



**City Council – Meeting Agenda
June 7, 2022 – 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 May 3, 2022.
 - Approve minutes of May 20, 2022.
 - Adopt Resolution #2022-17 Appointing Election Judges.
 - Approve hiring of seasonal employees for public works and pool.
 - Approve use of streets by Foley Civic Group for Foley Fun Days 2022.
 - Approve appointment of Jonathan Brenny to Planning Commission and EDA.
 - Approve appointment of Mayor Gerard Bettendorf to EDA.
 - Approve hiring of Jason Norten, part-time police officer, contingent on background.
 - Approve updated police policies, Confidential Informants Policy.
 - Approve updated Emergency Operations Plan – required bi-annual review.
 - Accept resignation of part-time police officer Cory Slipka.
 - Approve union contract thru December 31, 2024.
 - Approve increase in part-time police officer wage to PG 6 Minimum (Currently \$23.39/hr.) effective June 12, 2022.
 - Approve adding Juneteenth as floating holiday for non-union employees.
 - Approve payment of bills.

5. Public Hearing – Liquor License Renewals
 - On Sale Liquor: Mr. Jim’s, Foley American Legion, and Stone Creek.
 - Sunday On Sale Liquor: Mr. Jim’s, Foley American Legion, and Stone Creek.
 - Off Sale Liquor: Coborn’s Liquor, Foley American Legion, and Super Spirits.
 - 3.2 Off Sale – Coborn’s Inc., Little Dukes
 - Non-enclosed Premises On Sale Liquor: Foley American Legion, Stone Creek and Mr. Jim’s.
 - Temporary Liquor Licenses:
 - Foley Lion’s Club –to be used for Foley Fun Days, June 20-22, 2022.
 - St. John’s Church, 621 Dewey Street, to be used July 17, 2022.
 - Foley Chamber of Commerce, 329 Oak Drive, to be used for Oktoberfest on September 17, 2022.



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6. Approve Tobacco Licenses

- Brenny Oil
- Casey's Retail Co #1813
- Coborn's Liquor
- Coborn's Grocery Store
- Little Dukes
- Speedway
- Super Spirits
- J-Mart

7. Consider closing of 7th Avenue for Foley Fun Days Car Show on June 21, 2022 – Foley Fun Days.

8. 2021 Audit Report – Schlenner & Wenner

9. Discussion on removing sprinkler sewer charge – Section 610 Sewer Charges.

10. Discussion on downtown parking – Jason Hurst.

11. Mayor's Comments & Open Forum

12. Department Reports:

- Police Department –Katie McMillin
- City Engineer – Jarod Griffith
 - Update on Industrial Park Wetlands
 - Discussion on Hwy 23 Utility Project – Reduction of Work Compensation
- Public Works/Fire – Mark Pappenfus
 - Consider purchase of used street sweeper.
- Administration – Sarah Brunn
 - Update on 45 Highway 23 West – Conditional Use Permit.
 - Consider approval of Hiller Flooring Quote – Library Carpet (Coop-State Bid Pricing)

13. Old Business

- Wastewater Project – Updated Connection Fee

14. New Business

15. Close the meeting per Minn. Stat. 13D.05 Subd. 3(c) 13D.05 – discussion on option agreement price of PID 020049300 & PID 020050000.

15. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – May 3, 2022

The Foley City Council held its regular council meeting on May 3, 2022, at 5:00 p.m. at the Foley City Hall to conduct a workshop with the Planning Commission.

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

Members Absent: None

Planning Commission Members Present: Bill Bronder, Noel Lewandowski, Deb Mathiowetz, Jeff Gondeck, and Rosalie Musachio

Workshop Discussion with Planning Commission: Trailer Storage and Parking Ordinance

The Planning Commission and the council met to discuss the Trailer Storage and Parking Ordinance prior to the start of the council's regular meeting. Several points of the ordinance were discussed including how close the trailer/vehicle could park next to a structure (3 feet vs. 5 feet); restrictions on allowing motorized vehicles in the backyard; trailer length...etc...

The Planning Commission and the council also expressed continued support of the ordinance and the importance of having it in place. Discussion followed and focused on the following questions: What can be parked in the side yard and on what surface? What can be parked in the rear yard and on what surface? What types of vehicles or trailers will be allowed and how many? The group expressed support for possibly allowing single axle trailers in the backyard on trimmed grass as long as it was maintained. They also expressed a desire to limit the number of trailers/vehicles parked. For the side yard, it was decided that a parking surface should still be required.

Staff will bring forward amendments to the ordinance that the council will vote on at the next regular city council meeting.

At 5:30 p.m. Mayor Bettendorf called the regular city council meeting to order.

The pledge of allegiance was recited.

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

Motion carried, unanimous.

Motion by Gondeck, seconded by Musachio, to approve the items on the consent agenda.

Consent Agenda:

- Approve minutes of April 5, 2022.
- Approve minutes of April 25, 2022.
- Adopt Resolution #2022-13 ARPA Standard Allowance.
- Adopt Resolution #2022-14 Accepting Donation.
- Accept resignation of part-time police officer Brayden Sherman.

- Approve payment of bills.
- Approval of The Assessment Agreement – Benton County Assessing Contract.

Motion carried, unanimous.

Public Hearing – Sewer Zoning Ordinance Update

At 5:31 p.m, Bettendorf recessed the meeting to conduct a public hearing on water/sewer connections.

No one spoke.

At 5:33 p.m, Bettendorf reconvened the regular council meeting.

Motion by Gondeck, seconded by Swanson to adopt Ordinance #466 – Sewer and Water Connections (Zoning Side).

Motion carried, unanimous.

Wastewater Regionalization Project – Construction Services

Jared Voge from Bolton & Menk gave an overview of the project to the council. He directed the council to the proposal in their packets and offered to answer any questions. He also stated that Bolton & Menk is working with the contractor and reviewing the project. The first of the preconstruction meetings is scheduled for Wednesday. The contractor indicated that later this month or in early June they plan to officially start the project. Questions and discussions followed.

Voge shared that the construction of the lift station, excavation, and erosion control will start first. He will bring an official schedule forward to the council with more details on when and where the project will start. Ultimately, in terms of the overall project excavation and backhoes to get the pipe in the ground will be most noticeable. Many things will happen simultaneously with lots of components.

Voge also shared with the council that they are working on creating a website that will be the central location for information and updates on the project. Residents or anyone interested in the project can sign up for email alerts. More discussion and questions followed. Estimated hours of construction staff will go up and down depending on the schedule. The cost of construction engineering is built into the overall project costs.

Motion by Gondeck, seconded by Swanson, to approve the Construction Services contract.

Motion carried, unanimous.

Discussion on Removing Sprinkler Sewer Charges

Bruce Thompson, 1133 Golf Court, addressed the council regarding sewer charges for people who have sprinkler systems. He asked that the council consider allowing people to install a meter for sprinkler systems at a reduced sewer charge. Discussion and questions followed. The council expressed a willingness to consider the matter, but also reservations on how it could be handled and how it could impact revenues and the city budget. Revenue from water/sewer payments help to fund capital expenses such as road repairs and equipment purchases. Water conservation was also a concern. Staff was directed to research the matter and present findings to the council.

Discussion on 45 Hwy 23 West – Conditional Use Permit (CUP)

Dan Hanes, 45 Hwy 23 West, addressed the council regarding his conditional use permit. He stressed to the council that he is working very hard to bring his property up to compliance with the CUP and meeting the requirements as outlined in the letter he received from the city attorney. He has made progress and is working with Nancy Scott, the city Building Official, to address the other issues. Discussion and questions followed.

Sarah Brunn City Administrator stated that the city's highest priority was to have the building completed and approved for occupancy as well as some kind of screening for the construction materials that are outside. She recommended that the building be sealed and completed in 30 days with another 30 days to install the screening. Discussion followed with the council agreeing to the time frame for completion.

Mayor's Open Forum

No one spoke.

Department Reports

Police Department

Chief Katie McMillin gave an overview of the monthly stat report. There were 351 calls in April. Traffic enforcement and suspicious activity were both up. In 2021, April had 291 calls. The department posted for applicants for the part-time eligibility list. The Bike Rodeo is scheduled for June 18. The department has already received many donations for the rodeo. One business donated 20 bikes. The last day of school for the high school seniors is May 27 so watch for tractors. June 2 is the last day of school for everyone else.

City Engineer

Jarod Griffith gave the council an update on the Hwy 23 project. The start date is still scheduled for May 9. Yesterday the environmental staff met with the TEP board at the industrial site to look at the incidental wetlands area. They were able eliminate 2.6 acres from the area of concern. Further soil samples are being taken to see if the area can be reduced more.

Public Works and Fire Department

Mark Pappenfus gave an overview to the council. Public Works is flushing water mains and sweeping streets (seasonal maintenance). The pool is scheduled to open June 8. A little later since the kids are still in school until June 2. The new pickup truck is ready. The old truck will be sold at auction next month.

Administration

Sarah Brunn, city administrator, gave an overview to the council. Staff is currently hiring for life guards and swimming teachers at the pool. Not currently fully staffed. It's an election year so staff will be getting ready for that. We may get one more piece of election equipment – a voter assistance machine. Filing for city offices will occur later this summer since we don't have a primary. More information will be posted at a later date. Brunn also gave an update on rental license enforcement. Staff is working with the city attorney regarding one property. We are proceeding with enforcement. A copy of an invoice for the MN Dot project is in the packet. We were billed ahead of time. They haven't processed our change order yet. It is on the bill list, but we will cut the check once we have the final

number from MN Dot. Brunn also presented a resolution committing the council to raise rates in order to approve our loan application. Questions and discussions followed.

Motion by Gondeck, seconded by Musachio, to approve Resolution #2022-15 the commitment to raise sewer rates. Motion carried, unanimous.

Old Business

Brunn shared with the council that staff will be moving forward with water shutoffs for delinquent accounts. Staff has also begun to add late fees.

Motion by Brosh, seconded by Musachio, to start shutoffs no later than July 1 based on staff readiness.

Motion carried, unanimous.

New Business

No new business.

Motion by Gondeck, seconded by Swanson, to adjourn the meeting.

Motion carried, unanimous.

The meeting adjourned at 6:31 p.m.

Sarah A. Brunn, Administrator

(Minutes By: Sara- Judson Brown, Administrative Assistant)

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – May 20, 2022

The Foley City Council held a special council meeting on May 20, 2022, at 10:30 a.m. at the Foley City Hall.

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

Members Absent: None

The pledge of allegiance was recited.

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

Motion carried, unanimous.

Consider Resolution #2022-16 Vacating City Right-of-Way

Sarah Brunn City Administrator asked the council to approve Resolution #2022-16 because it needed to be redone. It had not be done properly several years ago. Benton County needed it to be fixed no later than June 1 to continue with their land purchase. She explained the city needed to reaffirm now so we don't hold anything up.

Motion by Gondeck, seconded by Musachio, to approve Resolution #2022-16.

Motion carried, unanimous.

Discussion of City Investments

Brunn and Monica Shaw, Accounting Technician and Deputy Clerk, gave an overview on interest earned on accounts. Staff met with representatives from Falcon Bank to discuss how the city could earn higher interest rates. Falcon offered an increase of .75% over what we're currently earning. Brunn asked the council's permission to move \$2 million dollars from Frandsen Bank to a Falcon Bank money market account. Both are local banks but currently Falcon offered the city a higher interest rate. Brunn also asked the council for permission to move additional funds to take advantage of higher rates if cash flows allow. Discussion and questions followed.

The council expressed agreement and gave staff direction to move \$2 million dollars and additional funds as staff saw fit. Brunn added that the expectation was that interest rates will go higher. Falcon said they would raise rates as the situation or feds raise rates.

Motion by Gondeck, seconded by Musachio, to adjourn.

Motion carried, unanimous.

The meeting adjourned at 10:38 a.m.

Sarah A. Brunn, Administrator
(Minutes By: Sara- Judson Brown, Administrative Assistant)

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2022-17

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRIMARY AND
GENERAL ELECTION

WHEREAS, Election Judges are needed for the upcoming Primary Election on August 9th, 2022;

WHEREAS, Election Judges are needed for the upcoming General Election on November 8th, 2022;

WHEREAS, in accordance with State Law, council appointment of election judges is necessary for training and conducting local elections; and

NOW, THEREFORE, BE IT RESOLVED that the following people are hereby designated as Election Administrator and Judges for the Primary and General Elections in 2022:

Election Administrator/Judge:	Sarah Brunn
Judges:	Heidi Wanty
	Jan Nathe
	Karen Kampa
	Lou DeMarais
	Stephen Bartell
	Evelyn Kirby
	Monica Shaw
	Stacy Graham
	Sara Judson-Brown
	Sandy Latterell
	Bill Bronder
	Lavonne M Fones
	Richard Wanty

Adopted by the council, this 7th day of June, 2022.

Gerard L. Bettendorf, Mayor

ATTEST:

Sarah A. Brunn, Administrator

2022 SEASONAL EMPLOYEES

Pool

Emma Brenny
Halle Brenny
Noah Brunn
Kendra Carlson
Arianna Dix
Natalie Hanks
Anthony Johnson
Emma Juetten
Haley Juetten
Abby Mazacek
Brittany Mellgren
Isabell Rymer
Tessa Schumann
Hayden Sweeter
Callie Teff
Scott Thielen
Emma Thorsten
Ashley Welch

Public Works

Landon Heald
Colby Johnson
Aiden Micholski
Kenneth Nadeau

Application for Serving on City of Foley Boards and Commissions



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

Name: Jonathan Benny
Address: 621 Norman Avenue N, Foley, MN 56329
Phone: 320-493-8143
Email: Jonathan@JonathanBenny.com

Name of Committee/Board you are interested in serving:

Planning Commission & Economic Development Authority

What interests you about serving the citizens of Foley?

Bring my knowledge & experience to help improve community.
What is a man who does not make the world better.

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

Real Estate Consultant, worked/lived in community for 35+ years,
see what other communities are doing → try to implement/suggest
to help improve Foley community.

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

CONFIDENTIAL INFORMANTS MODEL POLICY

MN STAT 626.8476

Approved by the POST Board on 4/21/22

I. POLICY

It is the policy of the **Foley Police Department** to establish procedures and protocols that take necessary precautions concerning the recruitment, control and use of confidential informants.

II. DEFINITIONS

A. Confidential Informant (CI): A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and;

1. seeks to avoid arrest or prosecution for a crime, mitigate punishment for a crime in which a sentence will be or has been imposed, or receive a monetary or other benefit; and
2. is able, by reason of the person's familiarity or close association with suspected criminals, to:
 - i. make a controlled buy or controlled sale of contraband, controlled substance, or other items that are material to a criminal investigation;
 - ii. supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
 - iii. otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

B. Controlled Buy: means the purchase of contraband, controlled substances, or other items that are material to a criminal investigation from a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.

C. Controlled Sale: means the sale of contraband, controlled substances, or other items that are material to a criminal investigation to a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.

D. Mental Harm: means a psychological injury that is not necessarily permanent but results in visibly demonstrable manifestations of a disorder of thought or mood that impairs a person's judgment or behavior.

E. Target Offender: means the person suspected by law enforcement personnel to be implicated in criminal acts by the activities of a confidential informant.

F. Confidential Informant File: means a file maintained to document all information that pertains to a confidential informant.

G. Unreliable Informant File: means a file containing information pertaining to an individual who has failed at following an established written confidential informant agreement and has been determined to be generally unfit to serve as a confidential informant.

H. Compelling Public Interest: means, for purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.

I. Overseeing agent: means the officer primarily responsible for supervision and management of a confidential informant.

III. PROCEDURES

A. Initial Suitability Determination

An initial suitability determination must be conducted on any individual being considered for a role as a CI. The initial suitability determination includes the following:

1. An officer requesting use of an individual as a CI must complete an Initial Suitability Report. The report must be submitted to the appropriate individual or entity, as determined by the agency chief executive, to review for potential selection as a CI. The report must include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information must be addressed in the report, where applicable:
 - a. Age, sex, and residence
 - b. Employment status or occupation
 - c. Affiliation with legitimate businesses and illegal or suspicious enterprises
 - d. Extent to which potential information, associations, or other assistance could benefit a present or future investigation
 - e. Relationship with the target of an investigation
 - f. Motivation in providing information or assistance
 - g. Risk of adversely affecting an existing or future investigation
 - h. Extent to which provided information can be corroborated
 - i. Prior record as a witness
 - j. Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest, or has been charged with a crime
 - k. Risk to the public or as a flight risk
 - l. Consultation with the individual's probation, parole, or supervised release agent, if any
 - m. Consideration and documentation of the individual's diagnosis of mental illness, substance use disorder, traumatic brain injury, or disability; and consideration and documentation of the individual's history of mental illness, substance use disorder, traumatic brain injury or disability
 - n. Relationship to anyone in law enforcement
 - o. Risk of physical harm to the potential CI or their immediate family or relatives for cooperating with law enforcement
 - p. Prior or current service as a CI with this or another law enforcement organization
2. Prior to an individual's use as a CI, a supervisor or other designated authority must review the Initial Suitability Report and determine if the individual is authorized to serve as a CI.
3. Any prospective or current CI must be excluded from engaging in a controlled buy or sale of a controlled substance if the prospective or current CI:
 - a. is receiving in-patient treatment or partial-hospitalization treatment administered by a licensed service provider for a substance use disorder or mental illness; or
 - b. is participating in a treatment-based drug court program or treatment court; except that
 - c. the prospective or current CI may provide confidential information while receiving treatment, participating in a treatment-based drug court program or treatment court.

4. Documentation and special consideration must be made of the risks involved in engaging a prospective or current CI in the controlled buy or sale of a controlled substance if the individual is known, or has reported, to have experienced a drug overdose in the previous 12 months.
5. Any prospective or current CI who is known to abuse substances, or is at risk for abusing substances, should be provided referral to prevention or treatment services.
6. Any prospective or current CI that has a physical or mental illness that impairs the ability of the individual to understand instructions and make informed decisions should be referred to a mental health professional or other appropriate medical professional, or a case manager/social worker from the county social services agency, or other substance abuse and mental health services.
7. Each CI's suitability must be reviewed every 6 months, at a minimum, during which time the CI's overseeing agent must submit a Continuing Suitability Report addressing the foregoing issues in III.A.1.a-p, and III.A.3-6, where applicable. An initial suitability determination must be conducted on a reactivated CI regardless of the length of inactivity.
8. Any information that may negatively affect a CI's suitability during the course of their use must be documented in the CI's file and forwarded to the appropriate authorized personnel as soon as possible.
9. Supervisors must review informant files regularly with the overseeing agent and must attend debriefings of CIs periodically as part of the informant management process. If a CI is active for more than 12 months, a supervisory meeting with the CI must be conducted without the overseeing agent.
10. CI contracts must be terminated, and the CI file placed in inactive status when the CI has not been utilized for 6 months or more.

B. Exigent Confidential Informants

1. Certain circumstance arise when an individual who has been arrested is willing to immediately cooperate and perform investigative activities under the direction of an overseeing agent. In these circumstances, the initial suitability determination can be deferred and an individual may be utilized as a CI for a period not to exceed 12 hours from the time of arrest if:
 - a. The individual is not excluded from utilization as a CI under III.A(3)(a-c) of this policy; and
 - b. There is compelling public interest or exigent circumstances exist that demand immediate utilization of the individual as a CI and any delay would significantly and negatively affect any investigation; and
 - c. A supervisor has reviewed and approved the individual for utilization as a CI under these circumstances.
2. Upon the conclusion of the 12-hour window, or at any time before, an initial suitability determination must be conducted before the individual engages in any further CI activities.

