Repair	\$	39.50
MN Computer Systems, Inc	FD Copier Repair	\$	248.00
MN Fire Cheifs Association	2019 Alex FOTOS Registration	\$	285.00
MN Rural Water Association	2019 Conference	\$	720.00
Murphy Chevrolet	FD Unit #8 Repair	\$	209.44
Northland Securities	2019 Disclosure Reporting	\$	435.00
Rinke Noonanc	Legal-General, PD, I&I, Silt Sock, SRO. Lumber	\$	3,724.50
Shift Technologies	Computer Repair	\$	56.40
SEH	Engineering-WWTF, Dewey, General	\$	7,178.58
Staples	Office Supplies	\$	165.98
Stepp MFG	2018 CIP General Equip	\$	24,914.50
Titan Machinery	Street Vehicle Repair	\$	288.68
Tri-County Humane Society	Cat Surrender	\$	25.00

USable Life
USA Blue Blook
Verizon Wireless
Xcel Energy

Employee Life Insurance
Sewer Repair
Cell Phones
Utilities

\$ 173.00
\$ 84.34
\$ 296.29
\$ 7,180.31

Additional To Be Paid - 1/8/19

\$ 139,052.46

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 441

AN ORDINANCE AMDENDING THE INTERNATIONAL PROPERTY MAINTENANCE
CODE AND RENTAL LICENSING CODE

SECTION 1: That the 1974 Code of Ordinances of the City of Foley be amended by repealing the existing CHAPTER VII – CONSTRUCTION CODES, SECTION 700.02 – INTERNATIONAL PROPERTY MAINTENANCE CODE, and replacing it in its entirety to read as follows:

Section 700.02 – International Property Maintenance Code

Section 1. Purpose. An ordinance of the City of Foley adopting the International Property Maintenance Code, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use, and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Foley; providing for the issuance of permits and collection of fees therefore, repealing all other ordinances or parts of laws in conflict therewith.

Section 2. Property Maintenance Code. That a certain document, ~~three (3) copies of which are on file in the office of the City Administrator of the City of Foley, Minnesota being marked and designated as the International Property Maintenance Code, 2012 edition, and subsequent updates,~~ as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Foley, in the State of Minnesota for regulating and governing the conditions and maintenance of all property, buildings and structures; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Foley are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, (with the additions, insertions, deletions and changes, if any, prescribed in Section 3 of this ordinance).

Section 3. Amendments. The following sections are hereby revised: None.

Section 4. Severability. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Foley hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this chapter; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

SECTION 2. That the 1974 Code of Ordinances of the City of Foley be amended by repealing the existing Section 730.02 of the City of Foley Rental Code and replacing it in its entirety to read as follows:

Section 730.02 International Property Maintenance Code Adopted by Reference. The International Property Maintenance Code, 2012 edition, ~~and subsequent updates,~~ as published by the International Code Council, is hereby adopted by reference, so far as it applies to rental property, and is made a part of this Ordinance as if fully set out in length.

SECTION 3. Compliance. All housing in the city of Foley shall be in accordance with the provisions of said code.

SECTION 4. Publication. That the City Administer is hereby ordered and directed to cause this ordinance to be published.

SECTION 5. Effective Date. That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its passage and publication.

SECTION 6. Summary Publication.

At least four-fifths of the City Council's members direct the Administrator to publish only the title and a summary of this Ordinance as follows:

“AN ORDINANCE AMENDING THE INTERNATIONAL PROPERTY MAINTENANCE CODE AND RENTAL LICENSING CODE. It is the intent and effect of this Ordinance to regulate rental property and establish the use of the property maintenance code.”

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota this 5th day of February, 2019.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator



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

City of Foley – Rental Inspection Checklist

Completion of the rental license application is the first step toward obtaining licensure. After a completed application is received you will be contacted by the city housing inspector, AllSpec Services, to arrange a property inspection. Reasonable accommodations will be made to the scheduling needs of property owners and tenants when scheduling inspections. However inspections must occur during regular business hours and the property owner or authorized agent shall be present during the property inspection. State law requires that you notify tenants in advance of upcoming inspections.

As a guide, the following is a checklist of items inspected. And while it is impossible to list every potential violation of the housing code this checklist contains violations commonly found during routine inspections. If there are items noted during the inspection that are not in compliance with housing codes or city ordinances, they must be corrected prior to the issuance of a license. The inspector will identify those items and schedule a re-inspection as needed. The initial inspection fee includes one follow-up inspection. The property owner will be charged \$50.00 each for any additional inspections necessary.

