



**City Council – Meeting Agenda
December 1, 2020 – 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 November 10 & 13, 2020.
 - Approve Proclamation – School Choice Week.
 - Approve payment of bills.
5. S.E.H. – Smoke Testing Report
6. Mayor's Comments & Open Forum
7. Department Reports:
 - Police Department –Katie McMillin
 - City Engineer – Jon Halter
 - Public Works & Fire – Mark Pappenfus
 - Vac Truck Purchase/Approval to Proceed
 - Administration – Sarah Brunn
 - Update on Highway 23 Project Costs
 - 2021 Council Meeting Calendar
 - City Administrator Performance Review
8. Old Business
 - Update on Orderly Annexation/Joint Planning Agreement
9. New Business
10. **Public Hearing – Truth in Taxation Hearing – Cannot Start until 6pm**
 - Adopt Resolution #2020-35 Tax Levy 2021
11. Discussion on purchase of PID 020049300 & PID 020050000.
 - Close the meeting per Minn. Stat. 13D.05 Subd. 3(c) 13D.05 – discussion on potential land price of PID 020049300 & PID 020050000.
12. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – November 10, 2020

The Foley City Council held a regular meeting on November 10, 2020, at 5:30 p.m. at the Foley City Hall.

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

Members Absent: Jack Brosh

The pledge of allegiance was recited.

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

Consent Agenda

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

- Approve minutes of October 6, 2020.
- Adopt Resolution #2020-28 Accepting Donation.
- Accept resignation of Mike Barros, part-time police officer.
- Adopt Resolution #2020-29 Approving Spending of CARES Funds.
- Accept high bid of \$4,000 for sale of Fire Rescue Truck.
- Approve police department policy updates.
- Authorize hiring process for part-time police officer eligibility list.
- Accept resignation of firefighter, Jerrik Manthie.
- Adopt Resolution #2020-33 Accepting Donation.
- Approve payment of bills.

Motion carried, unanimous.

Public Hearing – Weed and Snow Charges

The regular council meeting was recessed at 5:32 p.m. for a public hearing on weed and snow assessments. There was no discussion and no one spoke. The regular council meeting was reconvened at 5:34 p.m.

Motion by Gondeck, seconded by Swanson, to adopt Resolution #2020-30 Assessing Snow & Weed Charges. Motion carried, unanimous.

Foley Wastewater Expansion Project – Jared Voge, Bolton & Menk

Jared Voge of Bolton & Menk congratulated the council and city staff for successfully lobbying inclusion of the wastewater project in the state bonding bill. Voge also asked the council to adopt Resolution #2020-31 Applying for Grant from Minnesota Public Facilities Authority in order to continue to move the wastewater project forward.

Motion by Gondeck, seconded by Musachio, to adopt Resolution #2020-31. Motion carried, unanimous.

Voge gave the council a brief overview of next steps of the wastewater project. The plan and specifications must be submitted to the MPCA for approval. The plan will include preliminary design with topography information of the route and the permits and easements needed. The route will be refined to make sure it's viable from a maintenance standpoint. Voge expects a couple of easements will be needed. The goal is to keep public right-of-way as much as possible. After the final route is determined, the project will move into final design and will be submitted to the MPCA for review. Voge expects preliminary design will be ready in February of 2021 with final design in late spring. Construction is expected to begin in summer or fall of 2021 ending in 2022. Questions and discussion followed.

Motion by Gondeck, seconded by Swanson, to adopt Resolution #2020-32 Ordering Wastewater Design & Prep of Plans. Motion carried, unanimous.

City Administrator Sarah Brunn gave an update on the fiber project. The project is moving forward. The city now has several partners including the school, the county, and a fiber provider. It will cost \$150,000 to run the conduit with the wastewater pipe which is a significant cost savings instead of doing the project separately. Brunn reminded the council of the importance of the project given the current state of emergency and the increased needs for reliable internet from the school and teleworking. It is an easy accommodation to include with the wastewater project. Discussion includes running the fiber to the other side of Foley to help with connectivity issues outside of town as a second phase to the project.

Mayor's Comments & Open Forum

No one spoke.

Department Reports

Chief Katie McMillin gave her report for the police department. Foley PD saw 274 calls during the month of October. No domestic or assault calls for the month. McMillin informed the council she will start the hiring process approved for a part-time officer. The posting will appear next week. She will score the applicants and plan for interviews some time in December. McMillin also asked for council approval for the purchase of a new squad car using funds with next year's budget. Two bids were presented.

Swanson expressed concerns regarding maintenance schedules for the squad cars. McMillin assured the council the squad cars are checked weekly and they've made some adjustments to procedures to keep the squads maintained.

Motion by Swanson, seconded by Gondeck, to accept the bid from Murphy Chevrolet for \$45,506.12 for the new squad car. Motion carried, unanimous.

McMillin said she would order the car next week.

Mark Pappenfus gave an update on Public Works and Fire Department. Public Works is now at full staff and they are ready for winter. Pappenfus told the council to expect a quote for new vac truck at next month's meeting. The new truck is part of this year's capital replacement. He will send more

information to the council soon. This will be a sewer fund expense. Pappenfus also gave a quick overview of the fire department. The new rescue truck is in service. The sale of the old truck is moving forward for \$4,000. Pappenfus said he also in the process of ordering new air packs for the trucks.

City Administrator Sarah Brunn gave the council an update on the Highway 23 project. The county has asked the council if they want to donate or sell the property at the corner of Penn and Hwy 23 which is needed for the project. The current value is \$18,000. Money from the sale could be used to help offset the costs on other areas of the project. Discussion and questions followed. The council expressed interest in selling the land. Brunn with continue discussion with the state.

Brunn also updated the council on the lighting for the project. The standard lighting will cost the city \$157,000. Decorative lighting for electric displays and banners will cost \$319,000. Brunn asked the council for direction on which they prefer. Discussion and questions followed. Council decided to table the decision until next meeting.

Brunn gave an overview on the election. Everything went very well. Judges were very busy and all did a great job.

Brunn also informed the council she will be getting proposals for a new compensation plan in the next few months. She also reminded the council that Dec. 1 is the truth in taxation meeting. Notices will be going out soon. The council will need to certify the final budget. She also told the council if they get questions and need assistance to please reach out to her. Brunn also updated the council that they are looking at the city's COVID-19 policy and staffing levels. The goal is make sure staff is safe while still providing basic services. Staff is not recommending expanding meeting room access at this time. More cities are pulling back. Staff will work with the mayor if an immediate need arises.

Old Business

Update Orderly Annexation and Joint Planning Agreement – Gilmanston Township Representative Scott Baron

Brunn reminded the council she provided information from the Minnesota League of Cities at the last meeting that outlined what the city's options were if an agreement with the township could not be reached.

Scott Baron from Gilmanston Township addressed the council and explained the board tabled the agreement until the city had a better idea of when the project might start. Baron also said the board was waiting on more feedback from residents before making a decision. Discussion and questions followed. Pappenfus and Brunn both expressed concern that waiting for the agreement the city could lose potential growth. Brunn expressed the city wanted to work with Gilmanston with the agreement in place. The council would need to look at other options if the agreement is not in place because the city has a lot to lose. Baron said the board is getting pushback from land owners and would be discussing tonight at their meeting.

New Business

No new business.

The mayor recessed the regular council meeting at 6:25 p.m. to reconvene on Friday, Nov. 13 at 12 p.m. for canvassing city election results.

Mayor Bettendorf reconvened the city council meeting on Nov. 13, 2020, at 12 p.m. to canvass election results.