C. Special CI Approval Requirements

Certain individuals who are being considered for use as a CI require special review and approval. In all instances, the agency's chief executive or their designee and the office of the prosecutor or county attorney should be consulted prior to the use of these individuals as CIs. These individuals include the following:

1. Juveniles
 - a. Use of a juvenile under the age of 18 for participating in a controlled buy or sale of a controlled substance or contraband may be undertaken only with the written authorization of the individual's parent(s) or guardian(s), except that the juvenile informant may provide confidential information.
 - b. Authorization for such use should be granted only when a compelling public interest can be demonstrated, *except that*
 - c. Juveniles under the guardianship of the State may not be used as a CI.
2. Individuals obligated by legal privilege of confidentiality.

3. Government officials.

D. General Guidelines for Overseeing CIs

General guidelines for overseeing CIs are as follows:

1. CIs must be treated as assets of the agency, not the individual overseeing agent.
2. No promises or guarantees of preferential treatment within the criminal justice system will be made to any informant without prior approval from the prosecuting authority.
3. CIs must not be used without authorization of the agency through procedures identified in this policy.
4. CIs must not be used to gather information purely of a political nature or for other information-gathering efforts that are not connected with a criminal investigation.
5. Under no circumstances must an informant be allowed access to restricted areas or investigators' work areas within a law enforcement agency.
6. All CIs must sign and abide by the provisions of the agency's CI agreement.
7. Any physical or mental illness that impairs the CI's ability to knowingly contract or otherwise protect the informant's self-interest must be taken into consideration before the CI signs the agreement.
8. The CI's overseeing agent must discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:
 - a. CIs may voluntarily initiate deactivation, whereupon the protocols outlined in section E of this policy must be followed.
 - b. CIs are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon while performing activities as a CI.
 - c. CIs found engaging in any illegal activity beyond what is authorized by the agency and conducted while under the supervision of an overseeing agent, will be subject to prosecution.
 - d. CIs are prohibited from engaging in actions or activities that could be deemed entrapment. The meaning of the term and implications of such actions must be explained to each CI.
 - e. CIs are prohibited from engaging in self-initiated information or intelligence gathering without agency direction and approval. The CI must not take any actions in furtherance of an investigation without receiving specific instruction(s) from the overseeing agent or agency.
 - f. Every reasonable effort will be taken to ensure the confidentiality of the CI but, upon judicial order, he or she may be required to testify in open court.
 - g. CIs may be directed to wear a listening and recording device.
 - h. CIs must be required to submit to a search before and after a controlled purchase.
 - i. CIs who participate in unplanned or unanticipated activities or meet with a subject(s) under investigation in a location outside of the jurisdictional boundary of the handling agency must promptly report that activity or meeting to their overseeing agents.
9. CI activity outside jurisdictional boundaries:
 - a. Investigators handling CIs who engage in operational activity in locations outside the jurisdictional boundaries of the agency must coordinate with counterparts in law enforcement agencies that have jurisdiction in that location where the CI will operate before any activity occurs, or in a timely manner after unanticipated activity occurs and is brought to the attention of the overseeing agent.
 - b. Any decision to defer or delay notice to or coordinate with an outside agency having jurisdiction in the area where a CI has or may operate must be documented, reviewed, and approved by the agency's chief executive or their designee.
10. Officers must take the utmost care to avoid conveying any confidential investigative information to a CI, such as the identity of other CIs, surveillance activities, or search warrants, other than what is necessary and appropriate for operational purposes.

11. No member of this agency must knowingly maintain a social relationship with a CI, or otherwise become personally involved with a CI beyond actions required in the performance of duty.
12. Members of this agency must not solicit, accept gratuities from, or engage in any private business transaction with a CI.
13. Meetings with a CI must be conducted in private with another officer or agent present and with at least one officer or agent of the same sex, except when not practical. The meeting location should minimize the potential for discovery of the informant's cooperation and provide sufficient space to complete necessary administrative duties. The meetings must be documented and subsequently entered into the individual's CI file.
14. Overseeing agents must develop and follow a communications strategy and plan with the CI that minimizes, to the greatest extent possible, the risk of discovery or compromise of the relationship between the agency and the CI. This plan should also aim to prevent the detection, compromise, or interception of communications between the overseeing agent and the CI.
15. Procedures must be instituted to assist CIs with concealing their identity and maintaining their safety. Care should be given not to expose CIs to unnecessary safety risks.
16. Preceding or following every buy or sale of controlled substances, overseeing agents must screen the CI for any personal safety or mental health concerns, risk of substance abuse, and/or potential relapse in any substance abuse recovery.
 - a. At the request of the CI, or if the overseeing agent deems it necessary, reasonable efforts should be taken to provide the CI with referral to substance abuse and/or mental health services.
 - b. Overseeing agents must document:
 - i. the screening,
 - ii. any referral to services provided to, or requested by, the CI, and
 - iii. any refusal by the CI to participate in the screening and/or any refusal by the CI to accept referral to services. Reasons for the CI's refusal must be documented, where applicable.
 - c. No part of this subsection supersedes MN Stat. 253B.05, sub.2.
17. Reasonable protective measures must be provided for a CI when any member of this agency knows or should have known of a risk or threat of harm to a person serving as a CI and the risk or threat of harm is a result of the informant's service to this agency.
18. Overseeing agents must:
 - a. evaluate and document the criminal history and propensity for violence of target offenders; and
 - b. to the extent allowed, provide this information to the CI if there is a reasonable risk or threat of harm to the CI as a result of the CI's interaction with the target offender.
19. Reasonable efforts and precautions must be made to help protect the identity of a CI during the time the person is acting as an informant.
20. Whenever possible, officers must corroborate information provided by a CI and document efforts to do so.
21. The name of a CI must not be included in an affidavit for a warrant unless judicial authority is obtained to seal the document from the public record or the CI is a subject of the investigation upon which the affidavit is based.
22. Overseeing agents are responsible for ensuring that information of potential value to other elements of the agency is provided promptly to authorized supervisory personnel and/or other law enforcement agencies as appropriate.
23. Individuals leaving employment with the agency have a continuing obligation to maintain as confidential the identity of any CI and the information he or she provided unless obligated to reveal such identity or information by law or court order.

E. Establishment of an Informant File System

An informant file system must be established as follows:

1. The agency chief executive must designate a file supervisor who must be responsible for developing and maintaining master CI files and an indexing system.
2. A file must be maintained on each CI deemed suitable by the agency.
3. An additional Unreliable Informant File must be established for CIs deemed unsuitable during initial suitability determinations or at a later time.
4. Each file must be coded with an assigned informant control number for identification within the indexing system and must include the following information, where applicable:
 - a. Name, aliases, and date of birth
 - b. Height, weight, hair color, eye color, race, sex, scars, tattoos, or other distinguishing features
 - c. Emergency contact information
 - d. Name of the officer initiating use of the informant and any subsequent overseeing agents
 - e. Photograph and criminal history record
 - f. Current home address and telephone number(s)
 - g. Residential addresses in the last five years
 - h. Current employer, position, address, and telephone number
 - i. Social media accounts
 - j. Marital status and number of children
 - k. Vehicles owned and their registration numbers
 - l. Places frequented
 - m. Gang affiliations or other organizational affiliations
 - n. Briefs of information provided by the CI and the CI's subsequent reliability
 - o. Special skills and hobbies
 - p. Special areas of criminal expertise or knowledge
 - q. A copy of the signed informant agreement
5. CI files must be maintained in a separate and secured area.
6. The file supervisor must ensure that information concerning CIs is strictly controlled and distributed only to officers and other authorities who have a need and a right to such information.
7. CI File Review
 - a. Sworn personnel may review an individual's CI file only upon the approval of the agency's chief executive or their designee.
 - b. The requesting officer must submit a written request explaining the need for review. A copy of this request, with the officer's name, must be maintained in the individual's CI file.
 - c. Officers must not remove, copy, or disseminate information from the CI file.
 - d. CI files must be reviewed only in designated areas of the law enforcement facility and returned as soon as possible to their secure file location.
 - e. All disclosures or access to CI files must be recorded by the file supervisor, to include information such as the requesting officer or agency, the purpose of access or disclosure, the information conveyed, and the date and time of access or dissemination.

f. No portion of an individual's CI file must be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.

F. Deactivation of Confidential Informants

A CI deactivation procedure must be established as follows:

1. The overseeing agent must complete a deactivation form that includes, at minimum, the following:
 - a. The name of the agency.
 - b. The name of the CI.
 - c. The control number of the CI, where applicable.
 - d. The date of deactivation.
 - e. The reason for deactivation.
 - f. A notification that contractual agreements regarding monetary re-numeration, criminal justice assistance, or other considerations, specified or not, are terminated.
 - g. A notification that the agency will provide and assist the CI with referral to health services for assistance with any substance abuse disorder and/or physical, mental, or emotional health concerns, as requested or accepted by the CI.
 - h. A signature by the CI or documentation indicating the reason(s) why the CI was unable or unwilling to sign the form.
 - i. A signature by the overseeing agent.
2. All reasonable efforts must be taken to maintain the safety and anonymity of the CI after deactivation.

G. Monetary Payments

Monetary payments must be managed as follows:

1. All monetary compensation paid to CIs must be commensurate with the value of the information or assistance provided to the agency.
2. All CI payments must be approved in advance by the officer in charge of confidential funds.
3. Officers must provide accounting of monies received and documentation for confidential funds expended. Any documentation of monies paid or received should not contain the true identity of the informant but should use the CI's control number.
4. Two officers must be present when making payments or providing funds to CIs.
5. The appropriate individual, as designated by the agency's chief executive, must ensure that the process for authorization, disbursement, and documentation of CI payments, as well as the accounting and reconciliation of confidential funds, is consistent with agency policy.
6. If a CI is authorized to work with another law enforcement or prosecutorial agency, financial payments must be coordinated between the agencies in a manner that is proportionate to the assistance rendered to each agency and consistent with provision III.F.1. of this policy.
7. Written records of receipts are retained, or justification for the exception is documented when a written receipt is not available.

City of Foley

EMERGENCY OPERATION PLAN

Updated : February 2022

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I. PURPOSE

To provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Benton County Sheriff's Office is the Benton County Warning Point. The county warning point is responsible for relaying emergency notifications (i.e. severe weather, technological disasters) which it relays to the Foley Police Department, which serves as the city warning point.
- B. Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance should call 9-1-1. The personnel who answer 9-1-1 calls are responsible for determining the appropriate response agency to dispatch to the scene of the emergency.
- C. The City warning point is responsible for ensuring that all emergency notifications that it receives are handled properly. Specifically, the warning point will: (NOTE: List only those capabilities/systems that exist in your city.)

- notify the appropriate city department(s) that may be needed.

- (1) - city departments include: police, fire, public works

- if necessary, notification would be made to the public via use of reverse 911 system, the outdoor warning sirens and/or media outlets in regard to what is occurring and what we are requesting of the public.

- (2) - media would include radio & t.v.

III. SUPPORTING DOCUMENTS

The City of Foley Notification and Warning Standard Operating Procedure (SOP) details the specific notification and warning procedures that will be followed by the Foley Police Warning Point. The SOP is on file at the Foley Police Department.

Call list (not in any specific order and depends on type of emergency):

- Emergency Management Director

- Fire Chief

- Mayor

- City Administrator

- Public Works Director

Emergency Operations Plan

Annex A: Notification and Warning

City of Foley

IV. AUTHENTICATION

(Date)

Emergency Management Director

I. PURPOSE

To describe how direction and control of the City of Foley response to a disaster will be accomplished.

II. RESPONSIBILITIES

- A. City Emergency Management Director. The Emergency Management Director of Foley will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. Line of succession to the Foley Emergency Management Director is as follows:

E.M Director
City Administrator
Mayor

III. CITY OF FOLEY EMERGENCY OPERATING CENTER (EOC)

Direction and control of the city's response to a disaster will be carried out at the City of Foley EOC. The EOC is located at the Foley Police Department. Alternate sites will include the Fire Station and the City Hall.

- A. Criteria for EOC Activation

The degree of EOC activation will be determined by the severity of the emergency.

1. The EOC may be partially activated due to a potential threat to life or property from severe weather, (i.e. tornado, flooding, blizzard), pipeline leak, or a hazardous materials incident/accident that is a controlled release of a reportable product. (Response Level 1).
2. The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown, pipeline leak, or flooding which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies, (including federal and state, as well as surrounding counties and municipalities [Response Level II and III]), or enemy attack.

- B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the city Emergency Management Director is responsible for ensuring that the EOC is activated according to the previously described criteria.

C. Staffing of the EOC

1. Staffing of the EOC will consist of city personnel who are assigned an annex, and/or staff from other agencies with appropriate training to assist. (The staffing list for the Foley EOC is on file with the Foley Emergency Management Director.) EOC staff is responsible for the operations of their particular service or assignment. Each department/agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that individuals are expected to perform at the EOC.
2. If determined necessary, the city will request county assistance with a communication van/mobile command post to serve as an on-scene command post. The EOC will be kept informed, on a timely basis, of the response efforts.
3. It is recognized that the efficiency of this plan will be dependent on the ability of team members and employees to be comfortable that their family members are cared for in the event of a community disaster. A common site will be identified as an assembly area for family or significant others to find shelter and accommodations. Such site will also serve as a communications point for the employee and their family

D. Communications Capability

1. EOC Communications Capability

Radio Frequencies—

Local, state and federal via 800 MHz radios.

Telephone—

The city has conventional phone as well as cellular phone capabilities.

Communications Van---

The city could request the use of a mobile communications van from Benton County.

F. EOC Equipment/Supplies

Emergency Operations Plan

Annex B: Direction and Control/EOC

City of Foley

The Foley Emergency Management Director is responsible for ensuring that the EOC is operational-that necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use in the EOC.

IV. AUTHENTICATION

Date

Emergency Management Director

Emergency Operation Plan

Annex C: Emergency Public Information

City of Foley

I. PURPOSE

To provide an overview of how emergency public information will be disseminated in the event of a disaster

II. PUBLIC INFORMATION OFFICER

The only official authorized to serve as the public information officer (PIO) for the City of Foley is the city administrator, or their designee if unavailable. If the designee is unavailable, the Emergency Management Director will determine who the PIO shall be. These individuals will be given access to the information necessary to carry out their role as PIO for the city.

III. RESPONSIBILITIES

The PIO is responsible for disseminating information and instructions to the public on a timely basis and for coordinating all releases during pre-emergency, emergency, and post-emergency conditions. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated should that be necessary, and, for reviewing and approving all information releases before they are disseminated.

The PIO shall keep the city council informed as to the response activities and other pertinent information related to the event. The PIO and spokesperson shall meet prior to any press conferences to share information that may need to be relayed to the media.

IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the City Hall Council Chambers will be used for this purpose. It should be stressed that the briefing room will be at a location, remote from the EOC. News media personnel will be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through the following listed below as well as the city website, Facebook, or other social media pages.

<u>RADIO/NEWSPAPER</u>	<u>PHONE</u>	<u>FAX</u>	<u>EMAIL</u>
WJON Radio St. Cloud	320-252-1629	320-251-8060	
St. Cloud Times	320-255-8700	320-255-8775	
KNSI Radio	320-251-8700	320-251-8952	
KCLD Radio	320-251-8700	320-251-8952	
KKJM Radio	320-251-1780	320-257-1624	
Benton County News	320-968-7220		

Emergency Operation Plan

Annex C: Emergency Public Information

City of Foley

V. SUPPORTING DOCUMENTS

Prepared public information supplements for release to radio, TV, and newspapers shall be maintained by the PIO.

VI. AUTHENTICATION

date

City Administrator

I. PURPOSE

To describe how search and rescue will be accomplished in the city following a disaster.

II. RESPONSIBILITY

Within the City of Foley, the primary responsibility for search and rescue belongs to the Foley Fire Department. Support for search and rescue may be available from the Foley Police Department, Area Mutual Aid, Fire and Police Departments.

Supporting Agencies and Companies:

State Patrol
Benton County Sheriff's Department
Foley Police Department
Any agency within any Mutual Aid Agreements
MN State Fire Chief Association (Fast Chief Program)
1-800-422-0798 1-651-649-5451 1-800-627-3529 1-651-297-5353

III. SUPPORTING STANDARD OPERATING GUIDELINES (SOGs)

Fire and law enforcement departments, ambulance services, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines (SOGs) they may need. Such SOGs should include guidance and instructions for performing search and rescue following an accident/incident involving hazardous materials, and (if applicable) following an emergency levee failure. The following SOGs have been developed, and are on file at: Fire Hall

Supporting Standard Operating Guides.

Identification of areas – streets, block, roads, buildings, codes for dead found. Code street, side with or by house number. Number of dead bodies.

(Example – V-1 and date. If clear put ✓, time and date)

IV. STANDARD OPERATING GUIDELINES (SOG)

Foley Fire Department has developed and maintains SOG it may need in order to carry out its fire rescue responsibilities. Central Minnesota Fire Aid Association (mutual aid agreement) has a personal accountable system in place for large and small fire and rescue operations.

V. AUTHENTICATION

Date

Fire Chief

I. PURPOSE

To provide an overview of how the health/medical care needs of Foley residents would be met in the event of a major disaster.

II. PRIMARY RESPONSIBILITIES

A. First Response/First Aid

Nearest local first response/rescue department available to provide immediate care and first aid to disaster victims. These units are dispatched via 911 emergency response system.

B. Ambulance Service

The following ambulance services will be used to transport disaster victims. Ambulances will be dispatched via 911 emergency response system based upon the primary service area and the location of the disaster. Additional ambulance services will be used, depending upon the size of the disaster.

1. Mayo Ambulance
2. North Memorial

C. Hospital Care

The following hospitals also are available or nearby:

1. St. Cloud Hospital
2. Fairview Hospital - Princeton

If the number of victims require use of additional hospitals, the following hospitals would be utilized:

1. St. Gabriel's Hospital – Little Falls, MN
2. CentraCare-Monticello, MN
3. Selected Twin Cities Facilities

D. Emergency Mortuary Operations

Emergency mortuary operations can be implemented by contacting the Midwest Medical Examiner's Office. (see Annex Q)

E. Health Threats

Serious potential or actual health problems, including but not limited to food and water contamination, and disposing of dead and diseased animals, will be referred to the Public Health Division and Environmental Services Department of either Benton County. Consultation and assistance will be available as needed from Benton County Environmental Services.

Food handling and living conditions – play an important role in a disaster. The Department of Environmental Services is responsible for the licensing and inspection of the food establishments in Foley. Proper food preparation, storage and handling procedures are enforced through this program. In a disaster situation there will be a need to maintain proper food service practices and sanitary living conditions amid such needs as temporary housing and sheltering. Restaurants and motels affected by the disaster will want to return to operation as soon as possible and must be monitored for proper practices in doing so. Safe and sanitary procedures should be maintained as practical.

Foodborne Outbreaks – are handled by Environmental Services Department, with assistance from the Public Health Division of Human Services, staff from the Minnesota Department of Health and the State Epidemiologist. In addition, an important consideration in the area of food safety is the handling and preparation of food supplied to disaster volunteers, rescue workers and others involved in such work. Assuring that the continued health of the work force is critical to the success of relief efforts.

Environmental Services will:

- Provide direction and information to the public;
- Provide coordination with the Minnesota Department of Health;
- Coordinate with Benton County Public Health; and
- Coordinate with relief agencies, i.e. Red Cross, Catholic Charities.

Municipal and Individual Well Water Supplies – require special protection in a disaster situation. In the aftermath of a disaster, the Environmental Services Department can test individual water supplies. Municipal water supplies would fall under the jurisdiction of the Minnesota Department of Health.

The Environmental Services Department will:

- Provide direction and information to the public;

- Provide direction and information for the disinfection of contaminated wells to restore safe drinking water supplies;
- Assist with monitoring floodwater contaminated with sewage, garbage, debris, farm run-off, mud and silt; and,
- Coordinate with the Minnesota Department of Health and Public Health.