Please be aware that building permits are required for most alterations in rental dwelling units and must be obtained prior to work being done. If you have a specific situation or concern, contact the city housing inspector Nancy Scott with AllSpec Services at 320-293-5298.

AllSpec Services, LLC

14562 Ronneby Road NE, Foley, MN 56329
(320) 293.5298 • Fax (320) 387.2703
Nancy J. Scott, Certified Building Official



Inspection Checklist

Outside:

- Are the street numbers visible from the road?
- Is the siding and paint in good condition?
- Is the garage in good condition?
- Are the steps, decks, and landings in good condition and safe to use?
- How about the handrails and guardrails? If replacing rails the height must be 42 inches, with spindles spaced at 4 inches.
- Is there garbage or junk in the yard?
- Are the green areas trimmed and clear of noxious weeds?
- Are the electrical service wires in good shape and not hanging below 10 feet above grade?
- What is the general condition of the roof?
- Are the doors in good working order with deadbolt locks that are capable of being easily opened from the inside?
- No open flame or burning charcoal is allowed on any rental property balcony or rental property garage or on the ground within fifteen (15) feet of the perimeter of any rental property building.
- Is charcoal stored in an enclosed airtight metal container with tight fitting lids?

Throughout the house:

Windows:

- Any cracked or broken windows panes?
- All windows within 12 feet of the ground must have operable latching hardware.
- All window putty in good condition?
- All operable windows have screens? (No rips, tears, or holes)
- All window frames, sashes and sills in good condition and weatherproof?

Doors:

- All apartment doors have single cylinder deadbolt locks? Are they self closing? Doors must be substantially secured from illegal entry. If doors need replacement they must be replaced per code.
- All exterior doors tight against the weather?
- Screen and storm doors in good condition, with adequate hardware?
- In a multi family apartment – do the fire doors self-close to latching?
- In an older home – are the skeleton key locks removed or disabled? *(on All doors throughout the house)*

Lock Boxes:

- Approved fire department lock box installed?
- Are the lock box keys secured to the Foley Fire Department? *(Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, shall not be required to provide a fire department lock box.)*

Surface Coverings:

- Are all the walls and ceilings free from peeling paint and loose plaster?
- Any holes in the walls, ceilings, or floors?
- Are the floor coverings in good condition?
- Is the carpet ripped or torn, or otherwise causing a possible tripping hazard?

Exit Hallways:

- A second means of exiting must be provided from the second floor when the occupancy load exceeds 10 *(2000 square feet)*. Third floors and above must always have a means of exiting to the outside.
- All exits to the building must be unobstructed at all times. No storage is allowed in the stairwells, corridors, or in front of the doors.
- Are the exit and emergency lighting *(if applicable)* functioning?

Electrical system:

- Are all cover plates in good condition and easy to clean?
- Do closet light fixtures hang down on wires? They will need to be updated or removed.
- The inspector will check to see that electrical rewiring has been done under a permit by a licensed electrical contractor.
- Switched light fixtures are required in kitchens and baths. Pull chains as the only light source is prohibited in bedrooms.
- Fuses properly sized? *(look for 15 amp ratings and type S fuses or a 100 amp service)*
- Bare, exposed, obsolete or worn wiring; splices or fixtures installed without a junction box will not be permitted.
- Cover plate on the panel box must identify all circuits.
- Is there 36" of clearance in front of the panel?
- Incandescent light bulbs must have a 12" clearance to combustibles.
- Use of extension cords in place of permanent wiring is not permitted.
- Outlet boxes in walls are loose?
- Are the outlets wired properly *(improper polarity, neutral connected)*?
- Many other conditions require electrical repairs or upgrade. Please call if you have any questions, or contact a licensed electrician. In older homes, it may pay to have an electrical contractor evaluate the electrical system to determine if it is in a safe and adequate condition.

Plumbing:

- The most common problems found in plumbing are a cross connection of contaminated water with the potable/drinking water. This can occur through improperly installed or obsolete ballcocks in toilets *(lack of a one inch air gap between the critical water level of the ballcocks and the top of the overflow tube)*, or unapproved non-anti-siphon ballcock, or through hoses left connected to faucets.
- Fixtures need to have proper venting to the outside.
- Are traps leaking or corroded?
- Are cleanout covers loose or missing?
- Are toilets loose?
- Is the plumbing properly installed? Flexible piping is not permitted. ABS *(black)* and PVC *(white)* cannot be glued together.

In the Basement:

- Stair safety? Broken treads, loose runners, even sizes and heights?
- Handrails in place?

