



City Council – Meeting Agenda
August 3, 2021 – 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 July 13, 2021.
 - Adopt Resolution #2021-16 Foley Wrestling Club Premises Permit.
 - Approve liability waiver for insurance renewal.
 - Approve payment of bills.
5. Paul Ness – Compensation Study – Market Analysis
6. Mayor's Comments & Open Forum
7. Department Reports:
 - Police Department –Bart Kothman
 - Discussion on parking and storage ordinance
 - Update from Planning Commission Meeting
 - Provide staff direction on how to proceed with enforcement.
 - Update on PD staffing.
 - City Engineer – Jarod Griffith
 - Public Works/Fire – Mark Pappenfus
 - Pool Closing August 20th.
 - Administration – Sarah Brunn
8. Old Business
 - Update on wastewater/fiber project.
 - Consider Approval of Benton County Fiber Agreement
9. New Business
10. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – July 13, 2021

The Foley City Council held its regular meeting on July 13, 2021, 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 Gondeck, seconded by Swanson, 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 June 1, 2021.
- Adopt Resolution #2021-13 Accepting Donation.
- Adopt Resolution #2021-14 Accepting ARPA Funds.
- Adopt Resolution #2021- 15 PSIG Application
- Approve engineering agreement for new industrial park plat.
- Approve purchase agreement for portion of PID 020051211.
- Accept resignation of pool manager Amelia Winkelman effective July 24, 2021.
- Approve payment of bills.

Public Hearing

The regular city council meeting was recessed at 5:32 p.m. for the public hearing regarding Ordinance #457 – Amending Zoning Ordinance Related to Solar Gardens and Ordinance #458 – Amending Zoning Ordinance Relating to Interim Use Permits.

Deb Olson, 600 Dewey Street, addressed the council regarding Ordinance #457 with questions about the specific language of the ordinance. Discussion followed with council members and the city administrator clarifying that the ordinance allows for solar panels on the roof and no more than 2 x 2 foot free-standing panels in the backyard for items such as a weather station. The spirit of the ordinance is that it does not allow for a solar garden within city limits.

The city council's regular meeting was reconvened at 5:37.

Motion by Gondeck, seconded by Swanson, to approve the amendment to Ordinance #457.

Motion carried, unanimous.

Motion by Gondeck, seconded by Musachio, to approve the amendment to Ordinance #458.

Motion carried, unanimous.

Consider Ordinance #459 – Amending Code Related to Driveway Access onto Right-Of-Way

City Administrator Sarah Brunn gave an overview of the amendment to the council stating that the only change is an incorrect reference and changing the allowed driveway width.

Motion by Gondeck, seconded by Swanson, to approve the amendment.

Motion carried, unanimous.

Motion by Bettendorf, seconded by Gondeck, to move the fiber project discussion up in the order of the agenda.

Motion carried, unanimous.

Benton County Fiber Agreement Discussion

Mayor Bettendorf opened the discussion by stating that Benton County is not following through with the original conditions laid out by the city at the May meeting. If the county wants to own the fiber project, they must meet the demands of the city.

Brunn gave an overview of the current state of negotiations. The request from the county is at a standstill. The county and the city need to work together to create a fiber build out plan that will meet three conditions 1) the city of Foley is prioritized in the county's build out plan 2) city properties are provided free fiber services 3) a plan for revenue sharing with the city if the county makes money by owning the fiber.

City Attorney Adam Ripple agreed that there were some misunderstandings with the county and that more discussion was needed.

County Commissioner Jared Gapinski addressed the city council stating that he believes the city and the county are on the same page and that the two attorneys should meet to overcome the miscommunication.

Discussion followed with Gapinski offering reassurances to the city council, but he was unable to guarantee that the three conditions the council had requested back in May would be approved by the county. At the time of the meeting, the county did not have a plan in place to show what the fiber build out would look like or even if the city of Foley would be prioritized ahead of the rest of the county.

Mayor Bettendorf and the rest of the council stated again that the three conditions previously stated were non-negotiable. The city must move forward with the wastewater/fiber project with or without the county in order to meet construction deadlines. The council wanted what was best for Foley and would move forward on their own with the fiber project if an agreement could not be made in time. Discussion continued at length.

Brunn asked the council for a motion to put a deadline for an agreement with the county. Staff needs to have direction in order to meet construction deadlines. Staff needs plans finalized by August to proceed with the bidding process.

Motion by Swanson, seconded by Gondeck, to set a deadline of Aug. 3 to have an agreement with the county in front of the council for approval.

Motion carried, unanimous.

Mayor's Open forum

Deb Olson, 600 Dewey Street, addressed the council with questions regarding the industrial park plat is comparable to the downtown examples in the land use plan.

Brunn explained that the items were two different issues and the land use plan was part of a preliminary findings that would be presented later during the meeting.

Department Reports

Interim Chief Bart Kothman gave an update to the council. June saw 352 calls which is continuing the trend of increased calls. Suspicious activity, welfare checks, assaults and domestics, and animal complaints were all up. The department has more TZD hours to use. The bike rodeo during Foley Fun Days went well. No issues to report from Fun Days. The new squad is getting graphics applied on Friday at Murphy's. The additional electronics will be installed in another week.

The city council decided to keep the parking and storage ordinance issues tabled until the Aug. 3 council meeting.

City Engineer

The city engineer thanked the council for approving the engineering agreement in the consent agenda and gave an overview of next steps. The platting for the industrial park lots will begin next week.

Public Works and Fire Department

Mark Pappenfus gave the council a brief overview. Pool maintenance is going well. Some flow issues may need to be addressed. Summer projects are getting done. The Hwy 23 lighting at the end of trail on the east side of 13th Avenue is moving forward and the council was asked to include taking on the maintenance costs. The goal of the project is safety. Brunn reminded the council that the city has grant dollars that will pay for the actual lights. Discussion followed. The council agreed to paying for the lighting costs.

Planning Commission Joint Meeting

At 6:30 p.m, the regular council meeting was recessed so the Planning Commission could join the meeting for the Land Use Presentation.

Lance Bernard from HKGi gave a presentation to the council and the Planning Commission regarding the preliminary findings from the Land Use survey. Bernard explained that the study helps to plan for land use 20 years out. It's a visionary process and looks at trends and opportunities. Discussion and questions followed.

Administration

Sarah Brunn provided an update to the council regarding the compost site cleanup and asked for direction on whether we should pursue monetary damages in addition to the citation that the court will issue. Brunn explained that based on attorney fees and other limitations staff did not want to spend more than what the possible reimbursement could be. Discussion followed with the council deciding to let the court issue the citation without asking for additional monetary damages.

Brunn addressed the council regarding the resignation of the current pool manager and recommended the internal promotion of the current assistant manager. Brunn also gave an overview regarding current staffing levels at the pool and what Red Cross guidelines recommend. It is possible to reduce one

guard per shift with the goal of keeping the pool open for the public without running the risk of burning out staff while still meeting safety standards.

Motion by Bettendorf, seconded by Musachio, to appoint Emma Brenny to the position of Pool Manager and reduce staffing levels by one.

Motion carried, unanimous.

Brunn also updated the council on the current level of part-time police officers. Staff has posted a job listing advertising for part-time officers (2 positions) as well as filling our eligibility list.

Motion by Gondeck, seconded by Musachio, to authorize a new eligibility list.

Motion carried, unanimous.

Brunn gave an overview of the compensation study and budget – still in process. Should be ready in early August. The budget workshop will be held mid-August with the preliminary levy by September.

Old Business

Brunn gave an update on the wastewater project. The city of St. Cloud passed the user agreement, which was critical to keeping our timeline and getting the project certified by the state. Our attorney has reviewed the agreement with no concerns. We should have a bid and contract before the connection fee is due. The state is coordinating with St. Cloud, and we are moving ahead with interim financing while we wait for PSIG money.

Motion by Gondeck, seconded by Musachio, to approve the wastewater agreement.

Motion carried unanimous.

New Business

No new business.

Motion by Swanson, seconded by Gondeck to adjourn.

Motion carried, unanimous.

Meeting adjourned 7:45 p.m.

Sarah A. Brunn, Administrator

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2021-16

A RESOLUTION APPROVING THE MINNESOTA LAWFUL GAMBLING
LG214 PREMISES PERMIT APPLICATION OF FOLEY WRESTLING CLUB

BE IT RESOLVED that the Minnesota Lawful Gambling LG214 Premises Permit Application of the Foley Wrestling Club to be used at Stone Creek Golf Course, 13050 65th Street NE, in the City of Foley is hereby approved.

The City hereby waives the 60-day waiting period to disapprove the license application of the Foley Wrestling Club.