Members Present: Gerard Bettendorf, Jeff Gondeck, Rosalie Musachio

Members Absent: Gary Swanson, Jack Brosh

The oath of office was signed by all members of canvassing board.

Motion by Gondeck, seconded by Musachio, to adopt Resolution #2020-34 Canvass Election Results – motion carried.

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

Meeting adjourned.

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

A PROCLAMATION FOR THE CITY OF FOLEY SCHOOL CHOICE WEEK

WHEREAS all children in City of Foley should have access to the highest-quality education possible; and,

WHEREAS City of Foley recognizes the important role that an effective education plays in preparing all students in City of Foley to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of City of Foley; and,

WHEREAS City of Foley is home to a multitude of high quality public and non-public schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS City of Foley has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Gerard Bettendorf do hereby recognize January 24-30, 2021, as City of Foley School Choice Week, and I call this observance to the attention of all of our citizens.

Gerard L. Bettendorf, Mayor

Bills List - December 1, 2020

| | | | |
|--------------------|------------------------|----|-----------|
| Gross Salaries | Payroll - 11/20/20 | \$ | 27,457.36 |
| EFTPS | Federal Withholding | \$ | 5,079.96 |
| MN Dept of Revenue | State Withholding | \$ | 1,035.84 |
| State Treas. PERA | PERA | \$ | 5,337.02 |
| Nationwide | Deferred Comp | \$ | 770.00 |
| Pacific Life Ins | Deferred Comp/Roth IRA | \$ | 40.00 |
| Further | HSA Contribution | \$ | 460.00 |

To Be Paid - 12/1/20

| | | | |
|------------------------------------|---|----|------------------|
| MN Dept of Revenue | October 2020 Sales & Use Tax | \$ | 1,913.00 |
| Further | Employer HSA Contribution & Admin Fee | \$ | 332.30 |
| Alex Air Apparatus | FD Equipment Batteries | \$ | 560.00 |
| Benton County Highway Department | PD & FD Fuel | \$ | 1,190.93 |
| Billings Service | PD Squad Repair | \$ | 285.28 |
| Bound Tree | FD Covid Supplies | \$ | 42.99 |
| Cathy Theis | PD Transcription | \$ | 20.00 |
| Cintas | Uniforms | \$ | 137.36 |
| Core & Main | Cold Patch | \$ | 826.00 |
| File of Life Foundation | PD Community Action | \$ | 267.37 |
| First National Bank of Omaha | Credit Card Purchases | \$ | 342.22 |
| Hawkins | Water Chemicals | \$ | 434.90 |
| Henry Embroidery & Screen Printing | City Hall & Fire Department Masks | \$ | 360.00 |
| Integrated City Solutions | Hydrant Painting | \$ | 1,690.00 |
| Locators & Supplies | Water Safety Equipment | \$ | 223.46 |
| Macqueen Equipment | Street Sweeper Broom | \$ | 290.60 |
| Marco | Compier Lease | \$ | 256.55 |
| Med Compass | FD Hearing Tests & SCBA Exams | \$ | 1,100.00 |
| MN Dept of Agriculture | 2021 Tree Care Registry Renewal | \$ | 25.00 |
| MN Dept of Health | 2020 Qtr 4 Water Connection Permit | \$ | 2,201.00 |
| Murphy Chevrolet | PD Squad Repair | \$ | 14.22 |
| New Frontier Services | Website Services | \$ | 37.50 |
| Rinke Noonan | Herbst & General Legal | \$ | 383.50 |
| RMB Environmental Laboratires | Sewer Testing | \$ | 282.00 |
| Royal Tire | New Holland Tire Repair | \$ | 85.90 |
| Security Locksmiths | Maintenance Shop Door Locks | \$ | 2,923.50 |
| Shift Technologies | Laserfiche Setup, Antispam, COVID, General IT | \$ | 1,500.00 |
| Short Elliot Hendrickson | Smoke Study, I&I, Trail, Dewey, General Eng. | \$ | 5,544.33 |
| Staples | Office Supplies | \$ | 78.96 |
| SymbolArts, LLC | PD Badge | \$ | 135.00 |
| Sun Life Financial | Employee LTD Insurance | \$ | 189.63 |
| USAbile Life | Employee Life Insurance | \$ | 201.00 |
| Verizon | Cell Phones | \$ | 275.33 |
| Voss Lighting | Light for Well #3 | \$ | 121.06 |
| Xcel Energy | Utilities | \$ | 4,987.34 |
| Ziegler CAT | Street CAT Repair | \$ | 378.66 |
| | | \$ | 69,817.07 |



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MEMORANDUM

TO: Mark Pappenfus, Public Works Director
City of Foley, Minnesota

FROM: Spencer Cossalter, Project Manager

DATE: November 23, 2020

RE: 2020 Inflow and Infiltration Sewer Study
SEH No. FOLEY 154721

EXECUTIVE SUMMARY

As a continued effort to identify and localized areas of inflow and infiltration (I&I) making their way into the City's sanitary sewer collection system, the City contracted SEH to perform sewer flow monitoring and sewer smoke testing investigations across portions of the City. There were two primary objectives of the study: 1) narrow down areas of high I&I contribution and 2) establish the groundwork for future improvement and rehabilitation projects. Overall, the project has been successful in accomplishing these major objectives even with below average rainfall observed over the majority of the project timeline. The summary of the project presents several key results:

- As expected, the Broadway sewershed produces upwards of 70 percent of the City's I&I on a gallons per day basis during major wet weather events.
- Of the City owned infrastructure, sanitary sewer manholes with leaking frame and chimney sections are providing the largest source of direct inflow into the collection system within the Broadway sewershed. This direct inflow is estimated to only account for 20 to 30 percent of the total I&I within the sewershed at the most depending on the levels of soil saturation and overland flooding during any given rain event.
- Private property defects (sump pumps, foundation drains, leaking laterals) and/or defects in the City mainline sewer piping appear to contribute the vast majority of I&I entering into the system across the Broadway sewershed.

BACKGROUND

This technical memorandum documents the procedures and the findings from two sanitary sewer investigations (flow monitoring and smoke testing) performed by Short Elliott Hendrickson Inc. (SEH) for the City of Foley. These investigations were performed under an engineering services agreement between the City of Foley and SEH as a continuation of the City's efforts to mitigate inflow/infiltration (I/I) within the City's sanitary sewer collection system. The City currently consists of two (2) primary sanitary sewer districts feeding into the Broadway Lift Station and the Birch Lift Station respectively. Based on flow data provided from each of the two lift stations, the City requested that all investigation efforts within this project be focused within the Broadway sewershed.

FLOW MONITORING

Methodology

The Broadway sewershed was originally broken down into three (3) primary sub-sewersheds, with two (2) more sub-sewersheds created mid-way through the monitoring period in an effort to further breakdown the project area.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

In all, five (5) temporary flow monitors were utilized throughout the Broadway sewershed. SEH owned Teledyne ISCO 2150 Area Velocity Modules were utilized as the primary tool for collecting sanitary sewer flows within the project area. Additionally, an SEH owned Teledyne ISCO rain gauge tipping bucket and 4120 data logger were placed within the project area to collect 15 minute rainfall data. Figure 1 at the end of this report shows an overview of the city and the location of all the sanitary sewer sewersheds referenced within this report.

The initial three (3) temporary monitoring sites (D-1, D-1-A, and D-1-B) were installed on March 11, 2020 in an effort to capture the Spring snowmelt and any early Spring rains. The rain gauge was not installed in the project area until April 16, 2020 to avoid damage from freezing. On June 4, 2020, two (2) additional monitoring sites were created, and one existing site moved to create the final five (5) sewersheds that were maintained through the remainder of the project. All of the flow monitoring equipment was removed from the collection system on October 19, 2020. The original project proposal only called for four (4) months of monitoring. Due to the limited rainfall observed during the initial months, and the City's ability to take on some of the work tasks, the additional three (3) months of monitoring were able to be completed without any change to the project contract.