Solid Waste Management – in a disaster can be extensive. Debris from a disaster often needs to be cleaned up in an expedient manner. This will assist in rescue efforts, protect the public health, and it is important in the community's psychological recovery process.

To assure that accepted solid waste procedures are followed, the solid waste program staff of Benton County Environmental Services will provide technical assistance in the recovery process. Assistance can be offered in the following areas: Debris removal, contaminated soil disposal, disposal site identification and recycling efforts.

Coordination efforts will take place with:

- Benton County Public Works;
- Benton County Municipal public works;
- Provide direction and information to the public;
- Provide public information to the EOC;
- Provide direction to private waste haulers, and county resource recovery facilities.

Sewage Treatment Systems – One of the most immediate needs in the aftermath of a disaster is to arrange for temporary sewage sanitation control methods. Portable toilets with hand sanitizing facilities must be accessed and provided to disaster areas as soon as possible. In a prolonged recovery effort, this is a very important and costly consideration. Another important consideration is the timely removal of sewage from the portable toilets and its proper disposal.

F. Inquiry and Referral Services

The Red Cross coordinates all inquiry and referrals in a disaster. Their major focus is to establish a Family Assistance Center to assist families with their physical and mental health needs. All Family Assistance Centers are staffed with medical personnel. They also provide shelters for

individuals who've been displaced in a disaster. All shelters are staffed with medical personnel.

G. Hazardous Materials/Radiological Decontamination

The containment, storage and disposal of household hazardous waste may be an important part of the recovery process. In a disaster situation, the expertise of those persons trained to deal with hazardous waste will be a valuable resource. The mobile collections unit may be used to assist in the clean up to assure that the waste is handled properly.

The Environmental Services Department does not provide a first response emergency team to contain, plug, patch or mitigate these releases of hazardous chemicals. This remains primarily the function of the local fire services and/or private contractors.

The following hospitals provide Hazardous Materials/Radiological decontamination:

1. St. Cloud Hospital

II. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City, overall management of the various health/medical organizations response to the disaster would take place at the Stearns County EOC or the Benton County EOC. All county hospitals and ambulance services are equipped with radio communications equipment and can therefore communicate among themselves and with the EOC

III. LOCAL SUPPORTING PLANS AND PERSONNEL

- A. All hospitals in the county maintain a disaster plan.
- B. All hospitals in the county maintain a chemical emergency plan.
- C. All hospitals and ambulance services have established procedures regarding transportation protocols.
- D. Area ambulance and first responder services have entered into mutual aid agreements.

- E. The Foley Resource Manual contains lists of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services, and other health support services.

IV. STATE SUPPORTING LEVEL

- A. Support is available from the Minnesota Department of Health in responding to radiation incidents. See Radiological/Hazardous Materials Annexes/SOPs for detailed information.
- B. Support is available from the St. Cloud Fire Department's Hazardous Materials Response Team, in the event of a catastrophic incident. See Radiological/Hazardous Materials Annexes/SOPs for detailed information.

V. AUTHENTICATION

Date

Emergency Management Director

I. PURPOSE

To outline how evacuation, traffic control, and security will be carried out if they are required due to a disaster in the City of Foley.

II. RESPONSIBILITY

A. The following official(s) will be responsible for recommending evacuation:
Official: PD Officer in Charge (OIC); FD Officer in Charge (OIC); Mayor;
City Administrator.

Incidents: Severe Thunderstorms
High Winds
Tornadoes
Fires
Pipeline Brakes
Flooding
Industrial Accidents
Toxic Chemical Spills
Downed Power Lines
Power Outages
Train Derailments
Terrorist Attack

B. The Police and Fire Departments will be responsible for coordinating an evacuation effort.

C. The Police Department has primary responsibility for traffic control and security.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by (include any applicable radio and TV stations, route alerting, etc.).

Emergency Operations Plan

Annex F: Evacuation, Traffic Control, and Security

City of Foley

<u>RADIO/NEWSPAPER</u>	<u>PHONE</u>	<u>FAX</u>
EDDG	253-9600	
KXSS 1390 AM	"	
LITE 96.7 FM	"	
KLZZ 103.7 FM	"	
KMXK 94.9 FM	251-4422	251-8060
WJON 1240 AM	"	"
WWJO 98.1 FM	"	"
KCLD 104.7 FM	251-1450	251-8952
KNSI AM	"	"
Rockin 101.7 FM	252-6200	252-9367
WVAL 800 AM	"	"
KASM 1150 AM	845-2184	
KCFB 91.5 FM	252-4214	252-2027
KARE 11	(651) 292-9872	(651) 546-8600
KMSP 9	(651) 944-9999	(651) 942-0455
WCCO 4	(612) 339-4444	(612) 330-2767
KSTP 5	(651) 646-5555	(651) 642-4409

- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other factors.
- C. Call the Foley Police Department for those who cannot evacuate themselves. A local bus service will be contacted for assistance.
- D. Facilities at risk (hospitals, clinics, nursing homes, schools, etc.) may have developed their own SOPs for evacuation, and such SOPs would be available at the facility.

IV. RESOURCES AVAILABLE

- A. Mayo Ambulance Service vehicles may be available, if needed, to evacuate non-ambulatory individuals.
- B. Foley School's could provide buses, if needed, to assist in the evacuation process.
- C. MTC.
- D. Assistance for traffic control and security may be available from: Police reserves; Foley FD; other law enforcement agencies.

VI. AUTHENTICATION

(Date)

Police Chief

I. PURPOSE

To describe how fire and rescue protection is to be accomplished for the City of Foley.

II. RESPONSIBILITY

Fire and Rescue Protection

Foley is a paid on-call department. The 25 members all carry pagers. All members train at a minimum of MN Emergency Medical Responder and MN Firefighter 2. To have the fire department paged, contact Benton County dispatch.

III. MUTUAL AID AGREEMENTS

Mutual aid can be requested by the fire chief or officer in charge.

A written mutual aid agreement exists on file at the fire station and city hall.

IV. SPECIALIZED FIRE AND RESCUE EQUIPMENT

Hurst eDraulic Rescue Tool Set

28" Spreader Tool	Model #SP555 E2
Cutter Tool	Model #S700 E2
Two-Stage Ram Tool	Model #R21 E2

1 Lukas/Centaur 'Jaws of Life' Rescue System - includes Back-up Hand Pump

Trimo Power Unit
CEN C6 Cutter Tool
CEN S28 Spreader Tool
CEN T40 Two-Stage Ram Tool
Brake Pedal Cutter Tool

Paratech MAXIFORCE Air Lifting Bag Model 92 - 9 Lifting Bag Set
with Paratech Master Control Kit, G2-150

2 MSA Evolution 6000+ Thermal Imaging Cameras

1 Drager Thermal Imager Camera Model #UCF 3200

1 Vent Master 576-HD Ventilation Saw - Model #TV400-051

1 Vent Master 375K Cutoff Saw - Model #TV406-506

1 Vent Master 575X Ventilation Saw - Model #TV400-051

1 Vent Master 396K Cutoff Saw - Model #TV-406-507

1 Stihl Chain Saw – Model #MS360

1 Stihl Cut Off Saw – Model #TS760

1 Jonsered Chain Saw Model 90

1 5000-Watt Honda Portable Generator

3 MSA Altair 5x 4-Gas Monitors

1 MSA HCN Gas Monitor

V. COMMUNICATION CAPABILITY

9 Motorola XTL 2500 800MHZ Digital Mobile Radios
20 Motorola XTS 2500 800MHZ Digital Portable Radios
6 Motorola APX 6000XE 800MHZ Digital Portable Radios
1 Motorola 800MHZ Digital Base Station Radio
2 Motorola VHF Base Radios
5 Motorola VHF Mobile Radios
3 Motorola VHF Portable Radios

Supporting agencies and companies. Members of Foley Fire Department that can operate heavy and light equipment:

Search dogs – Northstar Search and Rescue Dog Association – 24 hours.
(612-680-3228).

Supporting Standard Operating Guides.

Identification of areas – streets, block, roads, buildings, codes for dead found.

Code street, side with or by house number. Number of dead bodies.

(Example – V-1 and date. If clear put ✓, time and date)

VI. STANDARD OPERATING GUIDELINES (SOG)

Foley Fire Department has developed and maintains SOG it may need in order to carry out its fire rescue responsibilities. Central Minnesota Fire Aid Association (mutual aid agreement) has a personal accountable system in place for large and small fire and rescue operations.

VII. AUTHENTICATION

(date)

Fire Chief

I. JOB DESCRIPTION

When a disaster strikes, the City of Foley Damage Assessment Coordinator will see that a survey of the devastated area is done to determine; number of families affected, persons killed and injured, homes destroyed and damaged, number of other buildings destroyed or damaged, damage to roadways, sanitary sewer, water main, storm systems and all appurtenant infrastructure, number of persons homeless, boundary of the disaster area, what kind of relief is needed and where, and any special problems regarding transportation and communication. The Damage Assessment Coordinator will work with appropriate City and County personnel to gather this information to facilitate the receipt of state and federal funding when appropriate, and to allow for a quick, thorough, recovery of affected areas.

A. Pre-Emergency Actions

The City of Foley Damage Assessment Coordinator will:

1. Establish liaisons within other areas of City of Foley, Benton County emergency government, Civil Air Patrol, private industry and other agencies capable of supplying damage data and arrange for exchange of information with these various agencies during an emergency.
2. Ensure that personnel assigned to assist are trained to do their jobs.
3. Assign people to vacant positions in a timely manner.
4. Develop a plan to maintain such charges, maps, and journals considered necessary to portray the situation graphically at any time upon call.

B. Emergency Actions

1. Upon receipt of a notification of a natural, manmade or technological disaster, the City of Foley Damage Assessment Service Coordinator, will alert their deputy and staff.
2. Maintain maps of the disaster areas as well as any necessary forms.
3. Identify specific needs of disaster victims; i.e., food, shelter, health, and provide a verbal and written report back to the County Emergency Services Director.
4. Facilitate the completion of written damage assessment reports for use in determining the need for disaster declarations.

READINESS CONDITIONS (REACON) ACTIONS

Time Period

Duties and Tasks (What is this?)

REACON 3 The City of Foley Damage Assessment Coordinator will notify key staff members upon receipt of the REACON proclamation. They will review their staffing requirements and the availability of personnel to conduct emergency operations. They will concurrently take action to update inventories of supplies and equipment needed to support their emergency operations.

REACON 2 The City of Foley Damage Assessment Coordinator will brief their staff personnel and will facilitate broadcasting of the proclamation of REACON 2 to the areas of the City of Foley where there are personnel who will be involved in damage assessment operations. They will take action to move supplies and equipment into positions to support operations. They will designate staff members who will report to the emergency operating centers for standby operations. The City of Foley Damage Assessment Coordinator will communicate with the City of Foley Intelligence Coordinator to assure that their service is prepared to execute damage assessment duties.

REACON 1 The City of Foley Damage Assessment Coordinator will notify all personnel to report to their emergency assignments. They will establish rosters and duty assignments to support 24-hour operations.

IV. REPORTS

The following reports should be prepared and submitted, as necessary, depending on the type of disaster:

1. Nuclear Detonation
2. Tornado Touchdown
3. Flooding
4. Other major incident or accident that endangers life or property.
5. Action Report – To be made as soon as information is available giving number of casualties, damage estimates, resources committed, and assistance needed.
6. Facility status – damage or destruction of facilities.
7. Fire situation – mass fires outside the blast areas.

See: -*State of Minnesota – A Handbook for Local Government*
 -*Disaster Preparedness Manual, a Guidebook for MN Building Officials*

Emergency Operations Plan

Annex H: Damage Assessment

City of Foley

Natural Disaster Assistance for Damage Assessment format to follow. (Where? Who has it?)

V. ATTACHMENTS

1. Preliminary Disaster/Incident Reports
2. Personnel Directory

VI. AUTHENTICATION

Date

Building Inspector

I. PURPOSE

This standard operating procedure is to provide for the protection and needs of both evacuees and area residents, including reception, lodging, feeding, minor health care, and other family services.

II. RESPONSIBILITY

- A. The Emergency Management Director at the Emergency Operations Center (EOC) is responsible for coordinating all operations during a disaster. The Emergency Management Director will determine when evacuation should be initiated and when to activate the Congregate Care Plan.
- B. The congregate care response will be determined at the time of the emergency, based on the type and location of the incident, the estimated longevity of the incident and long term needs of the evacuees.

III. OPERATIONAL GUIDELINES

- A. In the event of an emergency that displaces residents or causes an evacuation from the community, the American Red Cross Central Minnesota Chapter is responsible for coordinating congregate care utilizing other response agencies that provide emergency congregate care needs.
- B. The Salvation Army St. Cloud Corps. will assist the American Red Cross in feeding shelter victims. When there is a need to feed emergency responders and volunteers, the American Red Cross will direct the Salvation Army to coordinate that mission.
- C. The Red Cross will appoint a Job Director for the operation and assign personnel to the EOC as necessary.
- D. The Red Cross will activate the Central Minnesota Chapter's Disaster Plan and follow disaster operations protocols as outlined in the ARC 3000 series. The plan and series are available for review at the Red Cross Chapter.
- E. The Congregate Care coordinator will coordinate security and safety measures for the congregate care sites, transportation to the sites, and if necessary, decontamination prior to entering the shelter sites.
- F. The Donations Coordination Team will coordinate local disaster volunteers, in-kind contributions receipt and distribution, and public financial contributions receipts and distribution not designated to specific agencies.

Emergency Operations Plan

Annex I: Congregate Care

City of Foley

IV. ATTACHMENTS

1. Checklist for the Incident Commander at the Emergency Operations Center.

V. AUTHENTICATION

Date

Planning and Community Development Director

CHECKLIST FOR THE INCIDENT COMMANDER AT THE EMERGENCY OPERATIONS CENTER

- 1 Determine if the congregate care plan should be activated.
- 1 Determine the type and location of the incident and estimate the longevity of needs and provide this information to the Red Cross (1-800-560-7641 or 251-7641).
- 1 Activate the Volunteer Resource Team
- 1 Provide transportation to shelters, family service centers, and feeding sites when identified by the Red Cross if necessary.
- 1 Provide for security and safety of the shelter, family service centers, and feeding sites when identified by the Red Cross.
- 1 Assign a public information officer.
- 1 Determine location and schedule operational meetings that include all responders and providers of services as necessary.

I. PURPOSE

To describe how debris clearance will be accomplished following a disaster in the City of Foley.

II. RESPONSIBILITIES

Foley Public Works will be responsible for debris clearance.

III. POLICIES AND PROCEDURES

- A. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris will be disposed of at a City of Foley's compost site, Int. property. (If applicable) If earth fill, sandbags, etc. that were used to reinforce an emergency levee are removed, they will be disposed of at public works.
- C. If additional debris clearance-type equipment/assistance is needed, it can be obtained from cities with agreement.

IV. SPECIALIZED EQUIPMENT

Case 721 Wheel Loader
CAT 906M Compact Wheel Loader
Bobcat S185 Skid loader
4 Single Axle Dump trucks
1 Tandem Axle Dump truck
1-Ton truck with dump box
International 40' Bucket/Boom Truck
Vermeer Model BC1000 Wood Chipper
Stihl MS251 Chainsaw
Stihl 026 Chainsaw
Stihl 038 Magnum Chainsaw
Stihl MS 290 Farm Boss Chainsaw
Stihl TS 700 Cut-off Saw
Honda 2000i 2000W Companion 30A Portable Generator
Honda 2000i 2000W Portable Generator
Coleman Vortex 5500W portable generator model # PM 0555523
Baldor TS80-3J 60Kw Trailer Mounted Generator spec # 10.85080- G25
Onan 60Kw Trailer Mounted Generator model # 60DGCBL31917A
60Kw Military Trailer Mounted Generator model # MEP 006A
Gorman Rupp 6" Trailer Mounted Centrifugal Pump model # 16C2- F4L
MultiQuip 3" Diaphragm Pump model # MQD3H
Wacker 3" Trash Pump model # PT3R
Honda 2" Trash Pump model # WT20XI

Emergency Operations Plan

Annex J: Debris Clearance

City of Foley

Atlas Copco 185 Trailer Mounted Air Compressor model # YA3 04709400
14 Mobile Radios – VHF Frequency
5 Portable Radios – VHF Frequency
4 800MHz Digital Portable Radios

Public Works does not have any signed Mutual Aid Agreements in place. We have direct contact #'s on file with our Public Works Department for several surrounding communities that we can contact if needed for assistance and vendors (Ziegler Power, etc.) for supplies.

V. SUPPORTING DOCUMENTS

Attachment 1. Public works staff list is on file.

Attachment 2. A listing of construction contractors which have debris removal-type equipment is on file.

Attachment 3. Minnesota Duty Officer

Attachment 4. Hazardous materials clean-up contractors

V. AUTHENTICATION

date

Public Works Director

Attachment 2

HAZARDOUS MATERIALS CLEAN UP CONTRACTORS

1. Bay West Environmental
24 Hour Spill Response

Contact: Jim Stockinger Emergency Response Manager
5 Empire Drive
Saint Paul, Mn 55103

1-800-279-0456 (24 Hour)
651-291-0456 (Office)
651-291-0099 (Fax)

2. WCEC Environmental Consultants
24-Hour Spill Response

Contact: Dan Kaster 763-221-2690 or Zach Graves 612-500-6511
1241 72nd Ave NE
Fridley, MN 55432

952-980-3247 (24 Hour)
763-571-4944 (Office)
763-710-5227 (Fax)

Attachment 3

MINNESOTA DUTY OFFICER
(24-Hours)

1-800-422-0798

(Greater Minnesota)

(651) 649-5451

I. PURPOSE

To provide an overview of how utility services would be restored following a disaster.

II. RESPONSIBILITIES

The following government agencies/private sector organizations are responsible for providing utility services for the City of Foley:

A. Electrical Service

1. Xcel Energy
2. East Central Energy

B. Gas Service

1. Xcel Energy

C. Telephone Service

1. Century Link

D. Pipeline Service

1. Northern Natural Gas
2. KOCH Pipeline

E. Sanitary Sewer, Water Main and Storm Sewer

1. City of Foley

III. RESTORATION COORDINATION

The Chief of Utilities Restoration (Public Works Director) will be responsible for the overall condition of public and private utilities during a disaster.

IV. UTILITIES RESTORATION READINESS CONDITION ACTIONS (REACON)

A. PRE-EMERGENCY ACTIONS

REACON 3 The Chief of Utilities Restoration will:

- Alert Key Personnel in their service of potential disaster conditions.
- Review Emergency Plans, update if necessary, ensure that all personnel are informed of existing or revised emergency plans.
- Ensure that the individual Utilities Restoration personnel are assigned and trained in their emergency duties.
- Correct any department deficiencies discovered.

REACON 2 The Chief of Utilities Restoration will:

- Assign emergency staff to their duties.
- Request assistance from the Law Enforcement Service for protection of all municipal and public utilities, if needed.
- Analyze and act upon Emergency Reports.
- Inform the operation Service Chief of ability to handle assigned problems.
- Activate agreements with private suppliers of electrical power.

B. EMERGENCY ACTIONS

REACON 1 The Chief of Utilities Restoration will:

- Monitor Operations Room displays and informs Electrical Service Personnel of verified NUDET (nuclear detonation reports).
- Analyze and act upon emergency reports.
- Deploy personnel and equipment to emergency assignments.
- When notified of impending fallout, take necessary actions to get all unsheltered personnel into shelter.

V. AUTHENTICATION

Date

Public Works Director

I. PURPOSE

To provide an overview of how the City of Foley will respond to radiological/hazardous material accident/ incident.