PASSED AND ADOPTED by the City Council of the City of Foley this 3rd day of August, 2021.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, City Administrator



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

Bills List - August 3, 2021

Gross Salaries	Payroll - 7/16/21	\$ 38,553.20
EFTPS	Federal Withholding	\$ 7,332.49
MN Dept of Revenue	State Withholding	\$ 1,359.26
State Treas. PERA	PERA	\$ 5,584.43
Nationwide	Deferred Comp	\$ 895.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 55.00
Further	HSA Contribution	\$ 600.00

Gross Salaries	Payroll - 7/30/21	\$ 43,153.48
EFTPS	Federal Withholding	\$ 8,703.49
MN Dept of Revenue	State Withholding	\$ 1,615.82
State Treas. PERA	PERA	\$ 5,815.86
Nationwide	Deferred Comp	\$ 895.00
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 55.00
Further	HSA Contribution	\$ 600.00

To Be Paid - 8/3/21

AllSpec Services	Monthly Building Inspection Services	\$ 272.66
Auto Value	Shop Supplies, 98 Chevy Repair, 1501 Repair	\$ 271.75
Benton County Department of Development	WW Expansion	\$ 50.00
Bolton & Menk	WW Expansion	\$ 64,285.10
Brock White	Street Maint	\$ 273.04
CAN Surety	MN Notary & Omissions Policy	\$ 37.50
Central McGowan	PD & FD Medical Supplies	\$ 89.10
Cintas	Public Works Uniforms	\$ 1,142.07
Delta Dental	Employee Dental Insurance	\$ 1,092.15
First National Bank of Omaha	Credit Card Purchases	\$ 608.27
Foley Civic Group	2021 Foley Fun Days Contribution	\$ 6,000.00
Further	HSA Admin Fee & Monthly Emp HSA Contribution	\$ 380.35
Granite Electronics	Radios Maint	\$ 172.00
Hawkins	Water & Pool Chemicals	\$ 2,021.01
Hildi Inc	FD Actuarial Audit	\$ 2,400.00
Hoisington Kogler Group	Land Use Plan	\$ 2,191.39
JR Masonry & Concrete	Sidewalk Repair on Field House Rd	\$ 1,800.00
K&K Tire & Auto	Street 1601 Repair	\$ 25.65
Lawson Products	PW Shop Supplies	\$ 190.89
Locators & Supplies	Street Equip	\$ 271.32
Macqueen Emergency	FD Supplies	\$ 316.03
Marco	Copier Lease	\$ 273.62
Mimbach Fleet Supply	Weed Sprayer Pump	\$ 584.99
MN Dept of Revenue	June 2021 Sales & Use Tax	\$ 390.00
MN Pollution Control Agency	Sewer Testing - Jesse Roehl	\$ 55.00
MN Rural Water Association	Sewer Training for Jesse Roehl	\$ 255.00
Murphy Chevrolet	PD Squad Repair	\$ 568.32
NAPA Auto Parts	Vac Truck Maint	\$ 29.07
Performance Pool & Spa	Pool Testing Supplies	\$ 46.96
Resource Training & Solutions	Safe Personnel Membership	\$ 400.00
Rinke Noonan	WW Project, Herbst, Fiber, JPB, General Legal	\$ 1,910.00
RMB Environmental Laboratories, Inc	Water & Sewer Testing	\$ 298.00
Schlenner Wenner & Co	State Report & Publication Preparation	\$ 875.00
Shift Technologies	AntiSpam, Printer, OPG3, Server Issues	\$ 4,326.70
Short Elliott Hendrickson	I&I, Hwy 23 Sewer Imp, General Engineering	\$ 3,738.44
Silt Sock - TIF	TIF Principals & Interest	\$ 21,313.82
Sun Life Financial	Employee LTD	\$ 199.51
Team Lab	Sewer Chemicals	\$ 480.50
US Able Life	Employee Life Insurance	\$ 209.00
Verizon	Cell Phones & Park Cameras	\$ 372.94
Xcel Energy	Utilities	\$ 6,407.44
		\$ 241,842.62



paul|NESS
Public Sector HR Consultant
paul-ness@live.com
(651) 238-0464

January 29, 2021

*Job
Descriptions*

The Honorable Mayor and Esteemed City Council
City of FOLEY, Minnesota

*Job
Evaluation*

RE: Final Report on Base Pay Study

Dear, Mayor Bettendorf and Council members:

*Pay/Step
Structures*

Thank you for the opportunity to help with the three primary components that are so foundational to a sufficient base pay program. In this project I reviewed and updated the City's job documentation and job evaluation hierarchy as well as prepared a new city-wide pay/step structure for your consideration. Project results should promote uniformity and standardization both of which are important for administering not only the City's compensation plan but many related HR functions.

*Pay Equity
Compliance*

*Personnel
Policies*

As employer and appointing authority, city councils deliberate policy considerations surrounding various compensation programs and exercise decision making authority over various pay elements including base pay. In establishing and maintaining a base pay program and related plans, broad policy goals seem to emphasize practical use and legal compliance. The practical covers each plan's ability to provide decision makers with helpful, and even specific guidance, with a number of HR functions. Legal compliance, at least in our state's public sector, starts with the Local Government Pay Equity Act (LGPEA) but also includes several other state and federal requirements. The "equity" on which LGPEA primarily focuses is *internal* equity, based on internal comparisons using each job's work value or point ratings (discussed later); the other is *external* equity, which is usually market-derived—from the public-sector labor market.

*Performance
Management*

*Hiring
Assistance*

*HR Advice/
Information*

The following two pages highlight the project's work and a few related topics.

Please let me know of any need for clarification or additional information.

REGARDS,

/s/ Paul N Ness [sent via email 1/29/2021]

Paul N. Ness

Market Data

In regard to market data, I reviewed and analyzed various pay measures from a number of city groupings. An email survey gathered step structures and wage schedules as well as some historical data on COLAs from area cities.

In regard to pay data I primarily focused on pay range minimums and maximums. Additionally, I used my knowledge of the various structural elements used to design a stepped pay structure. These elements include midpoint differentials, range spreads, number and size of steps, years-to-maximum, and the pay structure's anchor and ceiling points. Of course, not all pay rates examined determine the pay ranges I designed. Quality benchmark jobs were of particular interest and their pay rates represent primary factors used in the pay structure's design.

Other pay measures became contributing factors in sizing the ranges, setting step increments, and smoothing midpoint differentials. Midpoint differentials in the new structure had been smoothed (i.e. made uniform) based on a common (i.e. same) differential depending on pay tier.

Pay Structure Design

A pay structure is primarily composed of pay grades and pay ranges. Pay grades represent the groupings of jobs or positions based on their internal and external value. Each pay grade has a range of pay attached to it with set outer parameters, that include both a minimum and maximum amount of pay. A "step" feature is used to subdivide each pay range into increments, or steps, that are usually percentage-based. Following what is normally a year-to-year progression of one step, an employee would move through the range in a certain number of years to the midpoint and then to the Maximum. Years-to-Maximum (YTM) is the key measure of this movement through a full pay range. And, it is something the state's pay equity act scrutinizes along with other relevant pay measures and pay rates.

Under a typical *stepped* base pay program, the *step* increase usually represents one part of an employee's yearly increase; the other part would be the *cost-of-living* increase, as annually determined by the council. The COLA is usually applied to the entire step structure so all pay rates are increased by the approved percentage. This convention is used to keep the city's pay ranges related to the market. Performance is commonly used as the rationale to support a step increase although the City's performance evaluations are done for development reasons not for pay purposes.

The new step structure (See Appendix) will support an employee's performance-based movement through his/her full range of pay. Even if movement is performance-driven rather than longevity-based, a common technique is to move the employee more quickly through the bottom half of his/her particular pay range (i.e. from minimum to MIDPOINT) and employ a slower progression in the top half (i.e. from MIDPOINT to MAXIMUM). This trade-off was incorporated into the design of new structure with a slight "off-set" between the two halves. The new structure also offers a hike or bump to be awarded after a successful "probationary" period—which is six months in the City's personnel policies for most positions and one year for police officers.

Job Evaluation/Comparable Work Value

The City currently uses the State Job Match List to determine comparable work value (i.e. point ratings) for its jobs/positions. I reviewed the current ratings and chose to re-evaluate one title and conduct an initial evaluation for one other. The proposed point ratings along with the other ratings are found in the Job Evaluation Hierarchy. (See Appendix).

Implementation & Administration

If the new step structure is approved, implementation would involve placing each employee on a particular step within the pay range associated with his/her position. Implementation occurs once. During implementation, all positions should be treated the same unless other legitimate factors exist to differentiate or treat one position different from another. Administration represents the ongoing activity.

Compensation as a Whole

This project's substantive work focused on base pay only. While this still represents the greater part of an employee's remuneration—and probably remains the most important item to a new hire, the continuing employee, and the employer—many other forms of direct pay and indirect pay (i.e. benefits) exist. A great wealth of information exists on the topic of Total Compensation and what employers can/should be doing in this area. Talent Management is another important area that seems to be the trend in what has been called, by my professional association's CEO, the "Decade of Human Capital." In regard to public sector compensation practices, the League offers a wealth of helpful information that is specific to local government, so councils can better understand the ever-present constraints and available opportunities.

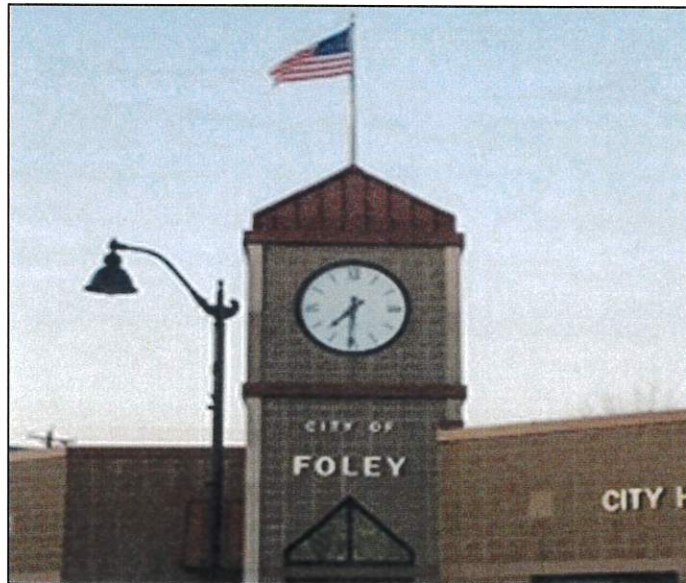
Also popular in the field of compensation are two concepts called Total Rewards and Employee Engagement. This first concept strives to integrate the employee's value perceptions with what the employer is offering, or could offer, in the employment relationship to inspire motivation, promote productivity, and allow for a certain degree of mutuality (in a good sense). The second concept also emphasizes motivation but also looks to enhance employee commitment & cooperation through use of team-building programs, employee opinion surveys, and nonfinancial rewards.