Data / Results

Over the seven (7) month period that the meters were installed, there were only a handful of recorded rain events that produced notable wet weather responses within the sanitary sewer collection system. Overall, the monitoring period observed well below average rainfall across the project area especially in the early months of the project when all of the monitoring was planned to be completed. Table 1 below details the rain events with one (1) inch of rainfall or greater that were observed during the monitoring period.

Table 1 – Wet Weather Events*

| Date | Precipitation (in) | Peak Intensity (in/hr) |
|------------------|-----------------------|---------------------------|
| March 29, 2020** | 1.50 | N/A |
| August 12, 2020 | 1.00 | 0.57 |
| August 14, 2020 | 2.44 | 1.15 |
| August 22, 2020 | 1.82 | 0.77 |
| October 12, 2020 | 1.67 | 0.70 |

Notes:

* Only wet weather events of greater than 1.0 inches were included.

** Rainfall estimated from Regional totals. No local rain gauge present.

The largest rainfall event was observed on August 14th, however the largest wet weather response observed by the flow monitors in the collection system was during the March 29th rain event. Just over 818,000 gallons of sanitary flow was observed at the treatment plant on March 29th, more double the normal dry weather flow. This wet weather response was created largely by the rain event occurring at the same time as the Spring snowmelt, which provided significantly increase soil saturation levels. In contrast, the August 14th rain event saw almost one (1) inch of additional rainfall but produced 200,000 gallons less of sanitary sewer flow across the Broadway sewershed than was observed during the March 29th event. This is a strong indicator that the City's I&I is largely coming from ground infiltration or private property sources such as sump pumps / foundation drains. Tables 3 and 4 on the next page show some of the sewer flow results from these two rainfall events.

City flow data and the temporary monitoring data from March 2020 through June 2020 matched up relatively closely. After June however, the two datasets started to deviate somewhat and without explanation. Peak flow events were observed during dry weather periods and were only recorded in the City flow data. Additionally, baseflow values appeared to be bouncing around as if the data was being logged at different intervals. As a result, a comparison of the City-wide data is not available for the August rain events at this time.

Table 2 – Linear Feet of Sanitary Sewer

| Flow Meter District | Linear Feet |
|------------------------------|---------------|
| Broadway Lift Station | 53,586 |
| D-1 | 8,450 |
| D-1-1 | 13,392 |
| D-1-A-1 | 17,911 |
| D-1-A-2 | 5,827 |
| D-1-B | 8,006 |
| Birch Lift Station | 32,163 |
| City Total | 85,749 |

Table 3 – Wet Weather Flow Results, March 29, 2020

| Flow Meter District | 7-Day Prior Daily Flow (gpd) | Wet Weather Daily Flow (gpd) | I&I Based Flow (gpd) | I&I per Linear Foot (gal/LF) | Wet/Dry Ratio |
|------------------------------|------------------------------|------------------------------|----------------------|------------------------------|---------------|
| Broadway Lift Station | 204,700 | 528,400 | 323,700 | 6.0 | 2.6 |
| D-1 | 109,235 | 254,539 | 145,304 | 6.7 | 2.3 |
| D-1-A | 62,213 | 165,736 | 103,523 | 4.4 | 2.7 |
| D-1-B | 36,232 | 104,130 | 67,898 | 8.5 | 2.9 |
| Birch Lift Station | 160,800 | 290,500 | 129,700 | 4.0 | 1.8 |
| City Total | 365,500 | 818,900 | 453,400 | 5.3 | 2.2 |

Table 4 – Wet Weather Flow Results, August 14, 2020*

| Flow Meter District | 7-Day Prior Daily Flow (gpd) | Wet Weather Daily Flow (gpd) | I&I Based Flow (gpd) | I&I per Linear Foot (gal/LF) | Wet/Dry Ratio |
|---------------------|------------------------------|------------------------------|----------------------|------------------------------|---------------|
| D-1 | 39,457 | 87,438 | 47,981 | 5.7 | 2.2 |
| D-1-1 | 81,968 | 129,665 | 47,697 | 3.6 | 1.6 |
| D-1-A-1 | 16,630 | 34,048 | 17,418 | 1.0 | 2.0 |
| D-1-A-2 | 26,231 | 35,012 | 8,781 | 1.5 | 1.3 |
| D-1-B | 13,687 | 32,489 | 18,802 | 2.3 | 2.4 |
| Total | 176,972 | 318,652 | 140,679 | 2.6 | 1.8 |

Notes:

* The flow results were adjusted to 6:00 AM, August 14 to 6:00AM, August 15 in order to better reflect the 24 hours following the start of the rain event.

Several approaches were taken to evaluate the flow data and to prioritize areas for future remediation. 'I&I Based Flow' is the raw difference in flow observed during the rain event in question and seven days prior during a non-rain event or "dry-weather flows." This is the easiest way to view where the largest volumes of extra water are coming from. This component is combined with the 'I&I per Linear Foot' in order to provide an even comparison of sewersheds or different size/amounts of piping. Lastly, the 'Wet/Dry Ratio' is the wet weather daily flow divided by the 7-day prior flow in order to show how significant the I&I influence is compared to the baseflow. Daily totals for flow were utilized versus peak hourly flows due to the extended nature of the I&I responses that were observed.

Sewershed D-1 and subsequently D-1-1, were found to be the most prominent contributors of I&I throughout the monitoring area. These areas correlate heavily with the residential neighborhoods within overall Broadway sewershed, further emphasizing the contribution of I&I from private property type sources. Sewershed D-1-B showed a high 'I&I per Linear Foot' value during the March 29th event, but not nearly so high during the August 14th event. It is possible that there is influence in this area from areas with overland flooding that may have occurred in March but was not present later in the year.

On breaking down the I&I within each event, it is estimated that approximately 20 to 30 percent of the increased daily flows are coming from direct sources such as roof drains, catch basins, or leaking manhole covers/frames. These types of defects alone would create an immediate response but with little to no extended effect beyond a couple of hours following the end of the rain event. Almost all of the wet weather flow data showed long drawn out I&I responses after the rain event(s) had subsided, with flows finally returning back to normal upwards of 5 days later. This drawn out response accounts for more than 70 percent of the total I&I within the first 24 hours after the rain event and continues to add even more flow as it tapers down over the subsequent days. This type of response is consistent with the influence observed from illicit sump pump or foundation drain connections as well as leaking pipe connections on either the public or private portion of the collection system.

SMOKE TESTING INVESTIGATION

Methodology

As part of the I&I investigation, SEH staff performed testing of the sanitary sewer collection system located within the Broadway Lift Station sewershed. The testing was completed through a process typically referred to as "Smoke Testing" which involves the injection of a simulated smoke into the identified portions of the system. The simulated smoke subsequently fills all unobstructed piping within the system and exits back out through any open sources including but not limited to: roof vents, catch basins, unsealed manholes, and open cleanouts. These open sources could then be evaluated for their potential to contribute I/I into the collection system.

Data / Results

The Broadway sewershed contained approximately 53,500 linear feet of City owned sanitary sewer to be tested as part of the smoke testing investigation. SEH crews identified 31 locations of smoke exiting the collection system that could provide means for I/I to get in. The largest of these defects were a number of sewer manhole frame sections that were found to be insufficiently sealed and subsequently leaking. Additional defects included: broken sewer cleanouts, manhole covers with open pickholes, and one property in which the house foundation was producing smoke. In all, the identified sources were estimated to provide drainage for approximately 6,650 square feet of clear water runoff depending on the intensity of the event and subsequent storm water ponding.