II. RESPONSE RADIOLOGICAL/HAZARDOUS MATERIALS ACCIDENTS/INCIDENTS

A. Radiological Incidents/Accidents

Within the city, (Foley Fire) is responsible for attempting to develop and maintain the radiological protection response capability necessary to minimize the threat to citizens in the event of a radiological accident/incident/enemy attack. This capability includes monitoring, reporting, assessment, and protective actions for evacuation. Specific responsibilities are as follows:

1. Peacetime accidents/incidents. In all likelihood, most peacetime accidents/incidents will be confined to a relatively small area, and will be minor in impact. However, if an accident/incident is beyond the capability of the city, the County Emergency Management Director can be called upon for assistance. If the accident/incident is beyond the capability of the county, the Minnesota Department of Health, Radiation Control Section has the trained personnel, equipment, and authority to provide assistance. For all accidents/incidents, the city will be responsible for: controlling access to the scene, providing medical care for victims, preventing the spread of contamination by people and vehicles, obtaining basic information as to what has happened, and notifying the state duty officer (1-800-422-0798 (outside the Minneapolis/St. Paul metro area) 649-54551 (Minneapolis/St. Paul metro area)).
2. Enemy Attack. Although plans and preparations have been made at the state and federal levels to assist local governments during periods of widespread radiological emergency caused by nuclear detonations, such assistance would probably be slow in coming. Therefore, the city (and county) should be prepared to provide for its own radiological monitoring and decontamination needs.

B. Hazardous Materials Incidents/Accidents

1. Pre-Identification and Analysis of Risk. In response to the requirements and recommendations contained in the super-fund Amendments and Reauthorization Act (SARA) of 1986, as well as

other legislation, the following specific risk/potential risk sites/locations within the city have been pre-identified:

COVERED FACILITIES

- a. Transportation
 - b. Pipelines
2. Determination that a release of hazardous materials has occurred. Facilities located within the city that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. Similarly, city government employees who respond to transportation and other accidents/incidents have received training designed to help them determine if hazardous materials are present.
 3. Response tops a release of hazardous materials.
 - a. Facilities within the city that possess extremely hazardous materials are required to develop and maintain a procedure that their employees will follow in the event of a release of those materials. The city does have the general outline of such a procedure available, should it be requested by a facility. The procedure is on file at City Hall, Fire Station and Police Department.
 4. Hazardous Materials Response Capabilities
 - a. Within the city, the Foley Fire Department has the primary responsibility for responding to a serious hazardous materials accident/incident. The Foley Fire Department is trained at an "Awareness" level. The Fire Department will contact the State Duty Officer for support in a hazardous materials response.
 - b. In addition, the Mutual Aid department(s) will/ may participate in the response. These departments have developed whatever standard operating SOG's they may need in order to carry out this responsibility. Preplans for hazardous materials response may be developed for facilities, and are on file at the Fire Hall.

- c. Foley Fire and Police Departments "first responders" will try to determine the area affected by a hazardous materials release by identifying/ verifying the hazardous material(s) involved.

A listing of the major emergency equipment and facilities within the city is located at Foley City Hall, Fire Station and Police Department.

III. STATE SUPPORT

- A. In the event of a major accident/incident involving radiological materials that is beyond the capabilities of local government, assistance from the Department of Health, Radiation Control Section can be requested. Requests for such assistance should be made to the state duty officer.
- B. In the event of other hazardous materials accidents/ incidents that are beyond the capabilities of local government, assistance from the state hazardous materials response team can be requested. Such requests should be submitted to the state duty officer.

IV. FEDERAL SUPPORT

- A. In the event of a hazardous materials accident/incident that is beyond the capabilities of local and state government, the national regional response team can be requested. Requests for such assistance should be made to the state duty officer.
- B. Reimbursement of costs for a hazardous materials response is available through the U.S. Environmental Protection Agency. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) within 24 hours of the incident and subsequently submit application for reimbursement.

V. SUPPORTING/REFERENCE DOCUMENTS

- A. FEMA Civil Preparedness Guide 1-30. (Guide for the Design and Development of a Local Radiological Defense Support System)
- B. The Division of Emergency Management (DEM) can provide local governments with radiological protection guidance materials designed to assist in the development of a standard operating procedure.
- C. The National Response Team's Hazardous Materials Emergency Planning Guide, and Technical Guidance for Hazard Analysis

Emergency Operations Plan

Annex L: Radiological/Hazardous Materials Protection

City of Foley

D. U.S. DOT's Emergency Response Guidebook.

VI. AUTHENTICATION

Date

Fire Chief

I. PURPOSE

Many disaster incidents create a need to coordinate donations of unsolicited goods and services, along with spontaneous or unaffiliated volunteers. It is not anticipated that every disaster incident will result in the donation of goods and services.

- A. When circumstances warrant, a united and cooperative effort by state, federal and local governments, private volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated donations. This plan outlines a system for managing the onslaught of unsolicited and non-designated goods, which invariably make their way to the disaster area.
- B. Because private volunteer organizations are experienced in managing donations and have existing capabilities to receive, process and deliver needed goods and services to disaster victims, the City of Foley will look to those organizations for providing a means to implement the volunteer resources system.
- C. The City of Foley's role in allocation and distribution of donations will be limited to providing a means to coordinate response needs with offers of goods and services. This will be accomplished through a Donations Coordination Team representing County, Local and Volunteer/Non-Profit agencies.

II. RESPONSIBILITIES

The City of Foley's Emergency Management Director will work closely with organizations in Benton and Stearns County who have agreed to help coordinate this effort. The City of Foley's Volunteer Donations Plan will not interfere with any individual private volunteer organization's policy concerning donations. Rather, the intent is the incorporation of all private volunteer organizational policies in order to provide a means for optimal coordination in responding to the needs of disaster victims in the most efficient and timely manner possible.

III. POLICY

This Disaster Resources Management Plan and implementing procedure will be activated in the event of a catastrophic disaster or other significant disaster causing a major need for resources. The City of Foley's Emergency Management Director will determine when these procedures will be implemented and will notify appropriate Benton and Stearns Counties' personnel, local

government officials and participating volunteer organizations prior to public notification.

IV. PROCEDURES

- A. When the disaster situation warrants, the City of Foley's Emergency Management Director will assign the Donations Coordination Team to serve, along with volunteer non-profit agency representatives, on a needs assessment team. The team will deploy to the affected area to determine the initial "needs list" for donated goods and to identify operating facilities to be used for donations management. Needs assessment is an ongoing process.
- B. Upon implementation of the City of Foley's Disaster Resources Management Plan, the Emergency Management Director will assign the Volunteer Services Coordinator to designate the Disaster Resource Team to facilitate transactions concerning offers of cash, goods and services during the disaster operations. The team, under the direction of the Disaster Resource Coordinator, is made up of the Volunteer Resource Coordinator, Donated Goods Coordinator, and the Financial Coordinator.
- C. The Federal Emergency Management Agency donations coordinator, the state donations coordinator and representatives of participating volunteer organizations will be assigned to a Donations Coordination Center at the onset of a disaster. This Donations Coordination Center will be the central location for the Donations Coordination Team

In the City of Foley this Center is located in the Foley Police Department garage. This center has the following resources:

- Telephone
- It is located near the Emergency Operations Center
- Near restrooms and kitchen

Alternate locations in the City of Foley:

- Foley Fire Department
- Foley City Hall

- D. Once the plan is implemented, participating volunteer organizations will provide the City of Foley's Emergency Management Director with phone numbers and other pertinent information in order to begin an effective

communications process. This information will be provided to the Donations Coordination Center.

- E. The Donations Coordination Center is tasked with facilitating the matching of donated goods and services with all organizations involved. This command post will work in conjunction with the City of Foley and Benton and Emergency Operating Centers.
- F. In cooperation with the State of Minnesota Division of Emergency Management, a central phone number will be established for response to inquiries concerning donations.
- G. A computer database will be utilized for documenting all donated resources. Donation information will be made available to all participating agencies, volunteer organizations and emergency responders.
- H. Information regarding individuals and businesses soliciting contracts for goods or services will be recorded separately from donated goods and services.
- I. For the proper management of unsolicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination center, distribution centers and storage warehouses.
- J. The City of Foley's Emergency Management Director will coordinate with local governments, volunteer-non-profit agencies and the State to identify appropriate facilities to serve as donations, coordination center, distribution centers and storage warehouses.
- K. The State will support the City of Foley in any resource requirements, as appropriate, to make facilities operable in a timely manner.
- L. When necessary, the City of Foley will coordinate with RSVP and the United Way to provide personnel to assist in managing operating facilities and donations phone lines.
- M. Twenty-four hour security of facilities and personnel will be provided.
- N. The City of Foley will coordinate with the Benton County Sheriff's Departments and Minnesota State Patrol to identify and manage checkpoints and staging areas for incoming donations.

Emergency Operations Plan

Annex M: Volunteer Services

City of Foley

- O. The City of Foley will coordinate with Benton Counties, the Department of Transportation and the Minnesota State Highway Patrol in directing vehicles and trucks bringing donations into their counties. Road signs should be posted and clearly marked.
- P. Distribution centers will be operated by the City of Foley, local churches, community-based organizations and volunteer agencies to provide donated goods directly to disaster victims.
- Q. Volunteer agencies active in the disaster may operate independent facilities for coordinating designated donations and donations that are specifically solicited by their agencies.
- R. Sanitation for volunteer and staff living on-site is a requirement. Port-o-Potties and facilities to wash will be required.
- S. Arrangements for the feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. Shuttle service to local eateries will be provided when warranted.
- T. The appropriate key players will coordinate any information provided to the media before being released to the press. The City of Foley Emergency Management, through news releases and printed materials, will encourage cash donations rather than clothing, food or other items.
- U. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.
- V. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of and will accept the particular goods or services being offered.
 - 1. If a cash donation is involved, a complete list of Volunteer Organizations Active in Disasters (VOAD) providing disaster assistance in Benton and Stearns Counties will be provided to the donor.
 - 2. The City of Foley Emergency Management will make every effort to insure that information about offers of goods and services are available to volunteer/non-profit agencies.

- W. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated.
- X. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
- Y. The City of Foley Emergency Management Director will work with the appropriate county, state and federal agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.
- Z. The City of Foley Emergency Management Director will coordinate with the local Radio Emergency Associated Communications Teams (REACT) Council and HAM radio organization to provide Citizen's Band (CB) and other mobile radio communications. For example, REACT may provide truck drivers with directions to the appropriate donations facilities.

V. ADMINISTRATIVE/TECHNICAL SUPPORT

- A. Government agencies and volunteer organizations in implementing the Donations Plan will provide administrative support. Temporary personnel may be employed on an as needed basis.
- B. Technical assistance is available from the State Division of Emergency Management to provide guidance on:
 - 1. Establishing a Donations Coordination Team;
 - 2. Establishing a Donations Coordination Center;
 - 3. Processing offers;
 - 4. Evolving from response to recovery;
 - 5. Establishing donations hot line/phone bank; and
 - 6. Developing press releases.

VI. DESIGNATED CASH DONATIONS

- A. Every effort will be made by the counties to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization.

- B. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
- C. The United Way of Central Minnesota, the fiscal agent for this plan, may establish on-line donations to accept local, national and international financial donations.
- D. The United Way of Central Minnesota is a 501.3c organization. Cash contributions, therefore, are tax deductible.

VII. NON-DESIGNATED CASH DONATIONS

- A. Even after being asked not to send cash directly to the state, some donations may be received. To prepare for that contingency, the City of Foley Emergency Management has established an approved Disaster Donations Fund through United Way of Central Minnesota. Cash contributions received but not designated to a specified organization will be deposited in the Disaster Donations Fund account. Donors who do not wish to specify their cash contribution to a particular volunteer organization will be advised to make the donation check payable to the Disaster Donations Fund.
- B. Volunteer organizations, churches and other non-profit entities may apply for grants from the Disaster Donations Fund so long as the grant is used specifically for disaster-related needs and expenses.
- C. Grantees cannot use any portion of a grant for administrative expenses. Grantees will be required to submit documentation of expenditures.
- D. The City of Foley Emergency Management Director may assign the Team the responsibility of reviewing applications, preparing a brief summary for each application and submitting recommendations to the Donations Coordination Team. The team may consult with the City of Foley and Benton Counties Emergency Management Directors.
- E. Surplus non-designated cash donations will be used only for needs and expenses resulting from in-county declared disasters.
- F. The United Way, the fiscal agent for this plan, is a 501.3c organization. Therefore any cash donation is tax deductible.
- G. Undesignated funds, remaining after FEMA has closed all project applications, will be released to volunteer organizations by the United Way

“Results Team.” These organizations must demonstrate the disaster had an adverse impact on their organizations resources.

- H. The Financial Resources Team Leader will ensure an audit of all financial accounts is performed.

VIII. UNSOLICITED/NON-DESIGNATED DONATION GOODS

- A. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
- B. Donors who insist on donating unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, the information will be entered into a data base and made available to federal and state governments, volunteer organizations and other emergency responders, should a need arise for such goods.
- C. Goods not requested but which can be used will be made available to all participating volunteer organizations and other specialized existing non-profit organizations such as Goodwill Industries or a local food bank.
- D. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
- E. When deemed necessary, the City of Foley will provide transportation of donated goods. A list of moving and storage companies can be found in the City of Foley Resource Manual, which is located in the Emergency Operations Center.
- F. The City of Foley will follow established guidelines for tracking the receipt and distribution of unsolicited and non-designated goods.
- G. The team leader of the Donated Goods will seek an audit of all donations.
- H. Stores that will accept clothing, household goods, and furniture.

GOODWILL –	Will accept clothing and household items. Will not accept items that will cost them money to dispose of.
SAVERS -	Will accept clothing and household items.
SALVATION ARMY –	Will accept food, clothes, and some furniture.
CATHOLIC CHARITIES -	Will accept some food, clothing, and household items.

Will not accept large appliances.

IX. VOLUNTEER SERVICES

The City of Foley’s Emergency Management Director will encourage individuals interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities. Some local groups have been identified:

- | | | |
|----------------|--------------------------|-------------------------|
| RSVP | Lutheran Social Service | Church Groups |
| Catholic Char. | Salvation Army | American Red Cross |
| Ham Radio | United Way of Central MN | |
| Colleges | High Schools | Community Organizations |
| Benton County | C.E.R.T. Members | |

Positions to manage volunteer services:

- Overall coordinator
- Recruitment and public information
- Sign waiver
- Registration form
- In-take coordinator
- Supply coordinator (before volunteers are sent out to site)
- Transportation coordinator and/or Assistant to direct them where to go
- Answer phones

- A. Unaffiliated volunteers will be discouraged from going directly to any disaster site.
- B. The City of Foley’s Emergency Management Director may be asked to identify potential volunteers with specific technical skills. The Director may work with the Public Information Officer.
- C. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. Construction contractors providing both residential and commercial construction must be licensed by the State of Minnesota and show proof of license, insurance and bonding. All trades, including plumbing, heating and electrical contractors, must be licensed, bonded and insured either by the State of Minnesota or as applicable by the local municipality.
- D. The Volunteer Services Coordinator may identify a Volunteer Center, depending on the disaster needs and the number of offers to volunteer

that are received. The Volunteer Center preferably should be within a one mile radius from the disaster. Facilities could be schools, churches, town halls, etc.

- E. Volunteers will be advised they must be fully self-supporting for at least the first 72 hours.
- F. Organizations will be encouraged to provide volunteers with easily recognizable identification. A check-in point for volunteers will be located at the City of Foley Emergency Operations Center. Volunteers will be required to wear identification badges and will be provided with maps of the City of Foley. They must be age 16 or above, signed a waiver and capable of doing a task assigned without constant supervision.
- G. Volunteer organizations involved in the disaster will request public volunteers, as needed, from the Volunteer Resource Team.
- H. Requests from the disaster affected community for public volunteers will be made through the State Emergency Operations Center.
- I. The Salvation Army or the American Red Cross may feed volunteers.
- J. Businesses and people offering their paid services will be put on a list for future services. County and City building permits will be required.

IX. CORPORATE DONATIONS

- A. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts.
- B. Information concerning corporate offers of bulk items will be entered in the resource data base.
- C. When necessary, information concerning the proper use of items being donated and expiration dates will also be entered in the data base.
- D. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.
- E. Information on these resources will be made available to all private volunteer organizations and emergency responders through the resource data base.

X. PUBLIC INFORMATION

- A. All media releases go through the City of Foley's Public Information Officer (PIO).
- B. The City of Foley, in conjunction with private volunteer organizations will develop a program to educate the media, government officials, and the public concerning donations.
- C. The public information program will be designed to encourage cash donations and to limit or stop the arrival of unneeded goods and services.
- D. The program should reach a wide variety of organizations such as civic and church groups, unions, state, and other interest groups.
- E. Press releases will be issued immediately following a major disaster. These press releases will encourage cash donations to the private volunteer organizations and will briefly explain some of the problems associated with unsolicited goods and services.
- F. Press releases will be determined by an assessment of needs.
- G. Volunteer organizations are responsible for representing their own organizations; however, prior coordination between key players should take place to ensure that messages to the public are consistent.
- H. Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors. In order to emphasize the importance of donated goods and services to the overall response, relief and recovery efforts, the City of Foley's Emergency Management Director will publish a roster of the donors that have contributed to the relief effort.

XI. TRAINING

- A. The City of Foley's Emergency Management Director, along with participating volunteer organizations, will ensure that all persons involved in implementing the Disaster Resources Plan are trained and familiar with its contents. Training may be obtained through courses, modules and the Emergency Education Network (EENET).

XII. AUTHENTICATION

Date

Planning Associate

I. PURPOSE

To provide an overview of how economic issues arising during a major emergency will be resolved.

II. RESPONSIBILITIES

It is the responsibility of the City Finance Director to assist in the authorized utilization of City funds during an emergency. This responsibility will be exercised in conjunction with the other fiscal managers of the City.

III. PROCEDURES

- A. Following the lawful Declaration of Emergency by the City Council, the Finance Director will report to the Emergency Operations Center if needed.
- B. The City Finance Director shall direct members of the staff in the orderly, systematic and duly authorized dissemination of City funds.
- C. The City Finance Director shall possess upon arrival or arrange for any and all necessary documents required to execute their responsibilities.

IV. RESPONSIBILITIES

- 1. Establish accounting procedures for the tracking of all disaster related expenditures.
- 2. Coordinate with purchasing the tracking of all disaster related expenditures.
- 3. Present bills to the City Council for payment.
- 4. Present bills to State and Federal governments for disaster relief payments.
- 5. Be familiar with the procedures for applying for disaster financial assistance.

IV. RESOURCES AVAILABLE

The resources available to the City Finance Director shall be those materials and staff available to the City Finance Director's Office during the execution of routine City Business.

V. STAFF

Names	Phone
Sarah Brunn	
Monica Shaw	

VI. AUTHENTICATION

Date

City Administrator

I. PURPOSE

To provide an overview of how the City Emergency staff will be fed during major emergencies.

II. RESPONSIBILITIES

It is the responsibility of the Food Coordinator to coordinate the procurement of all emergency supplies and the feeding of the emergency staff during operations.

III. PROCEDURES

A. Following the lawful Declaration of Emergency by the City Council, the Deputy Clerk Treasurer will direct the procurement of all required supplies or food.

IV. AUTHENTICATION

Date

City Administrator

PURPOSE

To provide an overview of how legal issues arising during a major emergency will be systematically analyzed, discussed and generally provided for.

I. RESPONSIBILITY

It is the responsibility of the City Attorney to provide legal guidance to the members of the City Emergency Staff during times of major emergency.