While many restrictions and provisions apply to the "what" and "how" of the relationship tangibles (pay and benefits) public employers use to attract qualified individuals, motivate continuing employees, and retain productive performers, cities can and should explore the more intangible parts of the employment relationship that cover areas such as work-life balance, *non-monetary* reward and recognition, and human/career development. To be fair, many of our state's public employers do recognize the importance of this topic and act on it in thoughtful and meaningful ways. But, this like everything else in local government must be done within governing laws, rules, and regulations.



Base Pay Study

For Plan Year 2022



Submitted by: Paul N. Ness,
Public Sector HR Consultant

paul-ness@live.com
(651) 238-0464

I. Summary

Thanks for giving me the opportunity to help with this timely project. Work results include updated job descriptions, a review of the job value hierarchy, and a market-based review of base pay. Because we, as public employers exist in a state where pay equity is the law, the value of a unified, *city-wide* base pay system remains the paramount consideration even with reference to the reality of collective bargaining. A single pay/step structure which covers all existing full-time positions—and one which can also accommodate new and evolving positions—is presented for your consideration.

This consultant believes this same sentiment goes for other types of direct pay and discretionary benefits as well. Most councils employing unionized workforces share an abiding interest to harmonize the various compensation elements across their city's different employee groups, and to administer them with consistency. Consistency in decision making first flows from how a compensation program or system is organized, how it is made robust. The updated decision making tools offered with this report represent one aspect of such a robust system.

II. Key Council Actions (at one or more future meetings)

The following list covers important approvals and adoptions:

1. Approve Job Documentation
including Job Descriptions & Addenda
2. Approve Employee Acknowledgement Form
3. Approve Job Evaluation Hierarchy
4. Adopt Internal Structure (i.e. Pay Groupings/Grades)
5. Adopt Pay/Step Structure

III. Background Information

- The City employs eleven individuals working under eight distinct full-time position titles and up to six individuals working as part-time police officers. The City also hires summer pool staff and seasonal & temporary workers in public works.
- A probable add-to-staff, an Administrative Assistant, will likely be shared by the administration and police departments. A sample job description was prepared after hearing from the relevant department heads. The employee will be directly supervised by the city administrator.
- The city administrator position is combined with statutory office of city clerk and treasurer while some “deputy” duties are performed and given a larger staff and better organization/delineation of duties could be performing other meaningful functions (e.g. CED) during an appreciable amount of time.
- Two full-time police officers and one public works operator could be considered recent hires: one officer was hired in 2018, the other officer was hired in 2018 and appointed full-time in 2019, and the operator was hired in 2020.
- The City has one long-tenured employee of 35 years and two others approaching 10 years of service. There have also been ??? employees who have retired from the City.

III. Background Information (cont.)

- As a public employer, the City must report certain payroll information to MMB to comply with the state's longstanding pay equity statute. A new report is due by January 31, 2024 based on 2023 data.
- For pay equity reporting purposes, that means equitable compensation relationships must be established and maintained between the City's job classes based on their comparable work value, as determined by a common job evaluation system. A reasonableness standard also exists for external comparisons.
- Generally, any individual who works at least an average of 14 hours per week in a continuing (i.e. year-round) position is a "public employee" who is reportable under his/her respective job class title and assigned pay range or actual pay. An individual part-time police officer could be reportable if the weekly average is met during a condensed time-frame rather than over the entire calendar year basis.
- Base pay is the primary item that is analyzed for compliance; although other forms of compensation, if used, are also tested for equity.
- Most of the City's full-time workforce is not represented by a PELRA-defined exclusive representative. One bargaining unit exists that covers three full-time police officers with an expired collective bargaining agreement (CBAs). No individual employment contracts or agreements are used.
- Negotiation with the union has not necessarily been the "driver" in the Council's annual decision-making regarding compensation. Rather, the Council considers pay and benefits for non-unionized employees with a key distinction being made in regard to general pay increases for exempt employees.

PELRA = Public Employment Labor Relations Act

III. Background Information (cont.)

- For most job classes, the City has used established pay ranges for guiding base pay decisions or negotiations, but these ranges are not organized within a unified pay structure that is comprised of discernable pay grades or groupings.
- For non-unionized positions the City Council can unilaterally determine changes in an employee's base pay as well as yearly inflationary increases, other types of direct pay (e.g. shift differentials and call-back pay), and discretionary benefits.
- Most cities use inflationary-based increases to adjust their entire pay/step structure and therefore maintain its relationship to the market (i.e. what other employers are doing). That means every step, including the minimum and maximum pay amounts, is increased by "n" percent. In regard to a step-based pay structure, employees also receive an additional (incremental) increase—if they are still moving through their respective range of pay.
- While the COLA part of an employee's pay increase focuses on the increase of prices in the economy and intends to offset inflation's impact on an individual's purchasing power, the primary purpose of the step increase is retention. The step increment, by its nature, is defined as an increase *above and beyond* the inflationary increase; and should provide an incentive for the individual to stay while growing and developing as an employee—during a tenure in which the employer expects to gain a fully contributing and productive member of its workforce.
- In terms of remuneration, this project focused on a review of base pay only—in the context of the "organization's" current pay level(s), adopted job evaluation system, and available labor market data. No other forms of direct pay (e.g. additional pay, premium pay, shift differential, etc.) or indirect pay (i.e. discretionary benefits) were analyzed in the Consultant's substantive work or the project's deliverables.

III. Background Information (cont.)

- In regard to employee performance annual review are performed although evaluations do not formally impact an employee's movement through his/her pay range or wage schedule.
- The City has not used any form of knowledge- or skill-based pay in which additional pay is offered for a particular license or training, for example.
- Overtime pay or compensatory time are available to employees who are "non-exempt," the FLSA classification that represents all positions that are not department heads or the top-appointed position. Overtime pay or compensatory time are legally due for any "excess" hours worked during an employer-defined workweek. The City's three FLSA-exempt employees also are eligible, by policy, for compensatory time on a 1:1 ratio and one of these employees can earn "overtime" pay for a specified work activity.
- Regular, full-time [non-exempt] public works employees are not paid for any hours regularly worked due to rounds performed on weekends/holidays because any duties, including swimming pool care & maintenance, are performed by seasonal workers.
- A shift differential applies to non-exempt public works staff who actually work between specified *off-duty* hours in the personnel policy manual.
- Call-back pay (for unscheduled call-in time), at a one-hour minimum, is also awarded for any non-exempt employee who returns to work outside his/her regularly-scheduled work hours. A minimum of one "premium-rate" hour is used for weekend and equipment checks if conducted.
- As referenced above, the City Administrator, the Police Chief, and the Public Works Director are classified as "Exempt" under federal and state fair labor statutes. The Consultant did not conduct any classification reviews or perform any validation of current classifications.

IV. Findings, Observations, & Opinions

- » A Council's taxing authority directly influences how a city, as an employer, relates to the labor market and competes for talent. Being the typical primary source of General Fund (GF) revenues and a direct result of internal policy decisions, a City's net levy directly influences its ability to pay [its employees] and determine its pay level. Local Government Aid (LGA) also play a significant role in the financial strength of many cities; as do local sales taxes where the option is authorized.
- » The City's tax rate is slightly higher when compared to averages for certain groupings of cities (see below table). Foley starts with a relatively smaller taxable tax capacity; most likely because of lower residential home values and, perhaps, limited C&I property. However, the City's LGA compares favorably to each comparison group's average and most one-on-one comparisons to other cities in any targeted population grouping or geographic area. City reserves are outstanding.
- » The table below illustrates the points raised in the preceding bullet:

	Population	City Tax Rate	LGA	City Net Levy	Total Revenues (Levy & LGA)
<i>NC/NW Group average</i>	3,400	55.94%	\$774,453	\$1,531,169	2.3 ⁺ m
<i>Statewide Group average</i>	3,441	63.57%	\$971,514	\$1,589,426	2.5 ⁺ m
<i>EDR 7W Group 1 average</i>	2,267	53.07%	\$302,949	\$1,244,018	1.5 ⁺ m
<i>EDR 7W Group 2 average</i>	3,520	49.45%	\$577,646	\$1,455,185	2+m
FOLEY	2,747	70.65%	\$813,492	\$1,070,874	1.9m

NOTES: Based on MDOR's 2020 data. The statistics for EDR 7W Group 1 exclude cities with populations above 8,000 residents. Population counts are from the State Demographer's 2019 estimates.

- » As a small employer in terms of number of employees, the City of Foley appears to exist in a challenging location in regard to several factors that can affect its ability to hire within local and aggregate labor markets.
- » The City of St. Cloud lies in Foley's backyard (to the West, that is!) and represents the major reason for Stearns County's net import/inflow of workers. The other three counties, including Benton, have a net outflow of commuters which are mostly directed to the metro area that offers a much higher average pay (20%).
- » A number of sizable cities, including regional trade centers, lie within a certain radius of Foley...cities that can also draw workers.

IV. Findings, Observations, & Opinions (cont.)

- » In spite of these potential economic constraints, the City has been able to hire and retain an adequate workforce in terms of necessary positions and staff complement (i.e. staff size). Persistent turnover has occurred in one job class, police officer, although the use of a part-time staff has provided some stability in scheduling active coverage. And, as already mentioned, the City has benefited from several employees with long tenures. One of the City's key attributes as an employer can surely be summarized in the city's quality-of-life amenities which any prospective employee would supposedly include as a factor in his/her informed decision making.
- » Within these geographic areas are cities that represents peers, competitors, and exemplars. In terms of salary/wage setting, there are examples of both price-makers and price-takers. Foley is an example of the latter and it seems that is the case with most cities.
- » Of course, there is also the influence of private sector employers.
- » While the region's job vacancies grow (a record number in 2018), growth in the labor force has been slowing. Typically, the number of applicants for city jobs is commonly low, a regular challenge seen in other areas of the state as well.
- » Within these areas are also many cities that benefit from municipally-owned enterprises or business-type activities, particularly electric utilities and liquor stores, which can generate lots of revenue and income as well as sizable General Fund "transfers in" and/or favorable budget allocations of labor costs for certain positions. These income sources can directly influence an employer's overall ability to pay, its pay level, and its specific ability to grant fully competitive annual increases. Most importantly, it can strongly influence a Council's attitude, approach, and decision making on employee compensation.