There were 26 properties within the investigation area that did not produce smoke from the sewer vent on the roof. A no smoke situation is an indication that there could be a blockage in those lines or that those properties are contain a backflow valve or some other grinder pump type system to prevent flow of smoke up through the sewer release vent. Table 2 below provides a summary of observations from the smoke testing investigation.

Table 5 - Smoke Testing Defect Summary

| Defect Type | Count | Estimated Drainage Area (sq. ft.) |
|---------------------------|-------|-----------------------------------|
| MH Frame Section | 14 | 3,725 |
| Broken Cleanout | 7 | 1,375 |
| MH Open Pickholes | 9 | 1,450 |
| Building Foundation | 1 | 100 |
| Total | 31 | 6,650 |
| | | |
| No Smoke Sewer Vent | 26 | n/a |
| Test Location (No Defect) | 14 | n/a |

For additional information regarding the location and details of each identified defect, please refer to Figure 4 and Appendix A attached at the end of this document.

CONCLUSIONS AND RECOMMENDATIONS

Based on the results of the I&I flow monitoring and smoke testing investigation conducted in 2020 for the City of Foley, the following conclusions are offered:

1. Annual rainfall totals during the flow monitoring period were well below average. Some of the rainfall that was observed was of adequate size and intensity but was unfortunately hampered by the preceding dry ground conditions.
2. As a whole, the City is currently incurring over a 200 percent increase in sanitary sewer flows during almost any storm event contributing one (1) inch of rainfall or greater.
3. The Broadway sewershed contributed over 70 percent of the total City I&I during the March 29, 2020 storm event which was bolstered by the Spring snowmelt.
4. Within the Broadway sewershed, the sub-sewersheds D-1 and D-1-1 which contain almost all of the residential neighborhoods, were identified to contain almost 70 percent of the I&I during the August 14, 2020 storm event.
5. The smoke testing investigation of the Broadway sewershed was successful in identifying defect in the sanitary sewer attributing over 6,600 square feet of storm water drainage into the sanitary collection system.
6. Sanitary sewer manhole covers and frame sections were the largest contributing defect type identified within the smoke testing investigation.

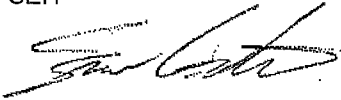
Based on the results of this study, SEH recommends the City take the following actions to continue reducing I&I contribution into the sanitary sewer collection system:

1. Develop a manhole repair program to address the manhole defects prioritized in the smoke testing investigation.
2. Evaluate the need for a comprehensive manhole inspection program in order to identify any additional defects contributing I&I, not able to be identified during the smoke testing investigation.
3. Evaluate the results of the Private Property Inspection and Disconnect Program within the Broadway sewershed to determine if additional measures are needed to reduce the I&I contribution in D-1 and D-1-1

If you have any questions or comments related to this project, please feel free to call me at 651.318.0350.

Sincerely,

SEH

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

Spencer Cossalter
Project Manager / Design Leader

C: Jon Halter, SEH



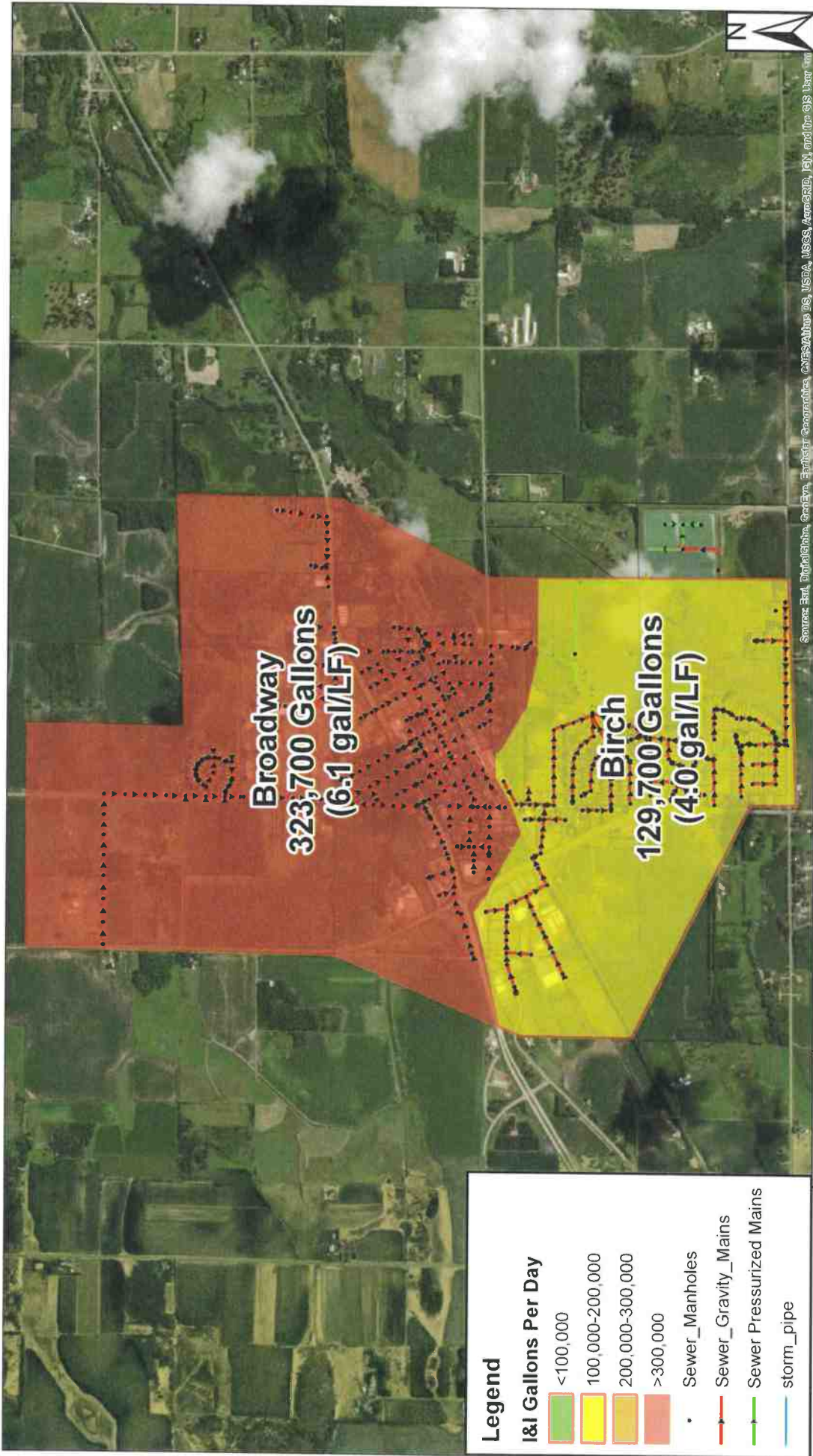
Foley Flow Monitoring
City Sewershed Overview
Foley, MN