- Is there an open side of the stairs? It must have a 42 inch tall guardrail with spindles spaced no more than 4 inches apart if installing a new guardrail.
- Plumbing leaks? Pipes supported?
- Check the water heater for a T & P valve and metal drip leg? Are the cold water supply and gas shut off valves functioning? Is the vent installed properly?
- Does the hot water heater supply adequate water at a minimum of 120 degrees Fahrenheit and a maximum of 130 degrees Fahrenheit?
- Dryer vent installed to the outside and made of metal?
- Washer properly hooked up and drained?
- Please note that in older homes, it may pay to have a plumbing contractor evaluate the plumbing system to determine if it is safe and in adequate condition.
- Date of last service to the furnace? Filter reasonably clean?
- Openings in the furnace, venting, and chimney which allow exhaust fumes to escape into the household environment are very serious. Exhaust leaks are difficult to detect and often go unnoticed until harm is done to the occupants. A visual inspection of the equipment is conducted by the inspector. The inspector may require a licensed contractor to certify the equipment.
- Check the clearances on the flues. Six (6) inches normal minimum.
- Gas lines and shut off valves in good condition?
- Smoke detector working?
- Sleeping in the basement is prohibited except as permitted by code.
- Are the basement walls wet or damp? Is there evidence of mold?
- Are the walls plumb?

In the Kitchen:

- Sink dripping?
- Trap leaking?
- Drains open and clear?
- Adequate outlets and circuits? *(At least one outlet over every counter surface, and GFI protection within 6 ft. of the sink.)*
- Switched light fixtures?
- Proper sanitation?
- Smoke detector working?
- Are the kitchen cabinets in good condition and installed properly?

In the Bathroom:

- Toilet working properly? Not loose?
- Shower, tub, or lavatory dripping faucets?
- Proper traps and drains flow easily?
- Vent fan to the outside or an operable window?
- GFI outlet present? Working?
- Door closes and latches to provide privacy?
- Is the porcelain in good shape?
- Are the tiles or tub enclosure in good shape?
- Is the floor covering impervious to water?

In the Living Room:

- At least one outlet on each wall? Two on walls over 14 feet in length.
- Update pull chain lights to wall switch controlled.
- Seven feet six inch (7'-6") minimum ceiling height?

In the Bedrooms:

- Update pull chains to wall switch controlled.
- At least two walls with outlets?
- Smoke detector outside each bedroom? Batteries fresh? Properly located? Replace hardwired detectors only with hardwired detectors. Replace battery type with hardwired or battery type.
- Ceiling heights must be seven feet six inches (7'-6") minimum.
- Every bedroom shall be a minimum of 70 square feet in size, with the minimum dimension of 7 feet for any wall length. If the room houses more than two people there must be 50 square feet per person.
- Every sleeping room must have two means of escape in case of fire, such as a door and a properly sized window (5.7 square foot clear opening). All basement sleeping rooms must have a door directly to the outside or a legal egress window. All egress corridors must provide reasonable egress and resistance to fire.

Other:

- Does each room (*particularly bedrooms and bathrooms*) have adequate heat? Electric portable heaters are not permitted.
- Are there too many people living in a unit? There must be at least 50 square feet of area in a bedroom per person (*including babies*) if there are more than two in a room.
- Every apartment must have at least one room with 120 square feet of area.
- Are there adequate containers for the disposal of trash? Is there an appropriate place for storage of the containers?
- Rental license certificate conspicuously displayed, easily viewed and readable by occupants at or near the front entrance of the building. Is it reasonably protected from wear by a plastic or similar protective covering?
- Proof of Crime Free Rental Housing Program Certification. (*Per City Ordinance, at least one operator of each rental property shall be certified in Crime Free Multi-Housing Program administered by any Minnesota law enforcement agency certified by the ICFA and approved by the Foley City Council.*)
- Mice and rodents need extermination?

Rooming Unit Rental – Additional Requirements:

- Tenants may not cook or have eating facilities within their rooms.
- A bathroom containing a hand sink, toilet, and tub or shower must be available within the structure directly accessible without going outside and must also be on the same floor or a floor adjacent to the rental room. One bathroom must be available for each eight persons.
- Each sleeping room must have a minimum of 70 square feet of floor area or 50 square feet per person for more than 2 people.
- Owners are responsible for weekly changes of supplied linens and towels.
- Owners are responsible for sanitary maintenance of walls, floors, ceilings, and for maintenance of all supplied equipment in common areas and shared bathrooms.