IV. Findings, Observations, & Opinions (cont.)

- » Many of these other cities enjoy a major employer or employers—a “benefactor” or “benefactors,” if you will, that can have a dramatically positive impact on city revenues and seem to have a particular influence on a Council’s pay practices. They can also affect the City’s staff size depending on the specific circumstance.
- » As the Council and City employees are probably aware, the Great Recession caused most cities to engage in substantial and prolonged cost-cutting that focused to a large degree on labor costs. It appears that the regular use of dramatic cost-cutting measures tapered off around 2012; however, cities have certainly moved forward with a more cautious perspective when making decisions about staffing and employee compensation.
- » One clear outcome in the immediate post-recession times was more realistic COLAs or COL-based structural adjustments; although adjustments that exceed or even greatly exceed CPI measures are making a strong comeback. Prior to 2008, a multi-decade average of 3% was common in Minnesota’s public sector which means “COLAs” that oftentimes stood above actual increases in the cost of living. That practice of the past is returning more and more, year after year.
- » This consultant’s research has shown that local government COLAs averaged 1.5-2% for the early years since that turnaround year of 2012. The last two to three years, perhaps, have seen averages move to the 2.5-3% range.
- » In fact, a small sampling of area cities shows averages of 2.79%, 2.76%, 2.9%, 2.75%, and 2.78% for 2016 - 2020. The compounded rate is 14.78%.
- » Over the same period, the City’s yearly inflationary increases were 2.5%, 2.0%, 1.5%, 2.5%, and 2.0% with an average of 2.1% and a compounded rate of 10.95%. An additional 0.5% was granted to the City’s three FLSA-exempt employees.
- » For CY2021, a slightly larger sample was 2.87% for non-unionized or city-wide structures and 2.88% for union wage schedules. The City’s increase was 2.0% with an additional 0.5% for the three department heads.

IV. Findings, Observations, & Opinions (cont.)

- » As previously mentioned, the COLA increase is coupled with a structured or scheduled step increase—a practice common to numerous, if not most, cities.
- » That means any employee who is still moving through his/her stepped pay range or stepped wage schedule is also receiving an additional percentage-based increase. While this feature varies widely—even within the same city—the steps can be 1-2% to 5% or even more. In fact, cities including Foley steps of between 5 and 10%. Based on an average-sized increment that means many cities have step structures that are designed with a time progression that is only 10, 9, or even 8 years to maximum pay.
- » In fact, some wage schedules *propel* employees through their full pay range in 5, 6, or 7 years. Those aggressive arrangements can mean double-digit, or nearly so, annual pay increases—something akin to receiving a promotion every single year.
- » Despite the lag in COLAs in recent years, as indicated above, a reasonable relationship still exists between the City's base pay parameters and the average minimum and maximum pay amounts observed in the market. Based on the spread or width of the City's pay ranges (ranging near 60%), pay range maximums must have been increased.
- » In regard to any competitiveness review or analysis, it's difficult to say that the City should have changed its COLAs then or must change them now going forward. This consultant recognizes that COLAs can vary greatly from city to city, particularly in any one-on-one comparison, and appreciates how councils must explicitly tie an annual inflationary increase to yearly budgetary considerations and constraints.
- » In regard to competitive analysis, the more pressing difference between the City's wage schedules and other cities' wage schedules concerns time progression (i.e. years-to-maximum). This is something the newly-designed step structure attempts to improve as you can see.

Findings, Observations, & Opinions (cont.)

- » Although this Consultant does not find it appropriate to make direct market comparisons using an employee's actual wages, one related calculation is offered.
- » In terms of annualized base pay for the City's full-time employees, the average is \$58,753 (or \$28.25 per hour). If the administrator is included, the average is over 62k. This statistic covers all full-time positions which, of course, represent various levels of the job evaluation hierarchy and organizational structure.
- » Based on this Consultant's perspective, this average salary/wage appears fairly competitive considering the city's size when compared to other cities and in looking at regional statistics such as household or family income, per capita income, etc.
- » Although this is a broad, and limited, competitiveness measure it can give decision makers some sense of how their pay level compares.

V. Discussion of Items & Issues

Revised/Updated Job Descriptions

- Job descriptions are presented in a new format/layout that is meant for ease of use and to provide a more appealing look. For some positions, job documentation now includes current appointments (both mandatory and elective). In three cases, an addendum is recommended to be incorporated into the documentation for a particular position. Each addendum details special duties that might not be regularly or permanently assigned to that particular position.
- The updated job descriptions also now include a Data Practices notice about the appropriate access/use of not public data that based on language suggested by the state's Data Practices Office. The League had also suggested the use of such a notice. (NOTE: Beyond this notice/advisory, many other requirements exist.)
- Depending on organizational level, the new documents have further organized, categorized and summarized existing content, particularly the duty/task statements. Also, additional duty/task statements and new language were added as appropriate, particularly with the goal of promoting consistency, recognizing the back-up systems currently in place, and encouraging teamwork among employees (at least on paper!).
- In most cases the Consultant did not modify or alter the existing minimum requirements but added to the preferred qualifications listed in current job descriptions. Please review these specific suggestions to determine if they meet the Council's needs and expectation for a new hire.
- These new job descriptions are quite detailed but obviously do not identify, define, or describe everything about a job or position. Descriptions should be regularly reviewed and updated as appropriate—reviews some cities coincide with an employee's annual performance appraisal meeting and certainly when a position is vacant and before it is advertised. An accurate Training & Experience Rating Form, as required by the state's VPA, can only be prepared from a complete and accurate job description with sufficient detail about the qualities and qualifications needed by a suitable applicant.

Job Evaluation/Re-evaluation

- To determine each job's comparable work value/point rating as required by state law, the City adopted and uses the State Job Match List.
- The state's pay equity act requires public employers to maintain their comparable worth plans which includes the job evaluation system.
- The existing job evaluation hierarchy and current ratings were first reviewed. Out of that review, 1) one job/position was selected for re-evaluation based on unrecognized changes in job content (i.e. duties & responsibilities); and, 2) one position received an initial evaluation.
- All point ratings can be found in the Internal (Job Value) Structure.

V. Discussion of Items & Issues (cont.)

Base Pay Structure and City's Pay Level

- In terms of starting pay, the new step structure increases the level of rates historically paid for some positions. Other than the sizable bump associated with the probationary hike for most pay grades, step increments in the structure's first half are uniformly set depending on the tier. All steps are uniformly set at 3% for the top half of the entire structure.
- of base pay in the compensation mix, pay ranges taken alone probably represent the principal tool that is used in recruitment and the strongest part of an effective shield against turnover. However, as you know, base pay is not the only deciding factor in "stay or go" decisions for current employees and "come or stay away" decisions for prospective employees. Nor should it be.
- Although most city councils do not actively look to steal employees away from sister cities, a concerned and motivated city can create a setting or context in which an interested individual can make his/her own thoughtful choice (i.e. self-select) within a free & open labor market.
- And, most city administrators and department heads do not want to suffer the loss of a high performer or talented individual without the opportunity to engage in a well-fought fight (i.e. retention effort), assuming they can use of a suitable & supportive framework and the city council is so inclined.
- The new step structure should provide a sufficient base pay differential between supervisor and subordinate. The pay grade differential also allows the Council to sufficiently recognize status changes such as promotions and upgrades.
- The new step structure was based on the market pay for full-time workers, focusing on the most reliable benchmark jobs or positions.

Pay Increases & Pay Administration

- Pay increases, like any city expenditure, must meet the public expenditure test: 1) public purpose, and 2) general or specific legal authority. This includes all types of employee pay, benefits, and expenses.
- Also, bonuses, per se, are not allowed in the state's public sector. Additionally, any non-COLA pay increase should not be an *after-the-fact* reward but rather function as an incentive for achieving agreed-upon goals that are documented beforehand.
- The new structure's design supports a sizable hike or bump at the six-month mark—an increase that would coincide with an end-of-probationary period performance review. The structure should also support all other generally-accepted pay practices.

V. Discussion of Items & Issues (cont.)

Regular (Full- & Part-time) and Contingent Employees

- Given a city's typical workforce consists of a mix of full- and part-time staff, councils continually strive to leverage their human resources to provide approved services, satisfy expected levels of service, and meet workload demands. Seasonal and temporary staff also greatly aid in these efforts.
- The Consultant recognizes and appreciates a council's ability and willingness to thoughtfully and regularly act on any number of personnel decisions and organizational changes to maintain its HR function and improve its performance as a local unit of government. This can include changes in organizational structure, changes in a position's duties and responsibilities, and even some creativity and innovation in work schedules, work spaces, and how the work is done.
- Cities, like other employers, exist in a dynamic environment in regard to employment, recruitment and retention. Foley is no exception. The new step structure seeks to continue and enhance the Council ability to support its workforce-related goals and objectives

Pay Equity Compliance

- The City's last formal pay equity report was just due January 31, 2021 based on pay data that was in place at 2020 year-end. A report is due every three years, so the next report is due by January 31, 2024 based on 2023 data.
- The state's pay equity act uses a specific interpretation of the above public employee definition so, generally, part-time employees who work less than the weekly threshold hours and the typical seasonal/temporary employee are not reportable. However, a thorough "head count" must be performed for each reporting cycle so covered employees are accurately reported.
- As mentioned above and in the notes, the design of the new step structure focuses on uniformity in all of its structural elements—all aspects that help with pay equity compliance but does not guarantee compliance year in, year out.