Figure 1

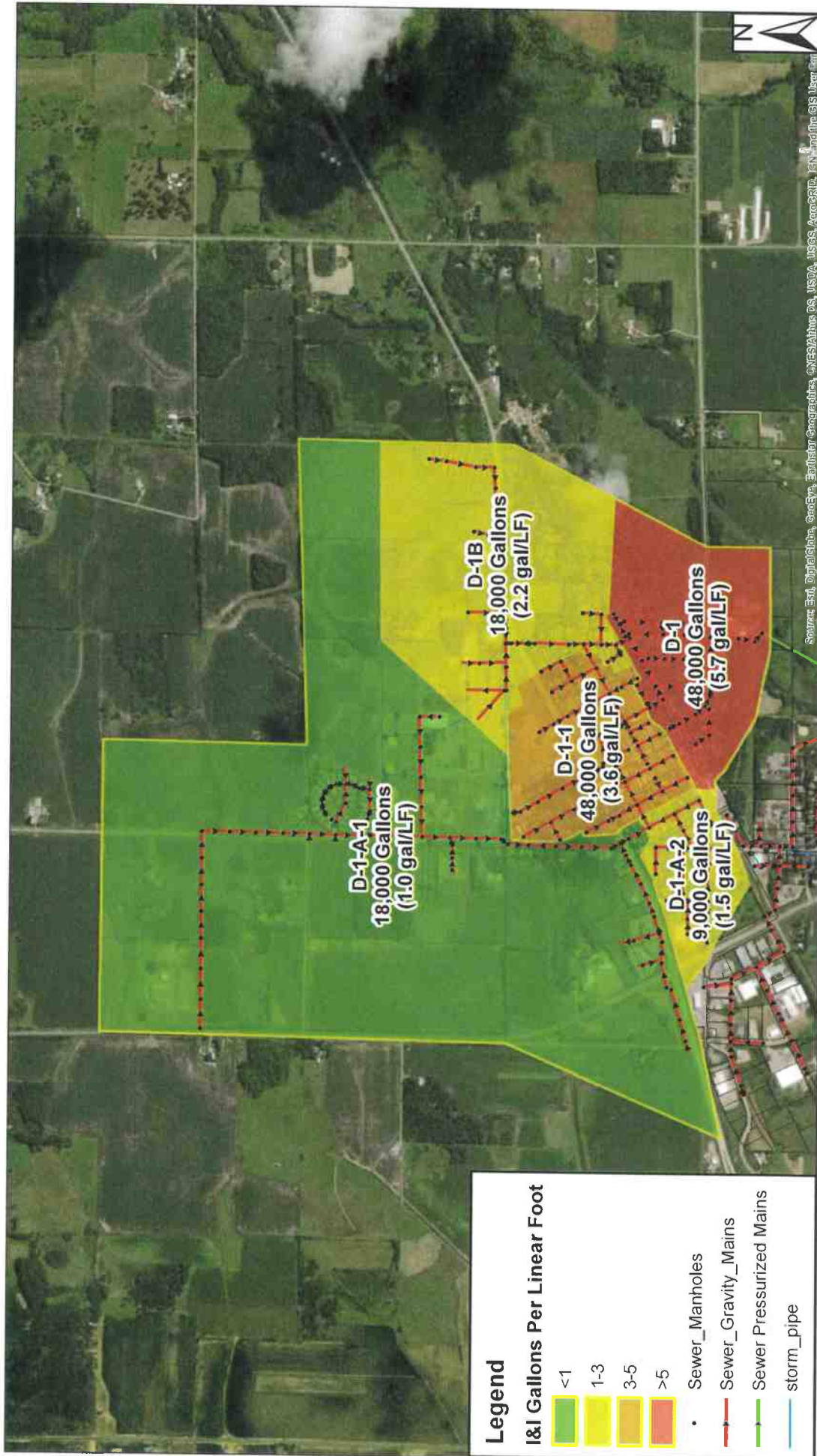
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335 VADNAS CENTER DR.
ST. PAUL, MN 55110
PHONE (651) 490-2000
FAX (888) 908-8166
TF: (800) 325-2053
www.vadnas.com





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|--|--|--|------------------------|
| <p>3535 VANDARS CENTER DR. ST. PAUL, MN 55110 PHONE: (651) 480-2000 FAX: (651) 480-2000 TOLL FREE: (800) 328-2000 WWW.SEHINC.COM</p> | <p>Project: FOLEY 154721 Print Date: 11/20/2020 User Name: admin Project Path: IAD 154721\Hatch.dwg (M) Section 1 Scale:</p> | <p>Foley Flow Monitoring Peak Lift Station Flows March 29, 2020 Wet Weather Event Foley, MN</p> | <p>Figure 2</p> |
|--|--|--|------------------------|



3535 VANDAR CENTER DR.
 ST. PAUL, MN 55110
 PHONE: (651) 480-2000
 FAX: (651) 500-5166
 www.sehinc.com

Project: FOLEY 154721
 Print Date: 11/20/2020
 User Name: wharva
 Projection: NAD 1983 HARN Adj MN Spheroid
 Datum:

Source: Esri, DigitalGlobe, GeoEye, Earthstar OpenStreetMap, Mapbox, AeroGRID, IGN, and the GIS User Community



This map is based on data provided by the user. The user is responsible for the accuracy of the data. The user is also responsible for the accuracy of the data. The user is also responsible for the accuracy of the data.

Flow Meter District Peak Flows August 14, 2020 Wet Weather Event
 Foley, MN

Figure
 3

From: Mark Pappenfus
To: Sarah Brunn
Subject: FW: MacQueen Equipment 2016 Vactor Proposal
Date: Monday, November 23, 2020 12:43:12 PM
Attachments: City of Foley Justification for Purchase of Vactor 2100 Plus from MacQueen Equipment.docx
2016 Vactor Quote MacQueen 11.19.20.PDF

Sarah,

The attached is for the 12-1-2020 City Council Packet. As I've discussed with Council before and we have in this years budget, we have been looking for a replacement Sewer Vac Truck. We do have \$360,000 budget in 2020 for replacement of this truck. We have been looking for a used Machine but have been unable to find a quality replacement so we did get a price of a new machine from a different vendor. We recently were able to come across a used 2017 Unit that appears to be in very good condition. At present, it is hoped that this Unit will become available just after the 1st of the year on a Trade-in. I would like City Council approval to allow City staff to go view this Unit and if everything is satisfactory, allow Staff to sign into a purchase agreement on this truck. The price of this Unit will be \$300,000 less the trade-in of our current Unit. If a purchase agreement is signed, the information will then be brought back to City Council for final approval of the purchase.

Attached is a quote and information sheet for this Unit. If anyone needs anymore information on this Unit, please contact me prior to the meeting.

Thanks, Mark

Mark Pappenfus
City of Foley Public Works Director

From: Aaron Windseth <Aaron.Windseth@macqueengroup.com>
Sent: Thursday, November 19, 2020 9:16 AM
To: Mark Pappenfus <mpappenfus@ci.foley.mn.us>
Subject: MacQueen Equipment 2016 Vactor Proposal

Mark,

In addition to the pictures I sent you of the 2016 Vactor 2100 Plus on a 2017 Freightliner Tandem Chassis, please also see the attached supporting documents for council. If you were to order a new version of this truck today off the MN State Contract it would be about \$515,000.

We are proposing a sales price of \$300,000 that will include MacQueen Equipment fully going through the entire unit and fixing and or replacing any necessary parts with OEM parts from our factory technicians. We will include you throughout this process to make sure we are both in agreement. Also, this truck does not have a hydroexcavating kit so we are including installing a new one prior to delivery.

Attached is the following:

- Quote in the amount of \$300,000 showing the option content.

- Original build sheet from Vactor showing ALL standard options not listed on quote as well as the additional options this unit has.
- Letter of justification that I put together based on our conversations. You can edit this any way you see fit and choose whether to use it or not but thought it may help!

I sincerely appreciate the opportunity and if this goes through the unit would be available in 2021 and more to follow on that shortly.