Fire Systems / Equipment:

- Automatic detection fire alarm systems are required for apartment buildings of 15 or more units or three stories above grade.
- Fire alarm tests must be done yearly by a qualified contractor.
- Sprinkler systems, standpipes, fire pumps, and other fire protection systems must be tested in accordance with their respective standards by qualified personnel and documented.
- Fire Extinguishers – A 2A10BC fire extinguisher must be available in the hall within 50 feet of any apartment door on the same level or a 1A10BC fire extinguisher in each apartment. Laundry rooms and furnace / boiler rooms require 2A10BC extinguishers.

Permits:

- Electrical permits are required for all work other than minor maintenance issues. Electrical contractors are required to perform all work in a rental property. Contact the Benton County electrical inspector at 320-692-4104 for more information.
- Plumbing permits are required for all work other than minor maintenance issues. Licensed plumbing contractors are required to perform all work in a rental property.
- Mechanical (*heating and cooling*) permits are required for all work other than routine maintenance on these systems. Mechanical contractors are required to perform all work in a rental property.
- Building permits are required for just about anything beyond decorating. Most permits will only be issued to a licensed contractor or to the property owner.
- Plumbing, Mechanical, and Building permits may be obtained through the offices of AllSpec Services, LLC at 320-293-5298.

Note: After the property is inspected and determined to be in compliance with City Ordinances, a license will be issued and sent to the appropriate property owner or agent.

Dwellings not licensed by March 31 of the licensing year may be subject to penalty.



Foley Police Department

Calls for Service - 2019

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Driving Conduct	8												
Equipment Vio.	19												
Speed	14												
DWI/DUI	2												
DAR/S/C	0												
# Citations Issued	*4												
Accidents	5												
Hit and Run	2												
Gas Drive Offs	0												
Thefts	3												
Controlled Substance	2												
Suspicious Activity	20												
Burglaries/Robbery	0												
Medicals/Welfare	30												
Assaults/Domestic	5												
Harassment	5												
CDP/Vandalism	0												
Animal Complaints	10												
City Ordinance	2												
Parking Tickets	39												
Disturbing the Peace	3												
Gun Permits	1												
Warrant Arrests	1												
Civil	1												
Lockout	3												
Assist other Agencies	18												
Special Events	1												
Misc.	54												
TZD Hours	0 Hours												
Total:	248												

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

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 02-05-19 COUNCIL MEETING
DATE: FEBRUARY 1, 2019

Consent Agenda

A resignation letter from part-time police officer Nathan Fisher is on the agenda. At this time, Chief McMillin does not plan on moving forward with another part-time hire.

Ordinance #441 – Rental Code

An ordinance amending the rental code is included in your packet. Nancy Scott, our building official and rental inspector is recommending we keep with the prior version of the property maintenance code. We are not required to adopt the latest version, it remains a local decision, and items within the code would be very cost prohibitive. Particularly, one item it requires is the hard wiring of all fire and CO detectors which for numerous of our single-family rental properties would be a considerable cost. The 2018 IPMC is quite lengthy so I have not included a copy in your packet but if you would like to look through it please check out the link below or stop in to City Hall and you can review my hard copy.

https://allentownboronj.com/vertical/sites/%7B7748EEEB-2391-4653-8B6A-4A64C85A6D79%7D/uploads/2018_International_Building_Code.pdf

Staff has already sent out reminders for rental license renewals as this process is done every other year. I have included a copy of the checklist in your packet so you know what we look for and what the current property maintenance code requires.

School Resource Officer

Angie started today (Friday) at the school. Chief McMillin is working closely with the school on her schedule. Angie will also be attending some training in the near future and assisting the school with the implementation of the ALICE program.

Wastewater Expansion

Thank you to the council and staff for attending the workshop session last Tuesday despite the cold weather! The workshop was very productive and gave staff the feedback needed to gather more information and work towards a project in the future. As of now I have connected with the Benton Economic Partnership Board, Representative Mekeland, Senator Matthews and have calls into the City of St. Cloud, Mark Hanson (Economic Development Specialist with Jobs & Training) and the MPCA. I am also working on getting another engineering quote/review. I have still yet to receive the additional information from S.E.H. and will forward that as soon as I do. If the council has any other comments or questions, don't hesitate to contact staff.

Other Items

Staff is still working on a zoning revision as recommended by the planning commission regarding billboards. That should be coming forward next month. The planning commission is also going to be taking some online training on land use. I will be offering this training to all members of the council as well. We will be sending out information in the next couple weeks once the League processes the registrations.

Upcoming Reminders:

- **February 2nd – Foley Business Expo – High School – 9:00am-12:30pm.**
 - Councilmembers are needed for this event – please consider attending and helping with the City booth!