Life After-the-Max

- Regardless of the type of pay structure adopted or administered, employees will reach the maximum or top pay of their respective pay grades and pay ranges. This is an inevitable fact.
- How to best administer a base pay program once maximum/top pay has been reached—by a majority or certain portion of employees—is an ongoing concern for city councils and other governing bodies for that matter. Please refer to the article entitled, "Life After-the-Max" for some possible ideas on this topic.

VI. Recommendations

Job Descriptions & Other Job Documentation

1. The Consultant recommends approval of the new, updated job descriptions, the related employee acknowledgement form, and any position-specific addenda (e.g. the Deputy Clerk/Deputy Treasurer addendum for the two comparable administrative support positions, and the addendum that pertains to Emergency Management Director). In regard to related ordinances, the Consultant also recommends: 1) appropriate changes to the ordinance related to the City Administrator/Clerk/Treasurer position by either amending the current one OR repealing it and adopting a new one; and 2) researching the best option for the ordinance related to Civil Defense using the League as an information resource and the city attorney for consultation/advice.

Job Evaluation/Pay Classification

2. The Consultant recommends adoption of the Internal [Job Value & Classification] Structure with the point ratings as listed.

Step Structure/Wage Schedule

3. The Consultant's recommends the new Base Pay Structure be approved using the 2021 Structure if implemented this year; OR, deciding on an appropriate COLA-based adjustment to the 2021 Structure for next year given implementation in CY2022.
 - For the plan year only, implementation would typically be accomplished by placing each covered employee on the step nearest to his/her 2020 actual pay. Any effective date could be used based on Council's unilateral action for non-unionized staff or negotiations for represented employees.
 - A Sample Implementation Schedule can be provided using the Council's selected effective date.

Workbook Contents

Chalkboard Commentary

City of Foley, Minnesota
Base Pay Study for Plan Year CY 2022

Tab 1 -	Guide	
Tab 2 -	2021 BASE (Color) - base-year step structure	
Tab 3 -	2021 BASE (B&W) - Black & White version - with employee placements	
Tab 4 -	Internal Structure - used to group jobs together for pay purposes based on their CWV & MWR	<p>Main Remarks</p> <ul style="list-style-type: none"> - Base pay is currently administered without the benefit of a unifying, city-wide structure with distinct, points-based pay groupings that allows decision makers to readily observe the two most important types of relationships between employees: internal equity and external equity. - Current pay ranges appear as stand-alone items, essentially individualized by job/position title—which runs the risk of being "individualized" by employee as well. - The new step structure (Tabs 2 & 3) seeks to appreciate & balance the two primary types of equity while recognizing the influence of current pay practices including CB. - External equity is based on the relationship between the City's positions and other cities' comparable positions, particularly cities in the surrounding MSA and region. - Internal equity is based on relationships that exist between each job/position within the City and should be based on the value of the work performed in terms of its skill, effort, responsibility & working conditions as expressed in its comparable work value or point rating. An employee's individual work characteristics, including things like performance and productivity are not factored into this type of valuation. - The new structure incorporates a sufficient number of pay grades to differentiate between various types and levels of positions without numerous unused ones. - The new structure incorporates a sufficient distance between pay grades to meaningfully recognize personal actions such as promotions, upgrades, & other job/status changes AND provide a meaningful differential between supervisor and subordinate. A control point is specified for ready use in decision making. - The new structure provides for more competitive starting pay and incorporates a time progression that is slightly longer overall for most occupied pay grades, providing for a more competitive maximum or top pay. - The new structure incorporates varying pay range spreads based on different types/levels of positions. That is, the structure is divided into three tiers.
Tab 5 -	SMW RATES - information about the State's minimum wage law	<p>Other Items to Highlight</p> <ul style="list-style-type: none"> - The wage schedule for the police officer job class is revised/improved for a more equitable and reasonable relationship to the municipal market as well as other City jobs. - One police officer, a recent hire, falls below his pay grade's proposed minimum, a more realistic amount which is over 15% higher than the current starting pay. - One public works operator, a new hire, falls below his pay grade's proposed minimum, which is 5.25% higher than the current starting pay. - New pay range maximums bear a close relationship to the existing maximums including those for department heads and City's top-appointed position. - The top half of Pay Grades 9 & 10 could be left open with movement based on Council's discretion, perhaps supported by a specifically-purposed performance management

2021 STEP STRUCTURE for Regular, Full-time Employees

City of Foley, Minnesota

COLA
#.## %

Pay Grade	(5 Ytm)										(9/10/11 YTM)		Pay Grade	Job Class/Position Titles
	Control Point										MAXIMUM			
	minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9				
PG1	\$14.95	\$15.36	\$15.78	\$16.21	\$16.66	\$17.11	\$17.63	\$18.16	\$18.70	\$19.28		PG1	Open	
PG2	\$16.59	\$17.05	\$17.52	\$18.00	\$18.49	\$19.00	\$19.57	\$20.15	\$20.76	\$21.40		PG2	Open	
PG3	\$18.42	\$18.92	\$19.44	\$19.98	\$20.55	\$21.09	\$21.72	\$22.37	\$23.04	\$23.76		PG3	Open	
PG4	\$20.44	\$21.00	\$21.58	\$22.17	\$22.78	\$23.40	\$24.11	\$24.83	\$25.57	\$26.37	MAXIMUM		PG4 PW Op, Admin/Commio Asst	
	minimum	6-mo	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
PG5	\$20.83	\$21.87	\$22.64	\$23.43	\$24.25	\$25.10	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	PG5 Sr PW Op, Sr Admin/Commio Asst	
PG6	\$22.71	\$23.84	\$24.68	\$25.54	\$26.43	\$27.36	\$28.32	\$29.17	\$30.04	\$30.94	\$31.87	\$32.83	PG6 Pol Off, Lt PW Op, Dep CH/Actg to	
PG7	\$24.75	\$25.99	\$26.90	\$27.84	\$28.81	\$29.82	\$30.87	\$31.79	\$32.75	\$33.73	\$34.74	\$35.78	PG7 Open	
PG8	\$26.98	\$28.33	\$29.32	\$30.34	\$31.41	\$32.51	\$33.64	\$34.65	\$35.69	\$36.76	\$37.87	\$39.00	MAXIMUM	
	minimum	6-mo	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
PG9	\$61.163	\$64.222	\$66.459	\$68.796	\$71.204	\$73.696	\$76.277	\$78.565	\$80.922	\$83.350	\$85.850	\$88.426	\$91.079	PG9 Pol CH, PWD
PG10	\$74.008	\$77.708	\$80.428	\$83.243	\$86.156	\$89.172	\$92.295	\$95.064	\$97.916	\$100.853	\$103.879	\$106.995	\$110.205	PG10 City Admin

- N O T E S**
1. Jurisdiction wide Pay/Step Structure that covers all regular (year-round) full-time positions. Based on market wage rates (MWR) and comparable work values (CMV). (See Tab 4.)
 2. Range spreads (i.e. overall width of full pay range) vary depending on Tier. (See Table at right of Step Structure.)
 3. Universal time progression for bottom half of pay range (Minimum to Control Point or "Midpoint") which is five (5) years: 5 Ytm (Ytm = years-to-midpoint).
 4. Variable time progression for full pay range (Minimum to Maximum) depending on Tier: 9, 10, or 11 YTM (Years To Maximum) due to the wider pay range for higher level positions.
 5. Grade differentials are smoothed at 11% for Pay Grades 1 to 5, 9% for Pay Grades 5 to 9. Note: Such a differential is the distance between adjacent pay grades expressed as a percentage between Pay Grades 9 and 10, PG 10 being the City's top pay grade and pay level. This convention provides for some uniformity and consistency in decision making.
 6. In Pay Grades 5 - 10, the first step after the Minimum allows for a probationary "like" for new hires and newly promoted employees who start at the Minimum AND based on a performance for the rest of the pay ranges, steps are uniform—depending on the tier—at either 2.75% or 3.5% for the bottom half AND 3% for all pay grades for the top half. Note: A step increase or is the percentage difference between adjacent steps within the same pay grade. Steps move employees through their position's assigned range of pay.
 8. Step increases can be effective based on a universal date (e.g. 1/1 or 7/1) OR the anniversary of employee's hire date or position start date—given a change in status such as an upgrade, d
 9. Structural (i.e. cost-of-living) adjustments, typically applied on an annual basis, are left to the City Council's discretion per a policy statement, a specific action, and/or collective bargaining
 10. Lowest pay grade, PG 1 is anchored on an amount that is almost 50% above the State Minimum Wage. (See Tab 5)

Internal Structure

Regular Full-time Positions

(for use with Step Structure)

Pay Grade	Job/Position Title (CWV*)	Point Range
PG 1	Open	100 - 110
PG 2	Open	110 - 130
PG 3	Open	130 - 160
PG 4	- Public Works Operator (183) - Administrative/Communications Assistant (169)	160 - 200
PG 5	- Sr. Public Works Operator (236) - Sr. Administrative/Communications Asst (208)	200 - 250
PG 6	- Police Officer (308) - Lead Public Works Operator (256) - Deputy Clerk/Accounting Technician (252)	250 - 310
PG 7	Open	310 - 380
PG 8	Open	380 - 460
PG 9	- Police Chief (472) - Public Works Director (462)	460 - 550
PG 10	- City Administrator/Clerk-Treasurer (552)	550 -

*Comparable Work Value (CWV) or Point Rating based on State Job Match List

NOTES:

- 1) Movement from one pay grade to another pay grade occurs for specific, employer-approved personnel actions such as promotions, demotions, upgrades, and downgrades.
- 2) Employees do not normally move from pay grade to pay grade.
- 3) Comparable Work Values are used in pay equity reporting.

Planning Commission Minutes
June 14, 2021 - 6:30 pm
Foley City Hall

Members Present: Jeff Gondeck, Bill Bronder, Deb Mathiowetz

Members Absent: Noel Lewandowski, Rosalie Musachio

Bronder called the Meeting to order @ 6:30 p.m.

Motion by Gondeck seconded by Mathiowetz to approve the agenda. Motion carried.