Regards,

AARON WINDSETH

MacQueen Group

District Sales Representative | Saint Paul, MN

D.952-261-5667 | O.651-645-5726 | E. aaron.windseth@macqueengroup.com



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: Foley 2016 Vactor 11.19.20

Invoice To: CITY OF FOLEY
PO BOX 709
FOLEY MN 56329

| | | |
|---------------------------|------------------------|----------------------------------|
| Branch 01 - ST PAUL MN | | |
| Date 11/19/2020 | Time 8:53:06 (O) | Page 1 |
| Account No FOLEY001 | Phone No 3209687260 | Est No 00 Q01918 |
| Ship Via | | Purchase Order PURCHASE ORDER |
| Tax ID No | | |
| AARON WINDSETH | | Salesperson 171 |

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 12/19/2021 Amount

USED 2016 VACTOR 2100 PLUS/ WITH 2017 FREIGHTLINER CHASSIS, 300000.00

TANDEM AXLE, SFA 6X4, 370 HP, AUTOMATIC, 66,000 GVWR:
ODOMETER READING ON 11.19.20, 2,945 HOURS/ 21,849 MILES TO
INCLUDE THE FOLLOWING OPTIONS:

*
2100 Plus PD, 16" Vacuum, 15 Yard Debris Body
1500 Gallons of Water, 304 Stainless Steel Water Tanks
80 Gallon Per Minute Single Piston Pump, 2500 PSI
48W X 22H x 24D Curbside Toolbox
Debris Body Washout
6" Rear Door Knife Valve w/Camloc 3:00 position
Externally Mounted Trash Pump
Full Rear Door Swinging Screen
Pump Off Plumbing to Back of Cab
Centrifugal Separators (Cyclones 304 Stainless Steel)
Folding Pipe Rack, Curbside, Hydraulic
Folding Pipe Rack, Streetside, Hydraulic
Folding Pipe Rack, Rear Door, Hydraulic
Rear Door Splash Shield
Lube Manifold
Plastic Lube Chart, Included with Lube Manifold
Low Water Light w/Alarm and Water Pump Flow Indicator
3" Y Strainer at Passenger Side Fill, in Lieu of 2", with
25' Fill Hose
Hot Shift Blower Drive
180 Degree 5x5 Extendable/Telescoping Boom
Front Joystick Boom Control
Boom Hose Storage, Post for 5x5 Boom
Bellypack Wireless Controls, Including Hose Reel Controls
Rotatable Boom Inlet Hose, 5x5 Boom
Cold Weather Recirculator, PTO Driven, 25GPM
Jet Rodder Water System Accumulator
800 Foot x 1" Piranha Sewer Hose
Hose Wind Guid (Dual Roller), Auto, Indexing



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: Foley 2016 Vactor 11.19.20

Invoice To: CITY OF FOLEY
PO BOX 709
FOLEY MN 56329

| | | |
|---------------------------|------------------------|----------------------------------|
| Branch 01 - ST PAUL MN | | |
| Date 11/19/2020 | Time 8:53:06 (O) | Page 2 |
| Account No FOLEY001 | Phone No 3209687260 | Est No 00 Q01918 |
| Ship Via | | Purchase Order PURCHASE ORDER |
| Tax ID No | | |
| AARON WINDSETH | | Salesperson 171 |

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 12/19/2021 Amount

Digital Hose Footage Counter
Handgun Hose Reel w/Spring Retract
Rodder Pump Drain Valves
Hydraulic Extending 15", Rotating Hose Reel, 1" x 1000'
Capacity
Hydraulic Oil Temp Alarm
Rear Directional Control, Whelen Large Arrow, 16 Lights LED
Dot 3 Lighting Package, 6 Federal Signal Strobe Lights
Worklights (2), LED, 5 x 5 Boom
Worklights (2), LED, Rear Door
Worklight, LED, Operators Station
Worklight, LED, Hose Reel Manhole
Camera System, Front and Rear
Safety Cone Storage Rack, Post Style
Toolbox, Front Bumper Mounted, 16 x 12 x 18 w/ 2 LED Side
Markers
Long Handle Tool Storage
Toolbox, Behind Cab, 16w x 30h x 96d
Toolbox, Drivers side chassis frame, 24w x 24h x 24d
*

MacQueen Equipment will install hydroexcavating hose reel
and HXX kit prior to customer delivery.

*

Delivery and Training included.

Authorization: _____

Subtotal: 300000.00
Quote Total: 300000.00

VisitUsOnline
www.macqueengroup.com

City of Foley Justification for Purchase of Vactor 2100 Plus from MacQueen Equipment versus Vac-con:

Equipment Replacement Plan: 20 Years

Purchasing Criteria:

City of Foley is proposing purchasing a Used/Reconditioned 2016 Vactor 2100 Plus Combo Sewer Cleaner from MacQueen Equipment. Vactor has proven they have the safest truck for our operators and city on the market. In addition, we cannot afford downtime with a small crew. Vactor is the market leader in MN and the United States and MacQueen has the parts, service and support staff to keep us up and running.

- **Safety of Operators**

Vactor has multiple emergency stops (front hose reel, rear hose of hose reel, curbside mid-ship, wireless remote) for operator to cease operation at a moment's notice without risk of damaging truck.

- **Highest Quality Machine to reduce potential downtime and respond to emergencies with limited staff.**

Vactor invented the combo sewer truck in the 1960's and MacQueen equipment has over 300 Vactor's in the state of MN alone. More than all competitors combined. Over \$1Million parts in inventory, traveling mechanics and 4 expert staff trainers to assist us beyond the sale.

Components on Vactor are attached to custom sub frame and not directly to chassis which would incur more stress and reduce longevity for a machine we need for 20 years. Vactor is the ONLY manufacturer who has chassis approval with every chassis manufacturer.

- **Single Piston Pump versus current triplex pump.**

Vactor's single piston pump is capable of 80GPM/2500psi to allow us to have the flow to clean large diameter storm drains which we cannot currently do with our triplex pump. We need the PSI to clean the pipes and for hydro excavating, but we also need higher flow to move the material. In emergency situations with blockages we need the flow to create thrust to move the nozzle effectively up the line and get the job done quickly.

Single Piston Pump from Vactor only has 5 moving parts and moves extremely slow. It can be run dry for up to 30 minutes without damaging pump. Triplex pump on our current truck has a lot more moving parts and more susceptible to down time and repair.

- **Positive Displacement Blower versus Fan System on Current Truck.**

Positive Displacement blower was demonstrated to have more pressure than our current fan system to allow us to suck wet/sludgy material faster for deeper applications and higher flow applications. It will also outperform our fan or a fan system for when we need to remove heavy wet materials.

- **Resale Value for highest return on investment for City of Foley and resident taxpayers.**

Historically and as proven us doing a quick search for used Sewer Cleaner ads, Vactor consistently sells at the highest value, giving Foley the most trade or resale value for future replacement.

- **Hydroexcavating**

With the proposed 2016 Vactor we will have the ability to hydroexcavate up to 2500PSI which we do not have on our current truck. This will allow us to safely dig for locates, sign installations, manhole and catch basin cleanup, etc. This will also save the city money from having to outsource this for these applications.