II. PROCEDURES

- A. Following the lawful Declaration of Emergency by the City Council, the City Attorney will report to the Emergency Operations Center.
- B. The City Attorney shall act as legal counsel to other members of the Emergency Staff as indicated.
- C. The City Attorney shall possess upon arrival or arrange for any and all necessary documents required to execute the City Attorney's responsibilities.

III. RESOURCES AVAILABLE

The resources available to the City Attorney shall be those materials and staff available to the City Attorney's Office during the execution of routine City Business.

IV. AUTHENTICATION

Date

City Attorney

Emergency Operations Plan

Annex Q: Emergency Mortuary Service

City of Foley

I. PURPOSE

To provide an overview of how emergency mortuary services will be provided in the event of a disaster.

II. JURISDICTION

The Mortuary Services Coordinator will be responsible for ensuring mortuary services are provided in the event of a disaster. The Benton County Emergency Operations plan will be invoked. (ref. MSA 149A)

III. RESPONSIBILITIES

In the event death(s) occur as the result of a declared city disaster the Midwest Medical Examiner's Office (M.E.) will be contacted to assume control of the death scene(s). The M.E. will advise the Emergency Management Director of the need to activate an emergency morgue.

V. REFERENCES (located at EOC)

- Benton County Emergency Operations Plan

VI. AUTHENTICATION

date

Emergency Management Director

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Verification of Plan Approval

The Foley Emergency Operations Plan has been reviewed and approved by the Foley City Council and the City Emergency Management Director on this date.

Mayor

Date

Emergency Management Director

Date

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Foley. In addition, major disasters such as plane crashes, explosions, and accidental releases of hazardous materials, pipeline leaks, and enemy attacks pose a potential threat to public health and safety in the City of Foley. An Emergency Plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE OF PLAN

The City of Foley has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in Foley. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

- A. Maximize the protection of life and property.
- B. Ensure the continuity of government.
- C. Sustain survivors.
- D. Repair essential facilities and utilities.

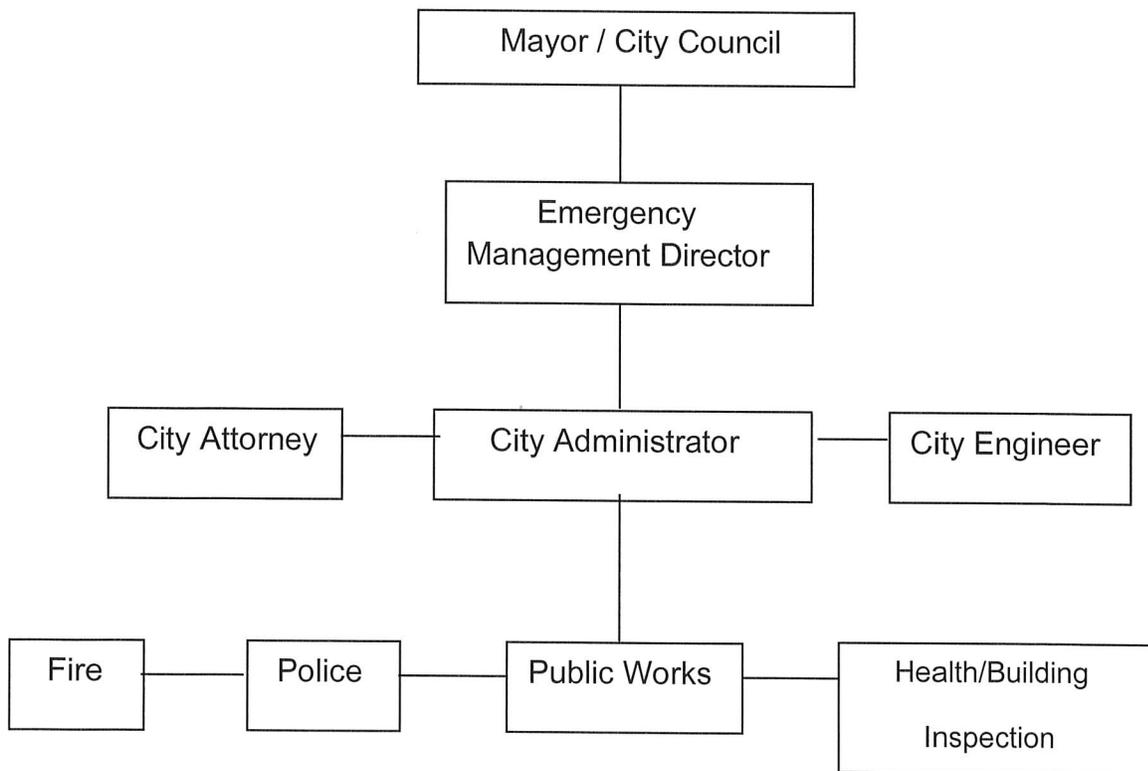
III. LEGAL BASIS, REFERENCES, AND SUPPORTING PLANS

- A. Public Law 920, as amended
- B. Public Law 99-499
- C. Minnesota Statutes, Chapter 12, as amended
- D. Minnesota Statutes, Section 299J, as amended
- E. Minnesota Division of Emergency Management Bulletin No. 90.2
- F. Benton County-Wide Emergency Operations Plan

IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, Government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships are shown on Chart A.

Chart A: CITY ORGANIZATION AND INTERRELATIONSHIPS*



V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Foley, the City Council is responsible for providing overall direction and control of city government resources involved in the response of a disaster. The Foley Emergency Management Director (Police Chief) will serve in a staff capacity to the council, and will coordinate emergency operations. The Emergency Management Director will also serve as a liaison with the Benton County Emergency Management Director.

Direction and control of the city's response to a major disaster will take place from the City Emergency Operating Center (EOC), which is located at the Foley Police Department, unless otherwise directed.

(For additional EOC information such as staffing, communications, etc., refer to the Direction and Control Annex [Annex B] of this plan.)

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A summary of the city's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B. Lastly, city departments and agencies are expected to develop whatever standard operating procedures (SOPs) they may need in order to carry out these responsibilities.

Responsibilities have been assigned by a code letter: "P", "S", or "C".

"P" indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function. As a rule, only city government officials can be assigned as primary responsibility for carrying out a function.

"S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official/agency designated primarily responsible.

"C" indicates coordination responsibility, and is assigned when several agencies have support capability but no specific official/agency has obvious primary responsibility. This applies especially when non-government agencies are involved.

Emergency Operations Plan

Basic Plan

City of Foley

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
Notification and Warning	P Police Department	Annex A
Direction and Control	P EM Director S City Administrator	Annex B
Public Information Officer	P City Administrator	Annex C
Search and Rescue	P Fire Department S Police Department	Annex D
Health and Medical	C EM Director	Annex E
Traffic Control & Security	P Police Department	Annex F
Fire Protection	P Fire Department	Annex G
Damage Assessment	P Building Inspector S City Engineer C Public Works Director	Annex H
Congregate Care	C Economic Dev. Coord.	Annex I
Debris Clearance	P Public Works Director	Annex J
Utilities Restoration	C Public Works Director	Annex K
Radiological/Hazmat Prot.	F Fire Department C Hazmat Team	Annex L
Volunteer Services	C Planning Associate	Annex M
Economic Stabilization	P Finance Director S Deputy Clerk	Annex N
Food and Supplies	C Deputy Clerk	Annex O
Legal	P City Attorney	Annex P
Mortuary Services	C EM Director	Annex Q
Spokesperson/Government Liaison	P Mayor S City Council	Duties of Elected Officials section A-1

VII. OPERATIONS POLICIES

- A. Protection of life and property and alleviation of human distress will be the primary goal of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting county, state, or federal assistance.
- E. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. Those records should include work hours, equipment hours, supplies, and materials consumed injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the mayor may declare a local emergency. Such a declaration will invoke necessary portions of the plan, and will permit the city to take such actions as may be required to protect lives and property.

VIII. SUPPORT

A. County Government Support

Information and assistance in securing county government support may be obtained by contacting the Benton County Emergency Management Director.

B. State and Federal Government Support

1. **General.** Information and assistance in securing state or federal support should be obtained through the Emergency Management Director. In addition, the nearest Division of Emergency Management (DEM) regional program coordinator will provide additional technical information and assistance, if requested.
2. **Emergency assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of both city and county government, and which necessitates immediate state and/or federal assistance, the state duty officer may be contacted. The State Duty Officer telephone number is 1-800-422-0798.
3. **National Guard.** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be

available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

a. Operational Policies

- i. National Guard assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
- ii. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or task.

b. Request Procedure

In the case of counties, and all cities that are not of the first class, the county sheriff is the only local government official authorized to submit the request for National Guard assistance. Such requests are to be submitted to the state duty officer.

4. Federal Assistance for Serious Hazardous Materials

a. Accidents/Incidents

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capability of state and local governments, the federal government may be able to provide assistance. Such assistance can be requested through the state duty officer.

IX. PLAN UPDATING, TRAINING, AND EXERCISES

- a. For the purpose of this plan, the City of Foley Emergency Management Director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- b. This plan will be reviewed and updated as necessary, but at least bi-annually. The Foley Emergency Management Director will be responsible for ensuring that this updates occur, and is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the director may request assistance from the Benton County Emergency Management Director.
- c. The city of Foley will comply with Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously-conducted training and exercises will be made available at the Foley Police Department.
- d. A current copy of this emergency operations plan will be kept in bins assigned to each employee who is assigned an annex within the plan. Along with these bins will be other information and materials to assist them in their assigned role. Since the Police Department is the designated EOC, these bins will be located at the Foley Police Department.

Revisions

- I. June 2016: Prepared/Implemented EOP

- II. June 2018: Revised EOP/Updated Mandates
 - a. E.M. Updated Annex B
 - b. Foley Fire/Foley Public Works Annex D
 - c. Foley Fire Updated Annex G
 - d. E.M. Updated Annex H
 - e. Foley Fire/Foley Public Works Annex J Attachment 2
 - f. Foley Fire/Foley Public Works Annex J Attachment 3
 - g. Foley Fire/Foley Public Works Annex J
 - h. Foley Fire/Public Works Updated Annex K
 - i. E.M. Updated Basic Plan
 - j. E.M. Updated Cover Sheet

- III. February 2022 : Revised EOP
 - a. Updated Gold Cross Ambulance to Mayo
 - b. Updated Benton County Medical Examiner to Midwest Medical Examiner's Office
 - c. Annex D : Spelling Error
 - d. Public Works/Fire updated their equipment list

- IV. Authentication

I. PURPOSE

To provide an overview of the responsibilities of elected officials should a natural, technological, or intentional disaster occur within the City of Foley. Each current member of the city council shall receive a copy of this section as well as a copy of the Emergency Management Handbook for Government Officials as provided for by the Association of Minnesota Emergency Managers.

II. RESPONSIBILITIES

- A. The City of Foley's mayor is the chief elected official. Local government has the primary role of implementing protective actions to reduce risks to the general public from emergency situations or disasters. The elected officials have the overall responsibility to proclaim Foley to be in a State of Emergency or disaster when resources of the jurisdiction are overwhelmed.
- B. Under Minnesota statute (Chapter 12, Section 12.29), the mayor is the only elected official that can declare a local emergency or disaster. This local declaration cannot last longer than three days except with the consent of the city council. A special meeting of the city council may need to be held to consider such a request. A local declaration of the emergency or disaster must receive prompt and general publicity.
- C. Remember that not every annex of the Emergency Operations Plan will be implemented. The implementation on the annexes depends on the type and scale of event. Although the Emergency Operations Center will document actions taken by the council as a whole, individual members of the council should maintain a record of what they have done, and when it was done.
- D. Maintain liaison with other elected officials, but don't accept assistance, whether it is goods, equipment or personnel unless this has been channeled through and accepted by the emergency operations center command.
- E. If the city council should receive questions or concerns from the public, those questions/concerns should be relayed to the PIO (Public Information Officer) by the council member to be ascertain the appropriate response to the specific question/concern. This approval will need to come from the emergency operations center command.

III. SPOKEPERSON

The only official authorized to serve as the spokesperson for the City of Foley is the Mayor, or if they are unavailable, the Acting Mayor. If the Mayor or Acting Mayor is unavailable,

the Emergency Management Director will determine who the spokesperson shall be. The following is a guide as to the spokesperson task(s).

The role of the spokesperson is inherently different than the role of the Public Information Officer (PIO). The spokesperson should speak in general terms of acknowledging the event, showing support for those affected by it as well as those responding to assist. The spokesperson should acknowledge fears, but assure that appropriate resources are being used to respond to the incident.

The spokesperson should not get into specific detail as to the response effort, cause of incident or who may be at fault, or what is specifically being done to remedy the situation. The spokesperson should not answer questions outside the scope of the spokesperson responsibilities and should refer specific questions about the event to the PIO.

IV. AUTHENTICATION

DATE

Foley Fire Department:

Hurst eDraulic Rescue Tool Set

- 28" Spreader Tool Model #SP555 E2
- Cutter Tool Model #S700 E2
- Two-Stage Ram Tool Model #R21 E2

1 Lukas/Centaur 'Jaws of Life' Rescue System - includes Back-up Hand Pump

- Trimo Power Unit
- CEN C6 Cutter Tool
- CEN S28 Spreader Tool
- CEN T40 Two-Stage Ram Tool
- Brake Pedal Cutter Tool

Paratech MAXIFORCE Air Lifting Bag Model 92 - 9 Lifting Bag Set
with Paratech Master Control Kit, G2-150

- 2 MSA Evolution 6000+ Thermal Imaging Cameras
- 1 Drager Thermal Imager Camera Model #UCF 3200
- 1 Vent Master 576-HD Ventilation Saw - Model #TV400-051
- 1 Vent Master 375K Cutoff Saw - Model #TV406-506
- 1 Vent Master 575X Ventilation Saw - Model #TV400-051
- 1 Vent Master 396K Cutoff Saw - Model #TV-406-507
- 1 Stihl Chain Saw – Model #MS360
- 1 Stihl Cut Off Saw – Model #TS760
- 1 Jonsered Chain Saw Model 90
- 1 5000-Watt Honda Portable Generator
- 3 MSA Altair 5x 4-Gas Monitors
- 1 MSA HCN Gas Monitor

- 9 Motorola XTL 2500 800MHZ Digital Mobile Radios
- 20 Motorola XTS 2500 800MHZ Digital Portable Radios
- 6 Motorola APX 6000XE 800MHZ Digital Portable Radios
- 1 Motorola 800MHZ Digital Base Station Radio
- 2 Motorola VHF Base Radios
- 5 Motorola VHF Mobile Radios
- 3 Motorola VHF Portable Radios

We signed Mutual Aid Agreements with the following Fire Departments: Sauk Rapids, Rice, Clear Lake, Becker, Princeton, Milaca, Foreston, Pierz, St. Cloud, Sartell, Clearwater, St. Stephen, Waite Park, St. Joseph, St. Augusta, Rockville, St. John's, Avon, Cold Spring.

FORWARD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform person who become replacements.

A current copy of the Emergency Operations Plan will be kept in bins assigned to each employee who is assigned an annex within the plan. Along with these bins will be other information and materials to assist them in their assigned role. Since police department is the designated EOC, these bins will be located in the storage area at the Foley Police Department.

A copy of this plan which contains original signatures will be kept in the vault at the Foley Police Department.

Public Works Equipment

Stihl MS251 Chainsaw

Stihl 026 Chainsaw

Stihl 038 Magnum Chainsaw

Stihl MS 290 Farm Boss Chainsaw

Stihl TS700 Cutoff Saw

Honda 2000i 2000W Companion 30A Portable Generator

Honda 2000i 2000W Portable Generator

Coleman Vortex 5500W portable generator **model # PM 0555523**

Baldor TS80-3J 60Kw Trailer Mounted Generator **spec # 10.85080- G25**

Onan 60Kw Trailer Mounted Generator **model # 60DGCBL31917A**

60Kw Military Trailer Mounted Generator **model # MEP 006A**

Gorman Rupp 6" Trailer Mounted Centrifugal Pump **model # 16C2- F4L**

MultiQuip 3" Diaphragm Pump **model # MQD3H**

CH&E 3" Diaphragm pump **model # 53050**

Wacker 3" Trash Pump **model # PT3R**

Honda 2" Trash Pump **model # WT20X**

Atlas Copco 185 Trailer Mounted Air Compressor **model # YA3 04709400**

14 Mobile Radios – VHF Frequency

5 Portable Radios – VHF Frequency

4 800MHz Digital Portable Radios

Public Works does not have any signed Mutual Aid Agreements in place. We have direct contact #'s on file with our Public Works Department for several surrounding communities that we can contact if needed for assistance and vendors (Ziegler Power, etc.) for supplies.

Cory Slipka
May 25th, 2022
Resignation Letter

Chief McMillin,

Please accept this letter as my official notice of resignation. I have accepted a full-time position of employment as a Police Officer. With this new opportunity, I will not have the availability to work part time for the City of Foley. I want to thank you for the opportunity you have given me.

My last day of employment will be June 23th, 2022.

Respectfully,

Cory Slipka

LABOR AGREEMENT

BETWEEN

THE CITY OF FOLEY



AND

LAW ENFORCEMENT LABOR SERVICES



Representing:

Patrol Officers

January 1, 2022 – December 31, 2024

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Article 1. INTRODUCTION

This Agreement is made and entered into by and between the City of Foley, hereinafter referred to as the Employer and Law Enforcement Labor Services, hereinafter referred to as the Union.

Article 2. RECOGNITION

Section 1. The Employer recognizes the Union as the exclusive bargaining representative, under Minnesota Statutes Section 179A.03, Subdivision 14, as outlined in the Unit Determination order of the Bureau of Mediation Services BMS Case No. 22PRE1005, described as:

- A. *All essential licensed employees of the Foley Police Department, Foley, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisor, confidential and all other employees.*

Section 2. In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class the issue shall be jointly submitted to the Bureau of Mediation Services for determination.

Article 3. DEFINITIONS

Section 1. **Employee:** An employee whose job classification falls within the recognition clause of the exclusively recognized bargaining unit.

Section 2. **Employer:** The City of Foley.

Section 3. **Bargaining Unit Employee:** A regular employee in a classified bargaining unit position.

Section 4. **Bargaining Unit Position:** A job classification included in the bargaining unit pursuant to Article 2 (Recognition).

Section 5. **Regular Employee:** An employee who is regularly scheduled for a set number of hours per week. However, nothing in this definition grants a regular employee a vested right to a defined number of hours or continued employment.

- A. **Regular Full-Time Employee:** An employee who is regularly scheduled to work 40 hours per week.
- B. **Regular Part-Time Employee:** An employee who is regularly scheduled to work at least 30 hours per week and less than 40 hours per week.

Section 6. **Part-Time Employee:** An employee who works sufficient hours to satisfy the definition of public employee under Minn. Stat. 179A.03, subd. 14.

Section 7. **Days:** Except as indicated otherwise in the Agreement, all references to days are calendar days.

Article 4. UNION SECURITY

Section 1. The Union may designate certain employees from the bargaining unit to act as stewards and shall certify to the Employer, in writing, of such choice and the designation of successors to former stewards. The Union shall also certify to the employer a current list of any LELS Business Agents upon execution of this agreement.

- A. The Employer agrees to recognize stewards certified by the Union as provided in this section subject to the following stipulations:
 - 1. There shall be no more than 1 steward and 1 assistant steward.
 - 2. The Employer agrees to allow the steward a reasonable amount of time off for the purpose of bargaining and processing grievances on behalf of Employees with prior notice to the Employer and a determination by the Employer that work needs permit such interruption. The Employer must approve the time off. The steward shall notify the Employer upon resumption of their work.
- B. With the prior approval of the Employer, a LELS Business Agent may come on the premises of the Employer for the purpose of bargaining and processing grievances.