Motion by Mathiowetz seconded by Gondeck to approve the minutes from April 12, 2021. Motion carried.

Member Gondeck provided an update of City Council activities.

Discussion on solar moratorium

City Administrator Brunn gave an overview of the current solar moratorium and the need to make a decision on a new ordinance. The commission discussed many items including concerns of solar gardens being constructed in the city limits on valuable land, but also the need to allow for smaller solar items, such as panels on rooftops and small panels for equipment such as weather stations. Motion by Gondeck, seconded by Mathiowetz, to recommend to the city council an ordinance which prohibits a solar energy system larger than 2 feet by 2 feet, which is not mounted on a roof of a building, and also prohibiting community and private solar gardens within the city limits. Motion carried, unanimous.

Parking & Storage Ordinance

The city council again recommended the planning commission discuss the parking and storage ordinance. There was significant discussion held at the planning commission level regarding enforcement concerns, the number of people receiving letters, hard surfacing materials, and if it is being enforced equally as some residents indicated not everyone is being sent letters. Brunn had summary stats from the police department that 72 letters have been sent so far this year. There was also discussion on the city not enforcing campers in the backyard on the grass. City Administrator Brunn reminded the planning commission of a discussion on that item a number of months ago when the number of violations were high. The planning commission was also presented with long lists of violations provided by city residents. Concerns were expressed by Josh Beutz, 420 Norway Drive, and David Fradette, 476 Morgan Drive. After a lengthy discussion, the planning commission indicated the ordinance needs to remain and needs to be enforced by the city council. There was also discussion on who interprets the ordinance as some city residents disagree with the city attorney's interpretation. Gondeck indicated the council retains legal counsel for a reason and will follow the city attorney's recommendation. The planning commission expressed a desire to send it back to the council, indicating a need for enforcement and also considering a possible site plan being submitted before any improvements are done.

Discussion on Interim Use Permit Ordinance

Brunn gave an overview of the need to add interim use permit language within the conditional use permit zoning ordinance. Motion by Gondeck, seconded by Mathiowetz, to recommend changes suggested by staff to the city council. Motion carried, unanimous.

Other Business

Brunn indicated a joint meeting is being planned between the City Council and Planning Commission for Tuesday, July 13 @ 6:30pm to discuss the land use plan. Brunn also updated the commission on the industrial park expansion project.

Next meeting is July 12, 2021.

Motion to adjourn the meeting by Mathiowetz, seconded by Gondeck. Motion carried, unanimously.

Submitted by: Sarah Brunn, City Administrator

Section 1030 – Motor, Commercial Vehicle, R.V. and Trailer Storage and Parking

Section 1030:00. Purpose. The City Council finds that in order to preserve and protect the health, safety and welfare of the citizens of the City, it is desirable to reduce traffic congestion and facilitate easier and less dangerous passage of motor vehicles on city streets; to increase access for emergency services; to prevent conditions which are likely to create hazardous road conditions or impede or likely to impede the free movement of law enforcement, fire, health or other emergency traffic or citizens motor travel; and to preserve the character of the neighborhood of residential zoned districts.

The intent and purpose of this Ordinance is to establish regulations on the parking of Motor and Commercial Vehicles, Recreational Vehicles, Equipment and Utility Trailers on and within public rights-of-way.

Nothing contained herein shall be construed as exempting a Motor or Commercial Vehicle, Recreational Vehicle, Equipment or Utility Trailer from the application of federal, state, and local laws, rules, regulations and ordinances, including, but not limited to, licensing requirements, other parking and traffic regulations, laws and ordinances governing hazardous property and nuisances and Minnesota Statutes Chapter 168B – regulating junked, abandoned and unauthorized vehicles.

Section 1030:02. Application. All Motor and Commercial Vehicles, Semi-Trailers, Trailers, Trucks, Truck-Trailers, Recreational Vehicles, Equipment and Utility Trailers parked or stored, on or within a public right-of-way, or on private property, shall be subject to this Ordinance. Nothing in this Ordinance shall limit the number of or prohibit the parking and/or storage of any vehicle, equipment or trailer when fully enclosed within a garage or any other accessory storage building as allowed by Ordinance.

Section 1030:04. Definitions. For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein:

- A. Commercial Vehicle. Commercial vehicle shall be defined as all motor vehicles used for the transportation of passengers for hire, goods, wares, or merchandise, weighing 15,000 pounds gross vehicle weight, or more, without load, OR being more than twenty-two (22) feet in over-all length OR having more than two (2) axles. Notwithstanding the aforementioned, the term commercial (in general) shall be defined as, but not limited to; of or relating to commerce OR engaged in commerce, OR used primarily in the conduct of a business as opposed to private family or individual use, OR for the purpose of making a profit. Commercial vehicles may also be identified by signage on the unit. Provisions of this ordinance shall apply to vehicles such as, but not limited to: semi-trailers, truck-tractors, tanker-trucks, construction vehicles including backhoes, bobcats, bucket loaders, track vehicles, buses, garbage hauling trucks and dumpsters.
- B. Crosswalk. The term Crosswalk shall mean: (1) that portion of a roadway ordinarily included with the prolongation or connection of the lateral lines of sidewalks at intersections, or (2) any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.
- C. Driveway. Driveway shall mean the improved or unimproved place on private property that a vehicle would have to travel over in a direct path in order to enter a garage or carport, or to enter an exterior or interior side yard immediately adjacent to a garage or carport, from a designated entry/exit point on a public right-of-way.

- D. Driveway Approach. Driveway approach shall mean the area, construction or facility between the roadway of a public street and private property intended to provide access for vehicles from a roadway or a public street to private property. For clarification, a driveway approach must provide access to something definite on private property such as a parking area, a driveway, or a door intended and used for the entrance of vehicles.
- E. Intersection. Intersection shall mean the area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two streets which join one another, at, or approximately at, right angles, or the area within which vehicle traveling upon different highways joining at any other angle may come in conflict.
- F. Motor Vehicle. A Motor Vehicle shall mean a device or piece of mechanized equipment for the purpose of transporting passengers, goods, or apparatus' that is propelled other than by muscular power.
- G. Parking Surface. A hard surfaced driveway, or surface area constructed of concrete, blacktop (asphalt) or a similar hard, durable, and dust-free permanent surface designed to properly drain surface water and prevent water drainage onto adjacent properties or walkways as regulated in the City of Foley Zoning Ordinance #319. Crushed granite or similar dust-free aggregate are only allowed as provided in Section 1030:12, Subdivision 3; gravel is prohibited.
 - 1.) A Parking Surface for parking or storage shall be located no closer than five (5) feet to a side lot line, or the required side yard setback, whichever is less.
- H. Recreational Vehicle. Recreational Vehicle (RV) shall mean that class of vehicles that are not for commercial use, but intended for recreational use, including, but not limited to: a motor home, travel trailer, camper shell, cab-over-camper, fifth wheel, tent and camping trailers, boats (whether mounted on a trailer or not), off-highway vehicles, all-terrain vehicles (ATV's), snowmobiles, sand/dune buggies, personal watercraft, lawn/garden tractors, golf carts, and go-carts.
- I. Routine / Routinely. A period of time exceeding 24 hours.
- J. Semi-Trailer. Semi-trailer shall be defined as a vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and shall include a trailer drawn by a truck-tractor semi-trailer combination.
- K. Stored / Storage. Stored or Storage shall be defined as a means to put away or keep for use in the future. Any motor vehicle, equipment or trailer as defined in the Ordinance, maintained in approximately the same location, on the same site or property, for 24 hours or more shall be deemed stored.
- L. Trailer. Trailer shall be defined as any vehicle designed for carrying property or passengers in its own structure and for being drawn by a motor vehicle but shall not include a trailer drawn by a truck-tractor semi-trailer combination, or an auxiliary axle on a motor vehicle which carries a portion of the weight of the motor vehicle to which it is attached.

- M. Truck. Truck shall be defined as any motor vehicle designed and used for carrying things other than passengers, except pickup trucks and vans with a manufacturer's normal capacity of 1 ton or less and commonly known as a pickup truck.
- N. Truck-Tractor. Truck-tractor shall be defined as a motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than a part of the weight of the vehicle and load drawn, AND a motor vehicle designed and used primarily for drawing other vehicles used exclusively for transporting motor vehicles and capable of carrying motor vehicles on its own structure.
- O. Utility Trailer. Utility trailer shall mean a non-motorized unit not defined as a recreational vehicle that has an axle and a frame that can be used to haul any type of material or equipment for recreational, non-commercial or agricultural purposes such as, but not limited to, boat trailers, horse trailers, trailers mounted with recreational vehicles such as a water craft or off-road vehicles, or implements of husbandry.
- P. Vehicle. For the purpose of this Ordinance, Vehicle shall refer to any of the aforementioned definitions including, but not limited to motor vehicle, commercial vehicle, semi-trailers, trailers, trucks, truck-tractors, RV's, equipment or utility trailers.
- Q. Gravel. Gravel shall mean crushed limestone or other non-granite aggregate containing fine materials often referred to as "Class 5 Gravel," "Class 2 Buff Limestone," "Class 2 Red Limestone," or other typical road base materials.

Section 1030:06. Parking Regulations.

Subdivision 1. No public street, property, alley or right-of-way shall be used for the storage of Motor Vehicles, Commercial Vehicles, RV's, Equipment or Utility Trailers.

Subdivision 2. In no instance shall a Vehicle be parked or stored where any portion thereof blocks or overhangs the sidewalk, trail way, boulevard or curb within the public right-of-way.

Subdivision 3. A Vehicle shall not be parked or stored where such parking or storage constitutes a clear and demonstrable traffic hazard and/or threat to public health and safety such as obstruction of sight lines or flow of traffic.

Subdivision 4. A Vehicle shall not be parked within the vehicular travel portion, or driving lane, of any public or private street or roadway.