From: [Mark Pappenfus](#)
To: [Sarah Brunn](#)
Subject: TH 23 Utility Figure and Estimate
Date: Tuesday, November 24, 2020 7:38:46 AM
Attachments: [FOG18 Estimate 112320.pdf](#)
[foG18fig1 11232020.pdf](#)

Sarah,

Attached is the Engineers estimate for some possible Sewer and Water utility work to be completed along Hwy. #23 between 11th Ave. and Lord Ave. as part of the MN DOT 2022 Reconstruction project. There are 2 parts to this estimate – the 1st one is for the abandonment of the Eastview Lift Station (located on NE corner of Hwy. #23 & 11th Ave. by St. Paul's Church) and to install a new gravity sewer line along Hwy. #23 back to 8th Ave. The 2nd part of the estimate is to stub a new water and sewer main across Hwy. #23 at Lord Ave. for any future improvements to any properties on the South side of the Hwy. The advantage of doing this work in 2022 as part of the project is that we can cut the trenches across the Hwy. instead of boring them which is more money. Let's start some discussion with Council at our December Meeting, although we won't need to make a final discission until the early next year.

Please contact me with any questions.

Thanks, Mark

Mark Pappenfus
City of Foley Public Works Director



LIFT STATION ABANDONMENT AND UTILITY IMPROVEMENTS
FOLEY, MN
SEH NO. FOLEY G18

11/23/2020

| ITEM NO. | ITEM DESCRIPTION | UNIT OF MEASUREMENT | UNIT PRICE | APPROXIMATE QUANTITY | TOTAL | APPROXIMATE QUANTITY | TOTAL |
|---------------|---|---------------------|-------------|--------------------------|---------------------|----------------------|---------------------|
| | | | | LIFT STATION ABANDONMENT | | UTILITY IMPROVEMENTS | |
| 1 | REMOVE MANHOLE | EACH | \$500.00 | 2 | \$1,000.00 | 0 | \$0.00 |
| 2 | REMOVE LIFT STATION | EACH | \$25,000.00 | 1 | \$25,000.00 | 0 | \$0.00 |
| 3 | REMOVE FORCE MAIN | LIN FT | \$8.00 | 1505 | \$12,040.00 | 0 | \$0.00 |
| 4 | REMOVE SEWER PIPE (SANITARY) | LIN FT | \$8.00 | 29 | \$232.00 | 0 | \$0.00 |
| 5 | HYDRANT | EACH | \$4,500.00 | 0 | \$0.00 | 1 | \$4,500.00 |
| 6 | 6" GATE VALVE AND BOX | EACH | \$2,200.00 | 0 | \$0.00 | 1 | \$2,200.00 |
| 7 | 10" GATE VALVE AND BOX | EACH | \$2,800.00 | 0 | \$0.00 | 1 | \$2,800.00 |
| 8 | 10"X10" WET TAP | EACH | \$7,000.00 | 0 | \$0.00 | 1 | \$7,000.00 |
| 9 | 6" WATERMAIN DUCTILE IRON CL 52 | LIN FT | \$40.00 | 0 | \$0.00 | 17 | \$680.00 |
| 10 | 10" WATERMAIN DUCTILE IRON CL 52 | LIN FT | \$45.00 | 0 | \$0.00 | 96 | \$4,320.00 |
| 11 | DUCTILE IRON FITTINGS | POUND | \$9.00 | 0 | \$0.00 | 90 | \$810.00 |
| 12 | CONNECT TO EXISTING SANITARY SEWER | EACH | \$1,500.00 | 1 | \$1,500.00 | 1 | \$1,500.00 |
| 13 | 10" PVC PIPE SEWER SDR 35 | EACH | \$50.00 | 0 | \$0.00 | 258 | \$12,900.00 |
| 14 | 12" PVC PIPE SEWER SDR 35 | LIN FT | \$55.00 | 1607 | \$88,385.00 | 0 | \$0.00 |
| 15 | 18" STEEL CASING PIPE, JACKED W/ 10" CARRIER PIPE | LIN FT | \$300.00 | 0 | \$0.00 | 70 | \$21,000.00 |
| 16 | 20" STEEL CASING PIPE, JACKED W/ 12" CARRIER PIPE | LIN FT | \$350.00 | 0 | \$0.00 | 70 | \$24,500.00 |
| 17 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007 (0'-8') | EACH | \$4,500.00 | 7 | \$31,500.00 | 1 | \$4,500.00 |
| 18 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007 (8'+) | LIN FT | \$250.00 | 99 | \$24,750.00 | 11 | \$2,750.00 |
| 19 | 2" PVC CONDUIT SCH 80 | LIN FT | \$3.00 | 0 | \$0.00 | 7280 | \$21,840.00 |
| | | | | | \$184,407.00 | | \$111,300.00 |
| 35% Soft Cost | | | | | \$64,542.45 | | \$38,955.00 |
| Total Cost | | | | | \$248,949.45 | | \$150,255.00 |

P:\F\IF\FOLEY\common\General Numbers\G18 Eastside Lift Station Abandonment\2-proj-mgmt\25-cost-est\FOG18_Estimate.xlsx\SHEET1

2021 Foley City Council Meeting Schedule

All Council Meetings held @ 5:30 P.M. unless noted.

***Second meetings of the month held when needed as determined by Mayor/ Administrator.**

January 5

*January 19

February 2

*February 16

March 2

*March 16

April 6

*April 20

May 4

*May 18

June 1

*June 15

July 13

August 3

August 17 - **Budget Workshop**

September 7 - **Preliminary Levy Adoption**

*September 21

October 5

*October 19

November 2

*November 16

December 7 – TNT Hearing for Final Budget @ 6pm

*December 21

CITY OF FOLEY

EMPLOYEE OBJECTIVES



Employee Name: _____

Evaluation Completed By: _____

Evaluation Period/Year: _____

Rating Points

- 5 Excellent
- 4 Above Average
- 3 Average
- 2 Below Average
- 1 Poor

Performance Observation & Measurement

| | | | | | |
|---|---|---|---|---|---|
| 1. Productivity: contributed to growth of Dept/City | 5 | 4 | 3 | 2 | 1 |
| 2. Consistency: above & beyond job requirement | 5 | 4 | 3 | 2 | 1 |
| 3. Quality: consistently high, exceeded standards | 5 | 4 | 3 | 2 | 1 |
| 4. Quantity: high, production exceeded standards | 5 | 4 | 3 | 2 | 1 |
| 5. Initiative: high contribution to solutions | 5 | 4 | 3 | 2 | 1 |
| 6. Cost Management: served interests of City | 5 | 4 | 3 | 2 | 1 |
| 7. Time Management: efficient use of resources | 5 | 4 | 3 | 2 | 1 |

Total Score: _____

Comment on point(s) of strength:

Comment on how can these strength(s) can be better utilized:

Comment on point(s) of weakness:

How can these weaknesses be strengthened or improved?

Professional goals for upcoming year: (including time frame & measurement if applicable)

1.

2.

To be completed by the Supervisor

I have discussed both of the Performance Evaluations, as prepared by the Supervisor (myself) as well as that prepared by the Employee, with the employee.

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

To be completed by the Employee

I have discussed both of the Performance Evaluations, as prepared by the Supervisor as well as that prepared by the Employee (myself), with my Supervisor.

Employee Name: _____

Employee Signature: _____

Date: _____

Other Comments:

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2020-35

A RESOLUTION APPROVING THE 2020 TAX LEVY, COLLECTABLE IN 2021

BE IT RESOLVED, by the City Council of the City of Foley, County of Benton, Minnesota, that the following sums of money are to be levied for the current year, collectable in 2021, upon the taxable property in the City of Foley, for the following purposes:

| | |
|------------------------------|------------------|
| General Fund | \$ 1,507,055.00 |
| Fire Department | 86,500.00 |
| Swimming Pool | 19,750.00 |
| 2008A/2012 | |
| Improvement Bond | 190,000.00 |
| 2011 Improvement Bond | 79,700.00 |
| <u>2015 Improvement Bond</u> | <u>34,000.00</u> |
| Total Budget | \$ 1,917,005.00 |
| Less Local Gov't Aid | \$836,219.00 |
| Total Levy | \$1,080,786.00 |

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Benton County, Minnesota.