Section 2. In recognition of the Union as the exclusive representative:

- A. The Employer shall deduct an amount sufficient to provide the payment of regular dues established by the Union from the wages of all employees authorizing, in writing, such deduction in a form mutually agreed upon by the Employer and Union; and
- B. The Employer shall remit such deduction to the Union with a list of the names of the employees from whose wages deductions were made; and
- C. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.

Section 3. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of Section 2 of this Article.

Article 5. MANAGEMENT RIGHTS

Section 1. The Union recognizes the right and authority of the Employer to operate and manage its affairs in all respects in accordance with its management rights, existing and future laws, and regulations of the appropriate authorities. The rights or authority which the Employer has not officially abridged, delegated, or modified by this Agreement are retained by the Employer.

Section 2. Except as limited by the specific provisions of this Agreement, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Employer in all of its various aspects, including but not limited to the right to operate and manage all facilities and equipment; to establish or discontinue functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to schedule working hours and assign overtime; to select, direct and determine the number of personnel; to hire, promote, suspend, discipline, or discharge personnel for just cause; to lay off or relieve Employees due to lack of work or other reasons; to make and enforce reasonable rules and regulations; to contract with vendors or others for goods and/or services; to take any and all actions necessary to carry out the operations of the employer in situations involving a disaster or emergency consistent with the terms and conditions listed in this agreement to the extent practicable; to assign duties, tasks, and jobs, and to perform such other inherent managerial functions as set forth in the Minnesota Public Employee Labor Relations Act of 1971, as amended.

Section 3. The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

Section 4. The parties recognize that all employees covered by this Agreement shall perform the services and duties prescribed by the Employer and shall be governed by Employer rules, policies, regulations, directives, and orders, provided that such rules, regulations, and orders are not inconsistent with the provisions of this Agreement or state or federal laws.

Article 6. PART-TIME EMPLOYEES

Section 1. Regular part-time employees shall receive pro-rata sick and vacation based on scheduled hours.

Section 2. Regular part-time employees will be eligible for step movement after working 2080 hours for the employer, and upon a satisfactory review.

Section 3. Regular part-time employees will be eligible for health insurance on the same basis as nonunion employees provided that they are eligible for coverage under the applicable insurance policy.

Section 4. Regular part-time employees will be eligible for holiday pay in the event that they would normally have been scheduled to work on that day but for the observed holiday as outlined in Article 12.

Section 5. Regular part-time employees will not accrue seniority except for purposes of vacation accrual. For purposes of vacation accrual, regular part time employees will be considered to have a year of service after working 2,080 hours for the Employer.

Article 7. INSURANCE

Section 1. The Employer shall make available to eligible Employees a group program of insurance which may include health and hospitalization, dental, and life insurance.

Section 2. An employee is eligible for participation in the group insurance after the employee has worked in permanent status for thirty (30) days.

Section 3. The Employer agrees to contribute to the cost of the insurance program for each eligible employee at the rates indicated below:

Insurance Contribution Rates

Single Coverage: Paid in full by the Employer.

Family Coverage: 90% of premium paid by the Employer.

Any premium costs exceeding the Employer's contribution shall be paid by the Employee by a bi-weekly payroll deduction.

Article 8. PROBATION

Section 1. **Regular Full-Time Employees.** All employees hired into a regular full-time position who are original hires, or rehires following separation, shall serve a probationary period of twelve (12) consecutive months of active work (which does not include time spent on a leave of absence except as may be required by law).

Section 2. **Regular Part-Time Employees.** All employees hired into a regular part time position who are original hires, or rehires following separation, shall serve a probationary period of 1040 hours of active work (which does not include time spent on a leave of absence except as may be required by law and does not include overtime or unscheduled work).

Section 3. At any time during the probationary periods noted in Sections 1 and 2, an employee may be terminated at the discretion of the Employer without such discharge being a violation of this agreement and such termination is not a proper subject for Article 9 (Grievance Procedure).

Section 4. Employees shall, during the probationary period, accumulate paid vacation and sick leave as provided by Articles 13 and 14.

Article 9. GRIEVANCE PROCEDURE

Section 1. **Definition of a Grievance.** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this agreement.

Section 2. **Processing of a Grievance.** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the steward and grievant employee(s) and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee(s) and the steward representative shall be allowed a reasonable amount of time without pay, for the investigation or presentation of grievances during normal working hours provided the aggrieved employee(s) and the steward have previously notified and received approval from the Police Chief where the Police Chief has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 3. **Procedure.** Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1:

An employee claiming a violation concerning the interpretation or application of this agreement shall, within fourteen (14) calendar days after the first occurrence of the event constituting such alleged violation, sign and present such grievance in writing to the Police Chief. The Police Chief will discuss the matter with the grievant and Union representative and give an answer to such Step 1 grievance to the Union representative within fourteen (14) calendar days after receipt.

A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the agreement allegedly violated, the remedy requested, shall be signed by the Union and shall be appealed to Step 2 within fourteen (14) calendar days after the Police Chief's final answer in Step 1. Any grievance not appealed, in writing, to Step 2 by the Union within fourteen (14) calendar days shall be considered waived.

Step 2:

If appealed to Step 2, the written grievance shall be presented by the Union and discussed with the Personnel Committee of the Council ("Personnel Committee"). The Personnel Committee must receive the grievance. The Personnel Committee shall give the Union Business Agent the Employer's Step 2 answer in writing within fourteen (14) calendar days after receipt of such Step 2 grievance.

A grievance not resolved in Step 2 may be appealed to Step 3 within Fourteen (14) calendar days following the Personnel Committee's final Step 2 answer.

Any grievance not appealed, in writing, to Step 3 by the Union within fourteen (14) calendar days shall be considered waived.

Step 3:

The Union shall notify the Employer of a grievance unresolved in Step 2 and appealed to Step 3 in writing within fourteen (14) calendar days following the Council's final answer in Step 2. The Union shall notify the Bureau of Mediation Services within fourteen (14) calendar days of the notice of appeal to the Employer that the Union is submitting the matter to arbitration. For grievance matters regarding written disciplinary action, discharge, or termination, the appointment of an arbitrator shall be consistent with Minnesota Statutes 626.892. For all other grievance matters, the Union shall request that the Bureau of Mediation Services provide the parties with a list of arbitrators. The selection of an arbitrator shall be made in accordance with the rules and regulations as established by the Bureau of Mediation Services. The Union must contact the Employer within sixty (60) calendar days of the date that the Bureau of Mediation Services has mailed the parties a list of arbitrators in order to strike arbitrators or notify the Employer of an objection to the list of arbitrators. The Employer will have a similar obligation to the Union to be prepared to strike arbitrators or notify the Union of an objection to the list of arbitrators. The matter will then be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act.

Section 4. **Arbitrator's Authority**

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.

- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted, in writing, within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the terms of this agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be born equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 5. **Waiver.** If a grievance does not comply with any of the procedural requirements in Section 3, it shall be considered "waived." If a grievance is not appealed in conformance with any of the procedural requirements in Section 3 or any agreed waiver of the requirements thereof: it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union at each step. In addition, the Employer and Union may mutually agree to extend the time lines and mediate the grievance following the Step 2 final answer from the Employer prior to appealing the matter to Step 3.

Section 6. **Choice of Remedy.** In the event that more than one procedure is available for resolution of a dispute arising from any provisions covered by this agreement, the aggrieved employee(s) shall be Limited to one procedure through which remedy may be sought, unless otherwise authorized by law. An employee who is eligible under the Veterans Preference Act has the right to select between the grievance procedure and the Veterans Preference Act procedure. All grievance timelines shall be tolled to allow the eligible employee their full opportunity to make the selection.

Article 10. DISCIPLINE

Section 1. Discipline may be in one of the following forms:

- Oral Reprimand
- Written Reprimand
- Suspension
- Demotion
- Termination

- Section 2. The Employer will discipline employees for just cause only. The Employer recognizes the concept of progressive discipline.
- Section 3. Suspensions, demotions, or discharges will be in written form.
- Section 4. Written reprimands and notices of suspension shall be read and acknowledged by signature of the Employee.
- Section 5. Grievances relating to a suspension or discharge shall be initiated by the Union at Step 2 of the grievance procedure.

Article 11. HOLIDAYS

Section 1. The following will be recognized as paid holidays for full time employees:

<u>Holiday</u>	<u>Observed</u>
New Year's Day	January 1 st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Easter	Easter Day
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 th

All holidays are considered 8 hours.

Section 2. In the event that any of the actual holidays listed in Section 1 above fall on a Saturday, the Employer will observe the holiday on the prior Friday. In the event that any of the holidays listed above fall on a Sunday, the Employer will observe the holiday on the following Monday. This section applies to employees who are regularly scheduled to work Monday through Friday.

Section 3. Regular full-time employees in active status will receive payment for the actual holiday regardless of whether the holiday is worked. This payment will be based on the number of hours per day (exclusive of overtime) that the employee is scheduled to work during the pay period in question. Employees on a leave of absence (not in active status) other than vacation or sick leave on both the day prior to and following the holiday will not receive holiday pay except as required by law. This holiday payment will not be considered hours worked for purposes of computing over-time.

Section 4. Regular full-time and part-time employees required to work on the actual holidays listed in Section 1 will receive time and one half of their regular rate of pay for all hours actually worked in addition to the holiday pay listed in Section 3 (for full time regular employees) or Article 6, Section 5 (for eligible part time employees) except for the day after Thanksgiving where only straight time will be paid.

Article 12. VACATION

Section 1. Full time employees shall earn and accumulate vacation benefits as follows:

1 day = 8 hours

0 year - 1 year	5 days
1 year through 2 years	12
2 years through 3 years	13
3 years through 4 years	14
4 years through 5 years	15
5 years through 7 years	16
7 years through 8 years	17
8 years through 9 years	18
9 years through 10 years	19
10 years through 15 years	20
15 years through 16 years	21
16 years through 17 years	22
17 years through 18 years	23
18 years through 20 years	24
20 years through 25 years	25
25 years through 30 years	30
After 30 years	35

Section 2. Years of service shall mean consecutive employment as a full-time employee or 2,080 hours of service as an eligible part time employee. The Employer, in its discretion, may credit rehired employees with additional years of experience.

Section 3. Vacation time will be added to employee's vacation bank based on the employee's years of service per bi-weekly pay period.

- Section 4. Vacations shall only be taken after the time has been earned. A new full-time employee accrues vacation from date of hire but must work the first six (6) consecutive months before being eligible to take vacation pay.
- Section 5. When a paid holiday falls during an employee's vacation period, the employee shall not be charged a day of paid vacation.
- Section 6. Employees can carry over 120 hours of vacation. Current employees may accrue to a maximum of 200 hours. Employees at the maximum accrual will not accrue additional vacation. Earned vacation exceeding the carry-over amount shall be forfeited. Vacation carried over to the year following accrual must take the carried over vacation in the second year or it will be lost.
- Section 7. The Employer will consider vacation requests based on the needs of the Employer as determined by the department head. Employees requesting vacation must provide at least one-week advance notice for the Employer to consider the request. The Employer may waive this requirement at its discretion.
- Section 8. The Employer will allow employees to sign up for requests for vacation times annually. In the event more than one employee requests the same date, the Employer will consider seniority as a deciding factor for up to two weeks of vacation (taken in blocks of at least one week). The Employer may limit vacations including limitation on the number of individuals who can be on vacation at any given time to meet the needs of the Employer.
- Section 9. Each full-time employee will be allowed one (1) personal day off per year with pay. This day shall be scheduled in advance with the appropriate supervisor and mutually agreed to.

Article 13. SICK LEAVE

- Section 1. All full-time regular employees will accrue sick leave at the rate of 4 hours per pay period or ninety-six (96) hours per year of continuous employment beginning with the date of hire until one thousand two-hundred and forty (1240) hours have been accrued. Employees who have accumulated more than the maximum number of sick time (1240 hours) will receive payment, on the last pay date of the year, of 60% (not to exceed 57.60 hours) of accrued sick hours exceeding 1240 hours during the current year and the remaining 40% is forfeited.
- Section 2. Sick leave may be used for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

- Section 3. The Employer may require a doctor's certificate for any absence of three (3) or more consecutive days, for absences that follow a pattern, or otherwise where the Employer suspects potential abuse.
- Section 4. Use or claiming the need to use sick leave for a purpose not authorized in this Article will be cause for discipline.
- Section 5. Employees may accumulate a maximum of 96 hours per calendar year. Employees at the maximum accrual will not accrue additional sick leave.
- Section 6. Sick leave hours shall not be considered hours worked for purposes of computing paid or unpaid leave.
- Section 7. Sick leave may not be taken in less than two-hour increments: if less than two hours is used, two hours will be charged.

Article 14. HOURS OF WORK

- Section 1. This Article is intended only to define the normal hours of work and normal scheduling and to provide the basis for the calculation of overtime or other premium pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.
- Section 2. Work shifts, work breaks, staffing schedules and the assignment of employees thereto shall be established by the Employer.
- Section 3. Overtime will be paid at the rate of time and one-half (1-1/2) for all hours worked over 80 hours in a two week pay period. All use of sick leave hours, vacation leave hours are not to be considered hours worked in computing overtime. The establishment of a working schedule will be established by the Employer. The schedule may be modified due to foreseen and expected shortages by the employer.
- Section 4. The assignment of overtime shall be at the discretion of the Employer. Employees must receive prior authorization from the Police Chief before working any overtime, except in cases of emergency.
- Section 5. Employees shall be required to work overtime or holidays when assigned unless excused by the Employer.
- Section 6. Neither the base pay rate specified in Appendix A nor overtime pay shall be paid more than once for the same hours worked under any provision of this agreement.

Section 7. Employees eligible for overtime payments may receive compensatory time off in lieu of the overtime payment at the employee's request within the sole discretion of the Employer. The Employer may require an employee to utilize accrued and unused compensatory time off. In no event may any employee accrue in excess of one hundred (100) hours of accumulated compensatory time off. Any overtime beyond this maximum will be paid.

Section 8. Overtime will be calculated to the nearest fifteen (15) minutes.

Article 15. WAGES

Section 1. Full-time Employees will be compensated according to a step schedule as outlined in Appendix A. Employees below the top step will move to the next step on the schedule upon obtaining an overall satisfactory rating on their annual performance evaluation.

Any step increase will be effective on the beginning of the first full pay period following January 1st. In the event that there is a rounding difference between the attached wage schedule and payroll, payroll shall govern.

Section 2. New employees may be hired above the applicable start rate for the classification, if the Employer determines that the employee has additional education or training, experience or other qualifications warranting additional recognition.

Section 3. In no event may an employee exceed the maximum wage for the wage range.

Section 4. Employees who are promoted to a new classification will move to the closest step in the new wage range that meets or exceeds five percent (5%) above the employee's existing wage (exclusive of overtime).

Section 5. Employees who are demoted to a new classification will move to the closest step in the new wage range that is at least five percent (5%) below the employee's existing wage (exclusive of overtime)

Section 6. Call out. Any employee who is called out during a time when they are not normally scheduled to work shall receive a minimum of 2 hours compensation at the overtime rate. The compensation may be taken as paid overtime or banked as compensatory time. An early start or late release from a scheduled shift shall not be considered a call out.

Section 7. Court Time. An employee who is scheduled to appear or required to appear in court during a time when they are not normally scheduled to work, will receive a minimum of 2 hours of overtime compensation or compensatory time off. If the officer is notified at least 24 hours before the scheduled appearance that they do not need to appear in court, no compensation will be earned.

Section 8. Uniforms and Equipment.

- A. A new full-time officer will be provided 2 long sleeve shirts, 2 short sleeve shirts, 2 pairs of duty pants, 1 jacket, 1 pair of boots, and 1 bullet resistant vest, in addition to all required duty gear that the Chief determines is needed.
- B. Officers will be required to provide their own service weapon and must receive approval of said weapon from the Chief before qualifying or use on duty.
- C. Each full-time officer shall receive an annual uniform allowance in the amount of \$500.00-2022, \$550.00-2023, and \$600.00-2024 per year to maintain uniforms and equipment. Officers will be allowed to charge the items to the police department and shall provide a copy of the invoice to the Chief.

Article 16. SENIORITY

Section 1. Seniority shall be defined as the length of continuous service with the Employer.

Section 2. The Employer shall maintain a seniority list of all employees covered by this Agreement.

Section 3. Seniority shall terminate when an employee is separated from employment.

Section 4. Seniority shall not accrue under the following conditions:

- 1. During a period of layoff or other reduction in force; or
- 2. During a period of an unpaid leave of absence other than military leave or other applicable law.

Section 5. Employees may be laid off by the Employer to meet the needs of the Employer. In the event a layoff or other reduction in force is necessary the work force shall be reduced first by laying off any temporary, casual, intermittent, and part-time employees. Subsequent layoff shall be based on seniority provided the employee is qualified to perform the work. In the instances where employees have equal qualifications to perform available work, seniority will prevail.

Section 6. An employee's right to recall to the same job classification shall exist for twenty-four (24) months after the employee's last date of layoff. Failure to return to work within ten (10) calendar days of notice of recall shall terminate all right to recall. Notice of recall shall be in the form of a registered letter sent to the employee's last address on file with the Employer. It shall be the employee's duty to notify the Employer of any address change. Recall shall be based on the same criteria as layoff and no new employee will be employed to fill a vacant position if an employee is available from the layoff list with the ability to perform the work of the position. Refusal or failure to accept recall for a position within ten (10) days from the date of the notice of recall, for which the employee on layoff is qualified, shall terminate all right to recall.

Article 17. SAVINGS CLAUSE

This agreement is subject to the laws of the United States and the State of Minnesota. In the event any provisions of this agreement shall be held to be contrary to law by a court of competent jurisdiction, a state or federal administrative agency from whose final judgment or decree no appeal has been taken with the time provided, or enacted legislation, such provision shall be voided. All other provisions shall continue in full force and effect.

Article 18. COMPLETE AGREEMENT

Section 1. This Agreement shall represent the complete agreement between the Union and the Employer.

Section 2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement

Section 3. Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding the terms and conditions of employment set forth in this Agreement are hereby superseded.

Article 19. MUTUAL CONSENT

This Agreement may be amended any time during its life upon the mutual consent of the employer and the union. Such amendment, to be enforceable, must be in writing and attached to all executed copies of this Agreement.

Article 20. DURATION

This agreement shall be in full force and effect from January 1, 2022, through December 31, 2024, and shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by June 1 prior to any subsequent anniversary date, that it desires to modify or terminate this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed on the dates noted below:

FOR: Union

FOR: Employer

Tim Gannon, Business Agent

Dated: _____

Dated: _____

APPENDIX A

New Step Schedule for 2022, 2023, 2024 with a 3% increase each year.