Subdivision 5. It is unlawful for any person to stop, stand, store or park a Vehicle in any of the following places, except when necessary to avoid conflict with other traffic, OR if in compliance with the specific directions of a traffic-control device or a person authorized under this code to direct traffic:

- a. in front of the access to a public or private driveway or trail way including the driveway apron, curb cut and/or curb return;
- b. within ten (10) feet of a fire hydrant or a mailbox;
- c. on any surface other than a Parking Surface as defined by City Ordinance;
- d. at any place where official signs prohibit or restrict stopping, parking or both;
- e. within ten (10) feet of any Intersection or Crosswalk.

Subdivision 6. All Utility Trailers must be attached to the tow vehicle if parked on a public street. Any owner of a detached Utility Trailer parked on the public street for any length of time will be subject to immediate citation and/or to the removal of the Utility Trailer at the owner's expense.

Subdivision 7. When parked or stored within the City, Commercial Vehicles, Semi-Trailers, Trucks, Truck-Trailers, Motor Vehicles, RV's, Equipment or Utility Trailers shall be kept neat and clean at all times. Debris, excessive dirt, spider webs, weed accumulation on and under such units are prohibited at all times as are broken windows and flat tires. In no case shall any Vehicle be used as a storage unit. Any Vehicle parked or stored in violation of this ordinance or which constitutes nuisance or hazardous conditions shall be declared a nuisance and subject to abatement.

Subdivision 8. All covers, tarps or any other material employed to protect a stored Vehicle from the elements must be secured and be weatherproof. Rocks/bricks or other weighted items shall not be used to secure the weatherproofing cover.

Subdivision 9. In no instances shall any Vehicle be parked or stored in driveways or unenclosed areas visible to the public, including a Parking Surface as defined above, unless it is in a fully-operational condition bearing current registration (if licensing required by MN Department of Motor Vehicle or any other State authority for use).

Subdivision 10. At no time shall any Vehicle be parked and/or stored on a residential lot that has no principal structure, however, this subsection shall not apply if:

- a. said lot is adjacent to a lot on which there is an occupied residence; AND
- b. both lots are under common ownership; AND
- c. the Vehicle parked and/or stored on the vacant lot is owned by and license and/or registered to the occupant of the resident on said adjacent lot.

Section 1030:08. Commercial Vehicle Storage.

Subdivision 1. One Commercial Vehicle having a licensed gross vehicle weight over 15,000 pounds may be parked on private property in any residential zoned district provided it meets the following requirements:

- a. the owner or operator of the vehicle must reside on the property; AND
- b. the vehicle shall be parked on a hard surface driveway in compliance with the applicable zoning district requirements; AND
- c. the permitted vehicle shall be parked at least ten (10) feet from the front property line and five (5) feet from the side property line; AND
- d. noise from idling of the engine shall not exceed regulations of the existing noise ordinance. The vehicle's engine shall not be idled for more than thirty (30) minutes in any one (1) hour period. In no circumstance may the engine idle for more than two periods, lasting thirty (30) minutes each, in one twenty-four (24) hour period. For purposes of this section, idling shall mean running the vehicle engine for more than three (3) minutes. In no instance shall the vehicle's engine idle (3 minutes) in violation of this or any other ordinance between the hours of 10:30 p.m. and 7:00 a.m.

Section 1030:10. Recreational Vehicle Storage.

Subdivision 1. At no time shall any Vehicle be used for primary living or housekeeping purpose.

- a. Exceptions may be granted for travelers or out of town guests visiting with prior notification to the City Administrator for a period not to exceed seven (7) days.

Subdivision 2. Recreational vehicles shall be mobile and shall not be permanently affixed in the ground in a manner that would prevent removal.

Subdivision 3. Unmounted slide-in pickup campers shall be stored no higher than twenty (20) inches above the ground and shall be securely supported at all four (4) corners by solid support blocks or support mechanisms.

Subdivision 4. Except for routine maintenance or during emergency conditions when power supply is disrupted, the operation of a recreation vehicle generator plant shall not be permitted in residential districts. For the purpose of this subdivision, routine maintenance periods shall not exceed sixty (60) minutes per month.

Section 1030:12. Storage On Residential Lots.

Subdivision 1. No Motor or Commercial Vehicle, RV, Equipment, or Utility Trailer shall be routinely parked on an unsurfaced area, such as dirt or vegetation, in the front yard (or within the front yard setbacks) of residential lots.

Subdivision 2. Storage of Vehicles shall be limited to a garage or other permitted accessory structure, or designated driveway areas in the front yard of residential properties.

- a. The unenclosed parking and/or storage of Vehicles shall be limited to a total number of six (6) units parked upon the hard surfaced driveway or a Parking Surface as defined above, within the front of a residential lot.
- b. Notwithstanding the provisions of this section, Vehicles may be parked temporarily on an unsurfaced area of the front yard of a residential lot overnight as is necessary to comply with winter parking regulations from November 1 to April, OR for a period not to exceed 24 hours, to load, unload, clean or repair the Vehicle year-round. At no time shall a vehicle be parked on public right-of-way as regulated by Section 1030:06.
- c. This subdivision shall not be construed to allow parking or storage of nuisance, junked or abandoned vehicles or units otherwise prohibited by any other ordinance or subdivision.

Subdivision 3. All Vehicles in the side yard shall be parked or stored on a Parking Surface as defined by this Ordinance. Parking Surfaces in the side yard may include crushed granite or similar dust-free aggregate not to exceed an aggregate size of 1 ½ inch in diameter; gravel is prohibited. If parking surface is made of crushed granite or similar dust-free aggregate, only as allowed by Section 1030:12, the area must also be contained by a barrier and underlain with a fabric or plastic barrier to prevent weed or grass growth through the aggregate area.

Subdivision 4. Vehicles parked within a back yard shall comply with rear and side yard setback requirements applicable to accessory structures and all other applicable ordinances. Parking Surfaces in the back yard may include crushed granite or similar dust-free aggregate; gravel is prohibited. If parking surface is made of crushed granite or similar dust-free aggregate, only as allowed by Section 1030:12, the area must also be contained by a barrier and underlain with a

fabric or plastic barrier to prevent weed or grass growth through the aggregate area. Utility trailers parked in the back yard may be parked on unsurfaced areas in lieu of a Parking Surface.

Subdivision 5. Vehicles stored on a property shall be subject to the height provisions of "Accessory Buildings" of the City of Foley Zoning Ordinance 319.

Section 1030:14. Exceptions.

Subdivision 1. The above provisions shall not apply to those Vehicles temporarily parked by the driver thereof, for the purpose of being loaded or unloaded while making actual deliveries of goods and merchandise; OR while engaged in construction, general repair, moving or other type of commercial work; OR parked for temporary maintenance or emergency repairs not to exceed 24 hours providing that such parking does not impair the regular flow of traffic or cause an undue safety concern.

Subdivision 2. The provisions of this Ordinance shall not apply to street construction, maintenance, and repair equipment trailers or vehicles used by the public service utility companies engaged in repairing or extending public service utilities.

Section 1030:16. Variance. Minor modifications or adjustments to this Ordinance may be administratively approved by the City Administrator by means of a Motor Vehicle Parking Variance where conditions such as, but not limited to, lot size, lot construction or improvements warrant a minor modification or adjustment. If the City Administrator cannot make such a determination, the matter may be appealed to the City's Planning Commission with the appropriate application for variance process and appeal fee filed. In no instance shall a modification or adjustment be made to the provisions of this Ordinance if it violates a safety concern/regulation of this or any other City Ordinance.

Section 1030:18. Enforcement and Penalty.

Subdivision 1. Notice of Violation. When a property owner permits or allows the parking and/or storage of a Vehicle to exist in violation of this Ordinance, the City Administrator, or Law Enforcement Officer, may serve notice upon said owner ordering the owner to remove the vehicle within five (5) days of the date of the notice. The notice shall state that in case of noncompliance the City shall have the vehicle removed from the premises at the expense of the owner and that if unpaid, the charge for such towing will be made a special assessment against the property concerned. The notice shall also inform the property owner that the order may be appealed by filing a written notice of appeal with the City Administrator within the five (5) days of the date of notice.

Subdivision 2. Appeal. If an owner who received notice to remove a vehicle provided for by this Ordinance believes that the order has been wrongly issued, said owner may appeal the order by filing with the City Administrator a written notice of appeal within five (5) days of the date of the notice. Upon receipt of notice of an appeal the City Administrator shall place the matter on the next regular Council Agenda, when the matter will be heard by the City Council. The owner may present testimony and information to the Council, as may the City Administrator, City staff, and other concerned citizens. After due consideration, the City Council shall decide whether the order will stand. In the event the Council determines that the order is appropriate, the owner shall have three (3) days from the date of the Council's decision to comply with the order.

Subdivision 3. Failure to Comply. If an owner who has received an order under this Ordinance fails to comply within the applicable time frame, the City may remove the vehicle in violation of

this ordinance from the premises. The City Administrator shall keep a record showing the cost of such.

Subdivision 4. Owner Responsible for Payment. In the event the City is required to take action to bring any property in compliance with this Ordinance, the owner of the property shall be responsible to pay all such costs and expenses incurred by the City (including costs and expenses associated with City Staff time). Upon determining such costs and expenses of the City, the owner of the property will be sent an invoice by regular mail (sent to the address shown on the property tax statement for the property). In the event the invoice is not paid in full within thirty (30) days of the date of mailing, the City Clerk may certify said expenses to the City Council for assessment against the property. Thereupon, said costs and expenses shall become a levied special assessment against the property to be paid in the following year together with the property taxes.