Passed and adopted by unanimous vote of the Foley City Council, this 1st day of December, 2020.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, Administrator



November 18, 2020

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: 2021 Legal Representation and Rates
Our File No. 00004-0621**

Dear Sarah:

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 Foley in 2021. For our governmental clients, we offer rates which are significantly lower than our firm charges non-governmental clients. These rates will be applied to work beginning January 1st. Rinke Noonan has hired Olivia Leyrer as an attorney in the municipal department who will assist in providing legal services to the City. This will allow us to utilize the lower tier of the rate schedule, which should reduce the overall rate for the City. I will continue to be the City's point person and oversee all work performed by Olivia. The City should be rest assured that Rinke Noonan provides significant oversight and mentoring of all new attorneys, and we heavily scrutinize and edit billings to ensure that the City is not 'paying to teach a new lawyer.'

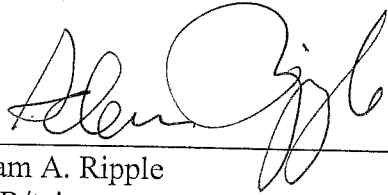
We understand the financial realities of government and we remain vigilant to keep the total costs of services in line with your expectations. We have worked with Foley over the past few years to increase the ability of City staff to perform work that may have previously been done by our office and will continue to look for those opportunities. Of course, as you are well aware, rates represent only part of the story. Our firm does not charge for the garden variety

City of Foley
November 18, 2020
Page 2

reimbursements such as postage, copies, secretary typing time, etc.

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

Sincerely,

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

Adam A. Ripple
AAR/mjr

Enclosures

Municipal Rate Fee Schedule 2021

| | | |
|-----------------------------------|--|-------------------|
| Attorney 0-3 years' experience | | \$185.00 per hour |
| Attorney 4 plus years' experience | | \$245.00 per hour |
| Attorney 7 plus years' experience | | \$365.00 per hour |
| Paralegal | | \$170.00 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.



RINKE NOONAN

attorneys at law

OLIVIA LEYRER

Attorney

ABOUT

In law school and as a law clerk Olivia developed the skills to craft solutions for clients.

As a law clerk at a civil litigation firm she was involved in nearly every stage of litigation and as a law student she learned to advocate for clients through moot court, the misdemeanor prosecution clinic, and in her mock trial extracurricular.

Olivia lives in Maple Grove and enjoys traveling, being outdoors, camping when the weather is nice, and trying new restaurants with her husband.

Olivia understands that thinking outside the box, adaptability, and practicality are essential tools for any lawyer but particularly necessary in representing government clients. She developed these skills early as she spent her childhood in Taipei, Taiwan, adapting to new cultures and circumstances provided her with a strong foundation for crafting solutions for clients.

Despite her time spent abroad, Olivia considers herself a native of the Twin Cities after spending the majority of her life in Minneapolis. As a double-Gopher she received both her undergraduate degree in Political Science and her law degree from the University of Minnesota, Twin Cities.

CONTACT

PHONE:
320.257.3862

WEBSITE:
www.rinkenoonan.com

EMAIL:
oleyrer@rinkenoonan.com

EDUCATION

University of Minnesota Law School
Juris Doctorate

University of Minnesota
Bachelor of Arts, Political Science and Government

AREAS OF PRACTICE

-
- Municipal and Government Law
 - Eminent Domain and Condemnation
 - Real Estate Law
 - Land Use and Zoning

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 12-01-2020 -COUNCIL MEETING
DATE: NOVEMBER 25, 2020

Consent Agenda

The council was requested to again provide a proclamation of school choice week. We have placed that item in the consent agenda.

Smoke Testing Report

S.E.H. will overview the smoke testing report which is also found in your packet. The report also has some recommended actions the City should consider in order to reduce clean water flow into the sanitary sewer system.

Vac Truck Purchase/Use Option

Public Works Director Mark Pappenfus has found a possibility for the City to purchase a used truck. In your packet there is additional information. This truck is a potential trade in from another city that may come up in the near future.

Pappenfus has looked at some new options as well but feels this used option might be a better fit for the City and still within our budget. If the council wishes to proceed the staff will ask for authorization (by council motion) to review this equipment when it comes available and execute a purchase agreement. Following that it would come back to the council for official final approval. Staff can provide more detail at the meeting.

Update on Highway 23 Costs

In your packet is an estimate for some utility work to be done by the City in coordination with the larger MnDOT Highway 23 Project. City staff wants to discuss these prices and options now so if there is a desire to proceed it can be included with the larger project. The project includes running a sewer line on the south side of Highway 23 and also setting up the ability to service city residents in the Parent Addition (Lord/Fouquette neighborhood). The City is not saying this connection of Parent Addition would happen immediately, but rather wants the council to consider setting this up in the instance it would be done in the future. The addition of a sewer line all the way to 8th Avenue would also eliminate the need for the lift station that exists to service the east end of town. Staff will provide further detail at the meeting and the council can have a discussion.

I'm also waiting on some additional project costs for the city cost share items on Highway 23. I'm hoping to have these items from the state by early next week. The additional cost information will help the council in making the decision on the type of lighting we would like installed.

Council Meeting Calendar

I have provided a 2021 calendar for the council. Please let me know if you have any questions or concerns.

City Administrator Performance Review

I have placed an evaluation form in the council packet that I would like all councilmembers to complete. After discussing with the mayor, we have decided to not hold an in-person discussion. Rather, we ask that you complete the form and if you would like to discuss items further to reach out either to me via phone, or the mayor. I appreciate your feedback and want to be sure I am doing everything I can to assist you in your roles as councilmembers.

Orderly Annexation Agreement

I did connect briefly with the township clerk and they have still not made any decision on the agreement. The item is on the agenda again for December 1st. I expressed to her what was discussed at the last council meeting and relayed to Scott Baron.

Public Hearing/Truth in Taxation

Following a required public hearing on the budget, the council will need to adopt the final levy. I have a resolution proposing the same levy as we did with the preliminary. I have not received any calls at the time of this memo regarding the budget but also do not know if the county has sent out proposed statements yet. I know they are running behind schedule because of elections and DMV system upgrades. If anyone has questions regarding the budget, please feel free to direct them to our office.

Discussion on PID 020049300& PID 020050000

Staff will have an update for you on this item at the meeting.

City Hall Office

The Foley schools will be transitioning to full-time distance learning for all students beginning on November 25th. Our office staff employees do have students affected by this. In combination with the schooling situation and the governor's latest dial backs I have set up a schedule for additional remote working of our office staff. The office will remain open and staffed regular hours but the staff will rotate between working in office and remotely. This will allow them to help support younger students at home in distance learning. I had discussed this possibility with the personnel committee before and am confident we can still provide services to the public. We also are better equipped with technology to make this transition smooth. If you have any questions regarding this change please let me know.

Annual Appointments

Advertising has begun. If anyone has questions about these potential appointments have them reach out me. We will appoint at our first meeting in January.

Upcoming Reminders:

December 1, 2020 – Council Meeting/TNT Hearing

December 7, 2020 – Planning Commission Meeting – Pending Planning Application

December 24, 2020 – City Hall Closes @ 11:30am

December 25, 2020 – City Hall Closed

January 1, 2020 – City Hall Closed

January 5, 2021 – Council Meeting (Annual Appointments)

**This packet is going out earlier than usual, additional items to be provided early next week!*