2022											
Min.	6-mo	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$23.39	\$24.56	\$25.42	\$26.31	\$27.23	\$28.18	\$29.17	\$30.04	\$30.94	\$31.87	\$32.83	\$33.81

2023											
Min.	6-mo	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$24.09	\$25.29	\$26.18	\$27.10	\$28.04	\$29.03	\$30.04	\$30.94	\$31.87	\$32.83	\$33.81	\$34.83

2024											
Min.	6-mo	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$24.81	\$26.05	\$26.96	\$27.91	\$28.88	\$29.90	\$30.94	\$31.87	\$32.83	\$33.81	\$34.83	\$35.87

2022 STEP STRUCTURE for Regular, Full-time Employees

City of Foley, Minnesota

COLA
3.00%

Pay Grade	(5 Yem)										(9/10/11 YTM)		Job Class/Position Titles
	minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	MAXIMUM	
Pg 1	\$15.39	\$15.82	\$16.25	\$16.70	\$17.16	\$17.63	\$18.16	\$18.70	\$19.26	\$19.86			Pg 1 Open
Pg 2	\$17.09	\$17.56	\$18.04	\$18.54	\$19.05	\$19.57	\$20.15	\$20.76	\$21.38	\$22.04			Pg 2 Open
Pg 3	\$18.97	\$19.49	\$20.03	\$20.58	\$21.14	\$21.72	\$22.37	\$23.04	\$23.73	\$24.47			Pg 3 Open
Pg 4	\$21.05	\$21.63	\$22.23	\$22.84	\$23.47	\$24.11	\$24.83	\$25.57	\$26.34	\$27.16			Pg 4 PW Op, Admin/Comm Asst
	<i>minimum</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	
Pg 5	\$21.46	\$22.53	\$23.32	\$24.13	\$24.98	\$25.85	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	Pg 5 SR PW Op, Sr Admin/Comm Asst
Pg 6	\$23.39	\$24.56	\$25.42	\$26.31	\$27.23	\$28.18	\$29.17	\$30.04	\$30.94	\$31.87	\$32.83	\$33.81	Pg 6 Pol Off, Ld PW Op, Acctg/Dep Clk
Pg 7	\$25.49	\$26.77	\$27.70	\$28.67	\$29.68	\$30.72	\$31.79	\$32.75	\$33.73	\$34.74	\$35.78	\$36.86	Pg 7 Open
Pg 8	\$27.79	\$29.18	\$30.20	\$31.25	\$32.35	\$33.48	\$34.65	\$35.69	\$36.76	\$37.87	\$39.00	\$40.17	Pg 8 Open
Pg 9	\$62,998	\$66,148	\$68,463	\$70,860	\$73,340	\$75,907	\$78,565	\$80,922	\$83,350	\$85,850	\$88,426	\$91,079	Pg 9 Pol Chf, PWD
Pg 10	\$76,228	\$80,039	\$82,841	\$85,740	\$88,741	\$91,847	\$95,064	\$97,916	\$100,853	\$103,879	\$106,995	\$110,205	Pg 10 City Admr

Bills List - June 7th, 2022

Gross Salaries	Payroll - 5/6/22	\$ 32,780.16
EFTPS	Federal Withholding	\$ 5,767.98
MN Dept of Revenue	State Withholding	\$ 1,116.55
State Treas. PERA	PERA	\$ 6,144.61
Nationwide	Deferred Comp	\$ 1,002.85
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 70.00
Further	HSA Contribution	\$ 884.79
Gross Salaries	Payroll - 5/20/22	\$ 31,927.35
EFTPS	Federal Withholding	\$ 5,712.47
MN Dept of Revenue	State Withholding	\$ 1,102.85
State Treas. PERA	PERA	\$ 6,007.71
Nationwide	Deferred Comp	\$ 1,002.85
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 70.00
Further	HSA Contribution	\$ 884.79
LELS	Police Union Dues	\$ 195.00
Gross Salaries	Payroll - 6/3/22	\$ 32,656.75
EFTPS	Federal Withholding	\$ 5,733.74
MN Dept of Revenue	State Withholding	\$ 1,110.76
State Treas. PERA	PERA	\$ 6,161.72
Nationwide	Deferred Comp	\$ 1,007.59
Pacific Life Ins	Deferred Comp/Roth IRA	\$ 70.00
Further	HSA Contribution	\$ 1,059.79

To Be Paid - 6/7/2022

Adam Foss	PW lawn mowing 5-24-22	\$ 55.00
AIP Management	PW weed spray Parks	\$ 1,041.60
Allspec Services	Building Official Services	\$ 236.25
Auto Value	PW7FD supplies	\$ 225.47
Batteries Plus	PW supplies	\$ 52.36
Benton County Attorney	Legal Fees April	\$ 187.00
Benton County Highway Department	PD Fuel April	\$ 1,562.12
Benton County Recorder	Recording Fee's	\$ 92.00
Central McGowan	FD & PD Medical Supplies	\$ 133.88
Cintas	Uniforms	\$ 545.81
Cloudnet	Server Fee	\$ 10.00
Coborns	Office Supplies	\$ 92.33
Crysteel	PW Equipment Return	\$ (308.00)
Delta Dental	Employee Dental Insurance	\$ 1,265.60
Diamond Vogel	Pool supplies	\$ 2,587.50
Digital Printing	Pool supplies Tickets	\$ 103.08
East Central Energy	Utilities	\$ 1,001.94
Electric Moter Service	PW Vehicle Maintense	\$ 1,346.02
Esri	GIS Licensing	\$ 1,037.00
Forguson Waterworks	PW road maintence, hyd & water repair	\$ 710.25
First National Bank of Omaha	May CC purchases	\$ 1,357.49
Foley Fuel and Lumber	PW supplies	\$ 334.51
Foley Hardware Company	PW supplies	\$ 235.50
Foley Medical Center	PD new hire screening Cody Pausch	\$ 469.00
Further	Employer HSA Contribution and Admin Fee	\$ 30.35
Further	5/22 Emp Ins H S A Con	\$ 350.00
Galls	PD supplies	\$ 422.79
Gopher State One Call	Email Tickets-May	\$ 81.00
Granite Electronics	FD supplies	\$ 129.00
Handyman's Hardware	PD Maintense	\$ 19.99
Hawkins, Inc.	Pool & PW Water Chemicals	\$ 10,666.26
Health Partners	Insurance premium May	\$ 13,690.04
Hotsy Minnesota	PW pressure washer	\$ 607.20
JM Truck & Tractor Repair	PW Generater Repair& Van inspection	\$ 790.00
John Wolf	Utility Billing Refund	\$ 44.40
Keystone Interpreting Solutions	PD Interpreting	\$ 172.00
L.I.F.E, LLC	PD Training, Katie, Bart, Brian, Cody	\$ 580.00
Locators & Supplies, Inc.	PW supplies	\$ 410.07
Marco	copier lease	\$ 261.07
Midco	Phone & Internet Services	\$ 811.84
MN Department of Natural Resources	FD supplies	\$ 203.76
MN Department of Revenue	Sales and Use Tax -May	\$ 672.00
MN Dept of Health	2022 2nd QRT Connection Fee	\$ 2,201.00
Molitor Excavating Inc.	PW service line repair	\$ 2,880.00
M-R Sign	PW Street signs	\$ 132.50
Municipal Emergency Services	PD supplies	\$ 186.65
Murphy's Chev	PD vehicle Maintense	\$ 393.47
Pollardwater	PW Water supplies	\$ 58.11
PostMaster	2022 PO Box Fee	\$ 130.00
Rinke Noonan	Ordinance,MNDOT, Union, General Legal	\$ 2,120.50
Riteway	Office Supplies	\$ 313.71
RMB Environmental Laboratories, Inc.	Water & Sewer Testing	\$ 1,016.00
Security Locksmiths	PW pool and door cards	\$ 677.30
Shift Technologies, Inc	IT Services, Antivirus, & Antispam	\$ 26.25
Short Elliott Hendrickson, Inc.	Gen Engeneering,Pouchtec,Hwy 23 Utilities	\$ 11,084.75
Staples	Office Supplies	\$ 329.29
Star Publications	Ordinance 464,465,Public Hearing, Summer help	\$ 1,255.56
Stryker	FD supplies	\$ 477.70
Sun Life Assurance	Employee LTD	\$ 266.47
Thomas Tool Supply	PW supplies	\$ 199.99
USABLE Life	Employee Life Insurance	\$ 260.50
Van Meter	PW supplies	\$ 14.58
Verizon	PW, PD, FD Cell Phone	\$ 389.24
Victory Door System, inc	PD Garage Door	\$ 140.00
Wex Bank	FD, PW Fuel	\$ 2,658.76
Xcel Energy	Utilities	\$ 6,369.99
Ziegler Cat	PW Vehicle Maintense	\$ 2,066.45
Zoll Medical Corp	FD supplies	\$ 246.00

\$ 208,335.32

City of Foley, Minnesota

Audited Financial Statements

December 31, 2021

Preliminary Draft
Subject to Revision

**SCHLENNER
WENNER & CO.**
CPAs

**CITY OF FOLEY, MINNESOTA
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Preliminary Draft
Subject to Revision

**INTRODUCTORY
SECTION**

Preliminary Draft
Subject to Revision

**CITY OF FOLEY, MINNESOTA
CITY COUNCIL AND OFFICIALS
FOR THE YEAR ENDED DECEMBER 31, 2021**

CITY COUNCIL

		<u>Term Expires</u>
Gerard Bettendorf	Mayor	December 31, 2022
Jack Brosh	Council Member	December 31, 2024
Jeff Gondeck	Council Member	December 31, 2024
Rosalie Musachio	Council Member	December 31, 2022
Gary Swanson	Council Member	December 31, 2022

CITY OFFICIALS

Sarah Brunn	City Administrator
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Preliminary Draft
Subject to Revision

**FINANCIAL
SECTION**

Preliminary Draft
Subject to Revision

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Foley, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Foley, Minnesota (the City) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Foley, Minnesota, as of December 31, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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St. Cloud
320.251.0286

Little Falls
320.632.6311

Albany
320.845.2940

Maple Lake
320.963.5414

Monticello
763.295.5070

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and pension schedules listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Foley, Minnesota's basic financial statements. The accompanying combining and individual nonmajor funds financial statements, and schedule of indebtedness, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor funds financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The schedule of indebtedness has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Information

Management is responsible for the other information. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated Report Date on our consideration of the City of Foley's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Foley's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Foley's internal control over financial reporting and compliance.

SCHLENNER WENNER & CO.

St. Cloud, Minnesota

Report Date

Preliminary Draft
Subject to Revision

**REQUIRED SUPPLEMENTARY
INFORMATION**

Preliminary Draft
Subject to Revision

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

Our discussion and analysis of the City of Foley's financial performance provides an overview of the City's financial activities for the year ended December 31, 2021. Please read it in conjunction with the independent auditor's report on page four and the City's financial statements, which begin on page eighteen.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City of Foley exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$20,288,224 (net position).
- The City's net position increased \$957,006 compared to the prior year as a result of this year's operations.
- In the City's business-type activities, revenues decreased \$40,412 (or 3.57 percent) while program expenses decreased \$226,743 (or 29.17 percent). These changes are discussed in greater detail throughout the following pages.
- Total cost of all of the City's programs decreased \$281,297 (or 8.72 percent).
- The City of Foley received local government aid in the amount of \$836,219.
- In the current year, the City's General Fund generated more revenue than budgeted by \$184,133. Expenditures exceeded the budget by \$70,850. See additional details starting on page fifty-nine.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages eighteen and nineteen) provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Fund financial statements start on page twenty. These statements tell how governmental activity services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds.

Reporting the City as a Whole

Our analysis of the City as a whole begins on page ten. One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets, deferred outflows/inflows of resources, and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net position and changes in net position. You can think of the City's net position (assets plus deferred outflows, less liabilities plus deferred inflows) as one way to measure the City's financial health, or financial position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the City's property tax base, costs associated with current and future construction projects, and the condition of the City's roads, to assess the overall health of the City.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

USING THIS ANNUAL REPORT (Continued)

In the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities:

- **Governmental Activities** - Most of the City's basic services are reported here, including the police, fire, public works, parks departments, and general administration. Property taxes, special assessments, licenses, permits, fees and state aids finance most of these activities.
- **Business-type Activities** - The City charges a fee to customers to help it cover all or most of the cost of certain services it provides. The City's water and sewer activities are reported here.

Reporting the City's Most Significant Funds

Our analysis of the City's funds begins on page twelve. The fund financial statements begin on page twenty and provide detailed information about the most significant funds - not the City as a whole. Some funds are required to be established by State law and by bond covenants. However, the City Council may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. The City's two kinds of funds (governmental and proprietary) use different accounting approaches.

- **Governmental Funds** - Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliations following the governmental fund financial statements.
- **Proprietary Funds** - When the City charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the City's proprietary funds are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

THE CITY AS A WHOLE

The City's combined net position increased \$957,006 from a year ago. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the City's governmental and business-type activities.

**Table 1
Net Position**

	Governmental Activities		Business-Type Activities		Total Government	
	2021	2020	2021	2020	2021	2020
Current and Other Assets	\$ 8,138,142	\$ 8,090,113	\$ 3,831,290	\$ 3,851,435	\$ 11,969,432	\$ 11,941,548
Net Capital and Intangible Assets	9,190,676	9,201,348	5,123,486	4,591,335	14,314,162	13,792,683
Total Assets	17,328,818	17,291,461	8,954,776	8,442,770	26,283,594	25,734,231
Deferred Outflows of Resources	518,332	233,426	62,786	15,576	581,118	249,002
Current Liabilities	198,159	149,258	21,971	35,219	220,130	184,477
Noncurrent Liabilities	5,364,808	6,022,681	126,372	170,524	5,491,180	6,193,205
Total Liabilities	5,562,967	6,171,939	148,343	205,743	5,711,310	6,377,682
Deferred Inflows of Resources	783,031	269,048	82,147	5,285	865,178	274,333
Net Position:						
Net Investment in						
Capital Assets	4,211,649	3,750,282	5,123,486	4,591,335	9,335,135	8,341,617
Restricted	2,054,926	1,350,812	-	-	2,054,926	1,350,812
Unrestricted	5,234,577	5,982,806	3,663,586	3,655,983	8,898,163	9,638,789
Total Net Position	\$ 11,501,152	\$ 11,083,900	\$ 8,787,072	\$ 8,247,318	\$ 20,288,224	\$ 19,331,218

The net position of the City's governmental activities increased by \$417,252 (or 3.76 percent). Unrestricted net position (the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation or other legal requirements) decreased by \$748,229 (or 12.51 percent) compared to the prior year.

The net position of the City's business-type activities increased by \$539,754 (or 6.54 percent). Revenues were fairly comparable to the prior year. Expenses decreased due to various repair and maintenance expenses and City wastewater expansion project costs incurred in the prior year. Prior year wastewater expansion costs were considered feasibility costs and were expensed (versus capitalized as construction in progress).

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

THE CITY AS A WHOLE (Continued)

**Table 2
Changes in Net Position**

	Governmental Activities		Business-Type Activities		Total Government	
	2021	2020	2021	2020	2021	2020
REVENUE						
Charges for Services	\$ 429,778	\$ 350,521	\$ 1,098,400	\$ 1,094,952	\$ 1,528,178	\$ 1,445,473
Operating Grants and Contributions	39,975	30,024	-	-	39,975	30,024
Capital Grants and Contributions	33,937	260,560	23,587	22,609	57,524	283,169
Property Taxes	1,083,190	1,075,342	-	-	1,083,190	1,075,342
Tax Increment	60,090	61,513	-	-	60,090	61,513
Intergovernmental	1,127,412	1,102,902	-	-	1,127,412	1,102,902
Franchise Taxes	7,190	7,777	-	-	7,190	7,777
Investment Income (Loss)	(43,877)	50,026	(31,669)	13,169	(75,546)	63,195
Other	75,670	43,904	-	-	75,670	43,904
Total Revenues	2,813,365	2,982,569	1,090,318	1,130,730	3,903,683	4,113,299
PROGRAM EXPENSES						
General Government	692,384	640,198	-	-	692,384	640,198
Public Safety	742,100	846,017	-	-	742,100	846,017
Public Works	634,135	671,114	-	-	634,135	671,114
Parks and Recreation	177,981	107,796	-	-	177,981	107,796
Economic Development	43,517	43,426	-	-	43,517	43,426
Debt Service	105,489	141,609	-	-	105,489	141,609
Water	-	-	292,963	337,806	292,963	337,806
Sewer	-	-	257,601	439,501	257,601	439,501
Total Expenses	2,395,606	2,450,160	550,564	777,307	2,946,170	3,227,467
Gain (Loss) on Disposal of Assets	(507)	16,750	-	-	(507)	16,750
Transfers	-	164,000	-	(164,000)	-	-
Change in Net Position	417,252	713,159	539,754	189,423	957,006	902,582
Net Position - Beginning of Year	11,083,900	10,370,741	8,247,318	8,057,895	19,331,218	18,428,636
Net Position - End of Year	\$ 11,501,152	\$ 11,083,900	\$ 8,787,072	\$ 8,247,318	\$ 20,288,224	\$ 19,331,218

The City's total revenues decreased by \$209,616 (or 5.10 percent), primarily due to a decrease in investment income from changing market conditions and fewer intergovernmental grants received in 2021. Other revenue areas saw increases such as property taxes and intergovernmental revenues, as well as charges for services. The intergovernmental increase is due to American Rescue Plant Act funding received in 2021. The total cost of all programs and services decreased by \$281,297 (or 8.72 percent), primarily due to lower costs incurred in response to the coronavirus pandemic in the current year. Such prior year costs were reimbursed by CARES Act dollars.

Our analysis on the next page separately considers the operations of governmental and business-type activities.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

THE CITY AS A WHOLE (Continued)

Governmental Activities

Revenue for the City's governmental activities decreased by \$169,204 (or 5.67 percent) and total expenses decreased by \$54,554 (or 2.23 percent). Revenues and expenses were generally consistent year to year, with the exception of the matters previously noted.

Table 3 presents the cost of each of the City's programs (general government, public safety, public works, parks and recreation, economic development and debt service) as well as each program's net cost (total cost less revenues generated by the activities). The net cost shows the financial burden that was placed on the City's taxpayers by each of these functions. Activities (net of capital outlay which is excluded from Table 3) were generally comparable to the prior year as operations remained fairly consistent with the prior year with the exception of:

- General Government, Public Safety, and Public Works net cost of services increased, primarily due to matters already discussed.

**Table 3
Governmental Activities**

	Total Cost of Services		Net Cost of Services	
	2021	2020	2021	2020
General Government	\$ 692,384	\$ 640,198	\$ 639,936	\$ 600,946
Public Safety	742,100	846,017	402,509	364,062
Public Works	634,135	671,114	590,346	554,141
Parks and Recreation	177,981	107,796	110,119	104,871
Economic Development	43,517	43,426	43,517	43,426
Debt Service	105,489	141,609	105,489	141,609
Totals	\$ 2,395,606	\$ 2,450,160	\$ 1,891,916	\$ 1,809,055

Business-type Activities

Revenues of the City's business-type activities, including investment income (see Table 2) decreased by \$40,412 (or 3.57 percent) and program expenses decreased by \$226,743 (or 29.17 percent). Revenues decreased from the prior year as a result of a decrease in investment income. Expenses decreased primarily due to feasibility costs related to the City's wastewater expansion project that were incurred in the prior year.

THE CITY'S FUNDS

Governmental Funds

As the City completed the year, its governmental funds (as presented in the balance sheet on page twenty) reported a combined fund balance of \$6,798,065. This is a decrease of \$36,332 from the prior year. This decrease includes an investment loss of \$43,877 in the current year.