Section 1030:20. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

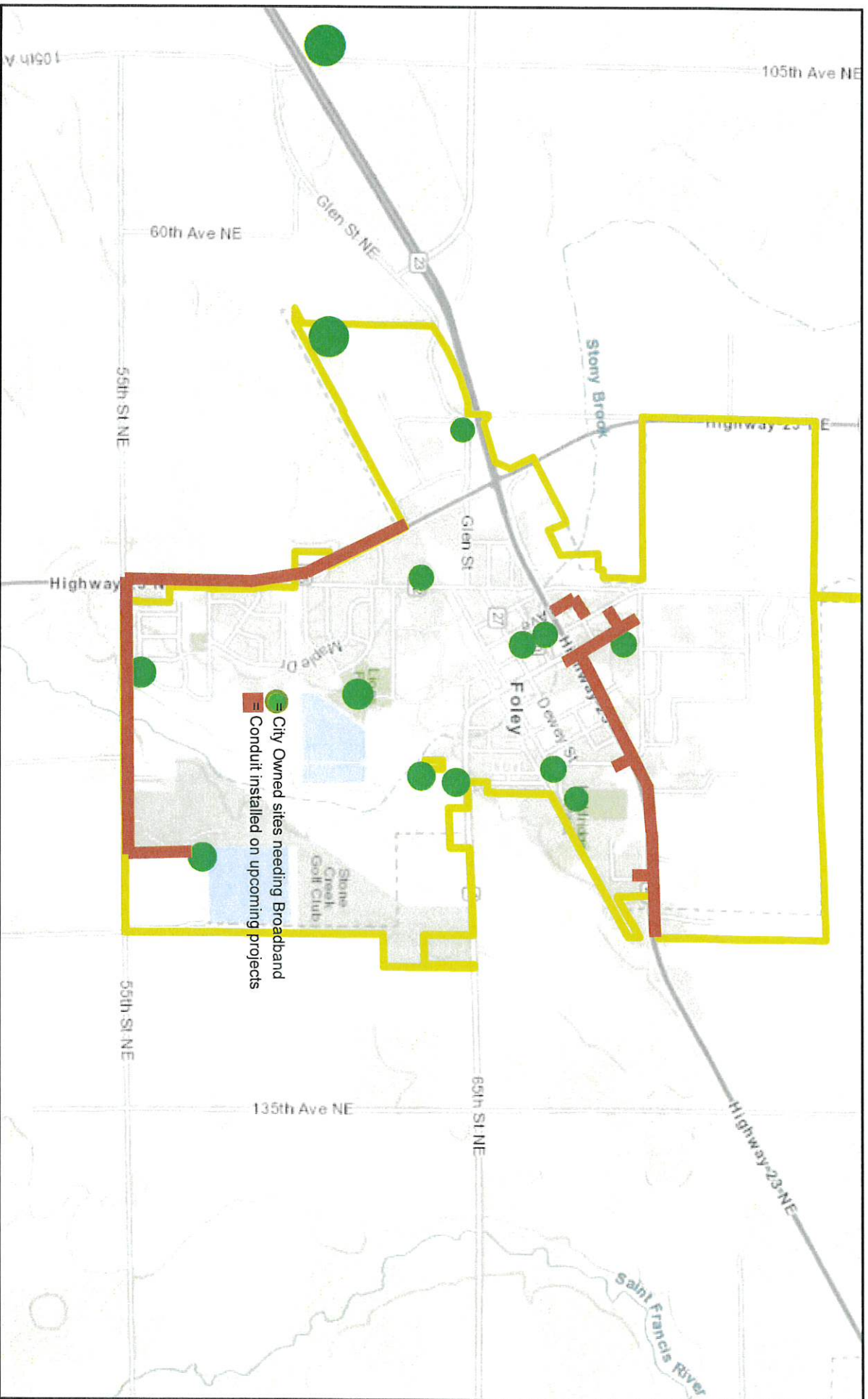
Section 1030:22. Adherence To Any Other Ordinance. The parking and/or storage of any Vehicle within the City of Foley shall comply with all applicable requirements and/or provisions of this or any other existing City Ordinance including but not limited to the ordinances regulating noise, public nuisance, zoning, traffic and winter parking.

Section 1030:24. Effective Date. This Ordinance shall be effective upon its passage and publication.

Chapter X – TRAFFIC REGULATIONS of the 1974 Code of Ordinance was amended by Ordinance Number 416 adding Section 1030 Motor, Commercial Vehicle, R.V. and Trailer Storage and Parking, adopted May 6, 2014, published and effective May 13, 2014.

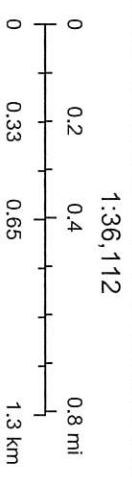
Chapter X – TRAFFIC REGULATIONS of the 1974 Code of Ordinance was amended by Ordinance Number 448 amending Section 1030:04 G, Parking Surfaces; Section 1030:04 added Q, Gravel; Section 1030:12 G, Subdivision 3 & 4, adopted April 7, 2020, published and effective April 14, 2020.

ArcGIS Web Map



7/15/2021, 10:04:11 AM

Municipal Boundary



BENTON COUNTY BOARD OF COMMISSIONERS
RESOLUTION #2021- 42

"A Resolution Establishing Benton County's Commitments to the City of Foley Fiber Project"

WHEREAS, the City of Foley (the "City") will start in the Fall of 2021 a project to connect its municipal wastewater treatment system to the City of St. Cloud Regional Wastewater Treatment Plant; and

WHEREAS, constructing a wastewater pipeline connecting the two cities creates an opportunity to install fiber connections to Foley that can help to improve and extend broadband service throughout the City of Foley; and

WHEREAS, Benton County (the "County") desires to be a partner with the City of Foley in bringing improved broadband service to the City; and

WHEREAS, Benton County considers the extension of fiber from St. Cloud to Foley as part of a larger effort to bring broadband service to underserved and unserved areas throughout Benton County; and

WHEREAS, the City of Foley desires certain assurances that by allowing the County to own the fiber installed along with its wastewater project the City will receive the benefit of fiber connecting City-owned facilities and broadband service at no cost to the City; and

WHEREAS, the Benton County Board has previously committed via Board motion to fully fund the cost of fiber installation from St. Cloud to Foley and additional costs the City incurred to revise its construction plans to reflect the installation of armored fiber as requested by the County; and

WHEREAS, the County and the City convened a meeting on July 15, 2021 and a tentative agreement was reached regarding outstanding City concerns; and

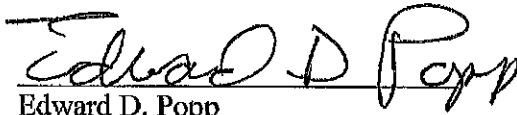
WHEREAS, it was further agreed that the County would formalize its assurances by County Board Resolution at the earliest opportunity and that such Resolution would form the basis for a contract between the County and the City that will formally establish this partnership.

NOW, THEREFORE, the Benton County Board of Commissioners hereby resolve:

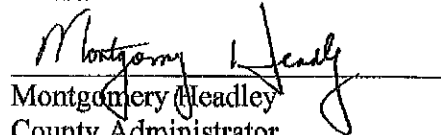
1. Benton County agrees to fund the cost of installing fiber in the same pathway being followed by the City of Foley wastewater project in an amount up to \$325,000; and
2. The County agrees to fund up to \$45,000 in additional costs incurred by the City to revise its wastewater construction plans to install armored fiber from a western terminus near the intersection of TH 23 and CSAH 1 to an eastern terminus in the City of Foley near the intersection of TH 25 and 2nd Avenue West; and
3. The County agrees that 12 strands of fiber capacity in the fiber between the City and St. Cloud shall be dedicated to the exclusive use of the City; and

4. The County agrees to participate in the cost to install fiber connections to City-owned facilities by providing a lump sum payment of \$175,000 to the City; and
5. It shall be the City's responsibility to make arrangements with a provider to install fiber connection to City-owned facilities; and
6. In exchange for County funding of fiber to City facilities, the City has agreed to permit a broadband provider to install a fiber distribution hub ("co-location facility") on City property at no cost to the provider or the County; and
7. The County agrees it will use its best efforts to secure free internet service to City facilities as part of any contract with a broadband provider; and
8. The County agrees that any revenue derived from leasing space on County-owned fiber between the City and St. Cloud will be shared with the City.

Adopted this 21st day of July, 2021


Edward D. Popp
Board Chair

Attest:


Montgomery Headley
County Administrator

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 08-03-21 -COUNCIL MEETING
DATE: JULY 30, 2021

Consent Agenda

A premises permit request is on the agenda for pull tab gambling by the Foley Wrestling Club at the golf course. Since this is a continuous event, it requires council approval by resolution.

The council must approve not waiving the statutory limits for the city insurance renewal which is on the consent agenda.

Paul Ness – Compensation Study – Market Analysis

In your packet is the report and a proposed new step structure for the city. Ness will overview his findings. In addition, staff is still working on cleaning up job descriptions which we will finish up this fall. Staff is recommending any step schedule implementation to occur beginning with 2022 so it can be incorporated into a new budget.

Parking & Storage Ordinance

The minutes of the planning commission meeting are included in your packet. They are recommending no change to the ordinance. They do recommend a site plan be provided and the council proceed with enforcement if necessary. I'd like the council to discuss the recommended change and how enforcement will proceed. I also think a discussion on the site plan process would also be helpful so if we move forward staff is clear on what is expected.

Police Staffing

Staff will have an update on part-time applications and also if we have any new information regarding the full-time position.

Pool Closing

The pool is set to close on August 20th. This is due to not having staff able to work beyond that date.

County Fiber Agreement

The resolution the county passed is in your packet. We are still working through terms of an agreement and I will get you something as soon as I get it. We are hoping for council action at the meeting.

Joint Planning Board

There is a JPB meeting on August 3rd @ 6:30pm (right after the council meeting). This is to address a plat and annexation request. This item is expected on the planning agenda for August.

Upcoming Reminders:

August 17, 2021 – Budget Workshop

September 7, 2021 – Council Meeting – Preliminary Budget