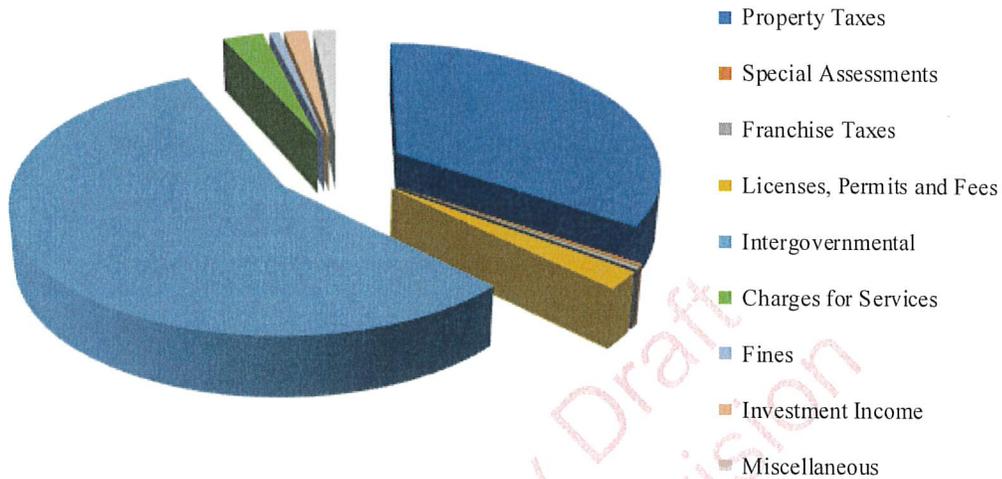
Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
General	\$ 3,148,533	\$ 3,035,750	\$ 112,783

The fund balance of the General Fund increased by \$112,783 compared to 2020. Details of the General Fund's revenues and expenditures are displayed on the following page.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

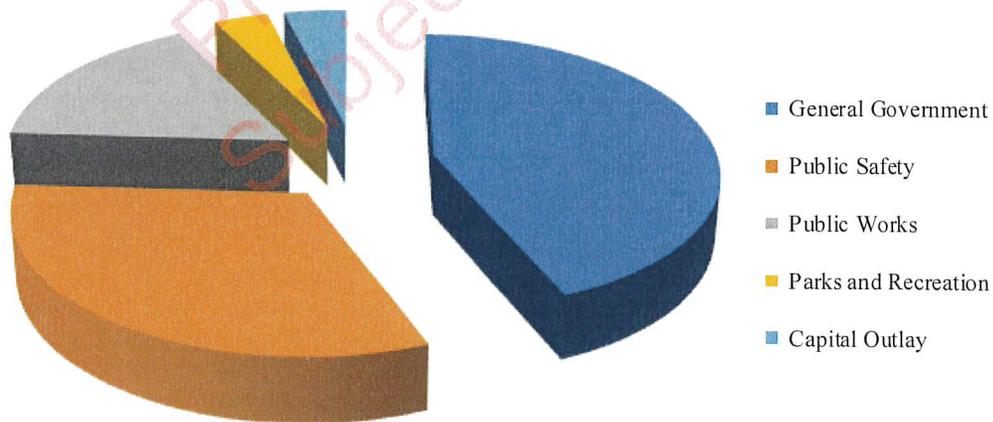
THE CITY'S FUNDS (Continued)

General Fund Revenues



The City received the majority of its funding in the General Fund from grants and other governmental agencies (58.11 percent) and property taxes (35.35 percent). General Fund revenues have decreased from the prior year, primarily due to a decrease in investment income in the current year.

General Fund Expenditures



A significant portion of the City's General Fund expenditures are used for general government operations (43.73 percent). Remaining expenditures are used for public safety (32.03 percent), public works (16.71 percent), parks and recreation (3.50 percent) and capital outlay (4.03 percent). Expenditures have increased from the prior year, largely due to increased expenditures for public safety and public works.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

THE CITY'S FUNDS (Continued)

Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
Fire Service Fund	\$ 414,605	\$ 226,115	\$ 188,490

The Fire Service fund balance increased due to fewer capital purchases in the current year.

Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
EDA Fund	\$ 90,044	\$ 65,585	\$ 24,459

The EDA Fund balance increased primarily due to loan collections.

Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
2020 Improvement Bond Fund	\$ 825,457	\$ 891,775	\$ (66,318)

The 2020 Improvement Bond Fund balance decreased primarily due to debt service payments exceeding revenues in the current year.

Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
2018 Improvement Bond Fund	\$ 1,076,978	\$ 1,124,792	\$ (47,814)

The 2018 Improvement Bond Fund balance decreased primarily due to debt service payments exceeding revenues in the current year.

Major Funds	Fund Balance December 31,		Increase (Decrease)
	2021	2020	
Equipment Fund	\$ 153,149	\$ 364,155	\$ (211,006)

The Equipment Fund balance decreased primarily due to capital outlay expenditures exceeding revenues in the current year.

General Fund Budgetary Highlights

The City's General Fund generated more revenue than budgeted of \$184,133. Expenditures exceeded those budgeted by \$70,850. Revenues over budget in the current year are primarily due to unbudgeted revenue from Federal funding received as a result of the coronavirus pandemic. Expenditures over budget is primarily due to unbudgeted equipment purchases and repairs.

Proprietary Funds

As the City completed the year, its business-type activities reported a combined net position of \$8,787,072. This is an increase of \$539,754 from the prior year. The following is a summary of the City's major proprietary funds:

Major Funds	Net Position December 31,		Increase (Decrease)
	2021	2020	
Water	\$ 4,016,280	\$ 3,797,029	\$ 219,251
Sewer	\$ 4,770,792	\$ 4,450,289	\$ 320,503

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

THE CITY'S FUNDS (Continued)

The Net Position of the Water Fund increased in the current year due to lower repair and maintenance costs in the current year. The Net Position of the Sewer Fund increased primarily due to lower expenses for wastewater expansion feasibility studies in the current year. Overall, the City's operations were generally comparable to the prior year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital and Intangible Assets

At the end of 2021, the City had \$14,314,162 invested in a broad range of capital assets, including land, infrastructure, buildings, equipment, improvements, vehicles, lagoons, lift stations, and intangible assets. This amount represents a net increase of \$521,479 (or 3.78 percent) over last year.

**Table 4
Capital and Intangible Assets Net of Depreciation and Amortization**

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
Land	\$ 326,323	\$ 326,323	\$ 49,087	\$ 41,262	\$ 375,410	\$ 367,585
Construction In Progress	-	-	730,306	-	730,306	-
Buildings	1,233,504	1,110,318	32,521	36,622	1,266,025	1,146,940
Infrastructure	5,471,848	5,761,541	3,309,162	3,442,220	8,781,010	9,203,761
Lagoons	-	-	767,463	799,434	767,463	799,434
Improvements	181,567	187,458	-	-	181,567	187,458
Lift Stations	-	-	181,599	188,647	181,599	188,647
Equipment	744,149	759,441	45,848	57,650	789,997	817,091
Vehicles	1,197,393	1,056,267	7,500	25,500	1,204,893	1,081,767
	<u>9,154,784</u>	<u>9,201,348</u>	<u>5,123,486</u>	<u>4,591,335</u>	<u>14,278,270</u>	<u>13,792,683</u>
Intangible Assets	<u>35,892</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,892</u>	<u>-</u>
Totals	<u>\$ 9,190,676</u>	<u>\$ 9,201,348</u>	<u>\$ 5,123,486</u>	<u>\$ 4,591,335</u>	<u>\$14,314,162</u>	<u>\$13,792,683</u>

More detailed information about the City's capital assets is presented in the notes to the financial statements beginning on page forty.

**CITY OF FOLEY, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

CAPITAL ASSET AND DEBT ADMINISTRATION (Continued)

Debt

At year-end, the City had \$4,979,027 in debt versus a balance of \$5,451,066 in the prior (a decrease of 8.66 percent), as shown in Table 5.

**Table 5
Outstanding Debt at Year-End**

	Governmental Activities	
	2021	2020
General Obligation Bonds	\$ 3,020,000	\$ 3,110,000
Refunding Bonds	1,908,000	2,281,000
Unamortized Bond Premium	51,027	60,066
Totals	\$ 4,979,027	\$ 5,451,066

More detailed information regarding the City's indebtedness can be found in the notes to the financial statements beginning on page forty-three.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The City's elected and appointed officials considered many factors when setting the 2022 budget, tax rates and fees that will be charged for the business-type activities. The Council elected to increase the 2022 tax levy by 3.97% from the 2021 amount. The council anticipates modest increases in operating expenditures and also the need to continue to invest in improving the City's infrastructure to support the existing tax base, as well as the potential growth of the City.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Sarah Brunn, City Administrator, at the City of Foley, P.O. Box 709, Foley, MN 56329.

BASIC FINANCIAL STATEMENTS

Preliminary Draft
Subject to Revision

**CITY OF FOLEY, MINNESOTA
STATEMENT OF NET POSITION
DECEMBER 31, 2021**

	Governmental Activities	Business-Type Activities	Totals
ASSETS			
Cash, Cash Equivalents, and Investments	\$ 5,664,282	\$ 4,585,778	\$ 10,250,060
Property Taxes Receivable	20,229	-	20,229
Assessments Receivable	68,221	31,870	100,091
Accounts Receivable	56,623	288,975	345,598
Loans Receivable	161,694	-	161,694
Internal Balances	1,115,754	(1,115,754)	-
Prepays	70,774	15,544	86,318
Noncurrent Assets:			
Assessments Receivable	578,397	24,877	603,274
Capital Assets Not Being Depreciated	326,323	779,393	1,105,716
Capital Assets Being Depreciated (Net)	8,828,461	4,344,093	13,172,554
Intangible Assets Being Amortized (Net)	35,892	-	35,892
Net Pension Asset	402,168	-	402,168
TOTAL ASSETS	17,328,818	8,954,776	26,283,594
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	518,332	62,786	581,118
LIABILITIES			
Accounts Payable	58,432	3,437	61,869
Salaries Payable	42,529	2,020	44,549
Payroll Deductions and Employer Contributions	11,947	306	12,253
Deposits Payable	5,000	-	5,000
Accrued Interest Payable	46,304	-	46,304
Accrued Vacation	33,947	16,208	50,155
Noncurrent Liabilities:			
Amount Due Within One Year	485,000	-	485,000
Amount Due After One Year	4,524,737	38,418	4,563,155
Net Pension Liability	355,071	87,954	443,025
TOTAL LIABILITIES	5,562,967	148,343	5,711,310
DEFERRED INFLOWS OF RESOURCES			
Pensions	783,031	82,147	865,178
NET POSITION			
Net Investment in Capital and Intangible Assets	4,211,649	5,123,486	9,335,135
Restricted	2,054,926	-	2,054,926
Unrestricted	5,234,577	3,663,586	8,898,163
TOTAL NET POSITION	\$ 11,501,152	\$ 8,787,072	\$ 20,288,224

**CITY OF FOLEY, MINNESOTA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-Type Activities	
Governmental Activities:							
General Government	\$ 692,384	\$ 31,648	\$ 16,052	\$ 4,748	\$ (639,936)	\$ -	\$ (639,936)
Public Safety	742,100	330,018	9,573	-	(402,509)	-	(402,509)
Public Works	634,135	250	14,350	29,189	(590,346)	-	(590,346)
Parks and Recreation	177,981	67,862	-	-	(110,119)	-	(110,119)
Economic Development	43,517	-	-	-	(43,517)	-	(43,517)
Debt Service	105,489	-	-	-	(105,489)	-	(105,489)
Total Governmental Activities	2,395,606	429,778	39,975	33,937	(1,891,916)	-	(1,891,916)
Business-Type Activities:							
Water	292,963	506,393	-	12,384	-	225,814	225,814
Sewer	257,601	592,007	-	11,203	-	345,609	345,609
Total Business-Type Activities	550,564	1,098,400	-	23,587	-	571,423	571,423
TOTALS	\$ 2,946,170	\$ 1,528,178	\$ 39,975	\$ 57,524	(1,891,916)	571,423	(1,320,493)
General Revenues:							
Property Taxes					1,083,190	-	1,083,190
Tax Increment					60,090	-	60,090
Franchise Taxes					7,190	-	7,190
Intergovernmental					1,127,412	-	1,127,412
Investment Income (Loss)					(43,877)	(31,669)	(75,546)
Gain (Loss) on Sale of Assets					(507)	-	(507)
Miscellaneous					75,670	-	75,670
Total General Revenues					2,309,168	(31,669)	2,277,499
CHANGE IN NET POSITION					417,252	539,754	957,006
NET POSITION - BEGINNING OF YEAR					11,083,900	8,247,318	19,331,218
NET POSITION - END OF YEAR					\$ 11,501,152	\$ 8,787,072	\$ 20,288,224

See accompanying notes.

**CITY OF FOLEY, MINNESOTA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2021**

	General Fund	Fire Service Fund	EDA Fund	2020 Improvement Bond Fund	2018 Improvement Bond Fund	Equipment Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
ASSETS								
Cash, Cash Equivalents, and Investments	\$ 3,034,158	\$ 499,419	\$ 90,044	\$ 663,586	\$ 296,978	\$ 153,149	\$ 926,948	\$ 5,664,282
Property Taxes Receivable	12,630	1,600	-	4,750	-	-	1,249	20,229
Assessments Receivable	143,634	-	-	159,286	288,113	-	55,585	646,618
Accounts Receivable	13,082	43,541	-	-	-	-	-	56,623
Prepays	47,975	17,759	-	-	-	-	5,040	70,774
Loans Receivable	-	-	152,296	-	-	-	9,398	161,694
Advances to Other Funds	120,000	-	-	160,000	780,000	-	175,754	1,235,754
TOTAL ASSETS	\$ 3,371,479	\$ 562,319	\$ 242,340	\$ 987,622	\$ 1,365,091	\$ 153,149	\$ 1,173,974	\$ 7,855,974
LIABILITIES								
Accounts Payable	\$ 38,726	\$ 836	\$ -	\$ -	\$ -	\$ -	\$ 18,870	\$ 58,432
Salaries Payable	18,469	24,060	-	-	-	-	-	42,529
Payroll Deductions and Employer Contributions	10,106	1,841	-	-	-	-	-	11,947
Deposits Payable	5,000	-	-	-	-	-	-	5,000
Advances from Other Funds	-	120,000	-	-	-	-	-	120,000
Total Liabilities	72,301	146,737	-	-	-	-	18,870	237,908
DEFERRED INFLOWS OF RESOURCES								
Unavailable Revenue:								
Property Taxes	7,034	977	-	2,880	-	-	822	11,713
Special Assessments	143,611	-	-	159,285	288,113	-	55,585	646,594
Loans Receivable	-	-	152,296	-	-	-	9,398	161,694
Total Deferred Inflows of Resources	150,645	977	152,296	162,165	288,113	-	65,805	820,001
FUND BALANCES								
Nonspendable	167,975	17,759	-	160,000	780,000	-	180,794	1,306,528
Restricted	146,056	-	-	665,457	296,978	-	477,065	1,585,556
Assigned	531,168	396,846	90,044	-	-	153,149	431,440	1,602,647
Unassigned	2,303,334	-	-	-	-	-	-	2,303,334
Total Fund Balances	3,148,533	414,605	90,044	825,457	1,076,978	153,149	1,089,299	6,798,065
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 3,371,479	\$ 562,319	\$ 242,340	\$ 987,622	\$ 1,365,091	\$ 153,149	\$ 1,173,974	\$ 7,855,974

See accompanying notes.

**CITY OF FOLEY, MINNESOTA
RECONCILIATION OF THE BALANCE SHEET – GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2021**

Total Fund Balances - Governmental Funds \$ 6,798,065

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital and intangible assets used in governmental activities are not current financial resources and, therefore, are not reported as assets in governmental funds:

Capital Assets	\$ 16,155,852	
Accumulated Depreciation	(7,001,068)	
Intangible Assets	36,500	
Accumulated Amortization	<u>(608)</u>	
Capital and Intangible Assets (Net)		9,190,676

Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental funds:

Bond Principal Payable	(4,928,000)	
Bond Premium, Net of Accumulated Amortization	(51,027)	
Accrued Vacation	(33,947)	
Accrued Severance	<u>(30,710)</u>	
		(5,043,684)

The net pension asset/liability and related deferred outflows/inflows represent the allocation of pension obligations to the City. Such balances are not reported in the governmental funds:

Net Pension Asset	402,168	
Net Pension Liability	(355,071)	
Deferred Outflows - Pensions	518,332	
Deferred Inflows - Pensions	<u>(783,031)</u>	
		(217,602)

Interest payable on long-term debt does not require current financial resources and, therefore, is not reported as a liability in the governmental funds Balance Sheet:

		(46,304)
--	--	----------

Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable in the governmental funds:

Property Taxes Receivable	11,713	
Special Assessments Receivable	646,594	
Loans Receivable	<u>161,694</u>	
		<u>820,001</u>

TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 11,501,152

CITY OF FOLEY, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Fund	Fire Service Fund	EDA Fund	2020	2018	Equipment Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
				Improvement Bond Fund	Improvement Bond Fund			
REVENUES								
Property Taxes	\$ 671,783	\$ 86,502	\$ -	\$ 269,600	\$ -	\$ -	\$ 54,113	\$ 1,081,998
Tax Increment	-	-	-	-	-	-	60,090	60,090
Franchise Taxes	7,190	-	-	-	-	-	-	7,190
Special Assessments	4,748	-	-	57,745	48,469	-	32,393	143,355
Licenses, Permits, and Fees	43,675	-	-	-	-	-	-	43,675
Intergovernmental	1,104,163	61,542	-	-	-	-	-	1,165,705
Charges for Services	55,942	253,159	-	-	-	-	62,912	372,013
Fines	14,090	-	-	-	-	-	-	14,090
Investment Income (Loss)	(32,366)	(8,300)	15	204	431	-	(3,861)	(43,877)
Loan Collections	-	-	24,444	-	-	-	2,208	26,652
Miscellaneous	31,023	35,270	-	-	-	2,950	3,184	72,427
TOTAL REVENUES	1,900,248	428,173	24,459	327,549	48,900	2,950	211,039	2,943,318
EXPENDITURES								
Current:								
General Government	632,938	-	-	-	-	-	-	632,938
Public Safety	463,662	212,754	-	-	-	-	-	676,416
Public Works	241,827	-	-	-	-	-	-	241,827
Parks and Recreation	50,681	-	-	-	-	-	94,759	145,440
Economic Development	-	-	-	-	-	-	43,517	43,517
Capital Outlay	58,357	26,929	-	-	144	438,956	136,340	660,726
Debt Service:								
Principal	-	-	-	373,000	25,000	-	65,000	463,000
Interest and Other Charges	-	-	-	20,867	71,570	-	23,349	115,786
TOTAL EXPENDITURES	1,447,465	239,683	-	393,867	96,714	438,956	362,965	2,979,650

See accompanying notes.

CITY OF FOLEY, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS (Continued)
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Fund	Fire Service Fund	EDA Fund	2020 Improvement Bond Fund	2018 Improvement Bond Fund	Equipment Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 452,783	\$ 188,490	\$ 24,459	\$ (66,318)	\$ (47,814)	\$ (436,006)	\$ (151,926)	\$ (36,332)
OTHER FINANCING SOURCES (USES)								
Transfers In	-	-	-	-	-	225,000	115,000	340,000
Transfers Out	(340,000)	-	-	-	-	-	-	(340,000)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(340,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,000</u>	<u>115,000</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	112,783	188,490	24,459	(66,318)	(47,814)	(211,006)	(36,926)	(36,332)
FUND BALANCES - BEGINNING	<u>3,035,750</u>	<u>226,115</u>	<u>65,585</u>	<u>891,775</u>	<u>1,124,792</u>	<u>364,155</u>	<u>1,126,225</u>	<u>6,834,397</u>
FUND BALANCES - ENDING	<u>\$ 3,148,533</u>	<u>\$ 414,605</u>	<u>\$ 90,044</u>	<u>\$ 825,457</u>	<u>\$ 1,076,978</u>	<u>\$ 153,149</u>	<u>\$ 1,089,299</u>	<u>\$ 6,798,065</u>

See accompanying notes.

**CITY OF FOLEY, MINNESOTA
RECONCILIATION OF CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021**

Net Change in Fund Balances - Total Governmental Funds \$ (36,332)

Amounts reported for governmental activities in the Statement of Activities are different due to the following:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives as depreciation and amortization expense:

Capital Outlay Capitalized - Capital Assets	\$	579,211	
Depreciation Expense		(625,268)	
Capital Assets Acquired via Trade-in		5,000	
Loss on Disposal of Assets		(5,507)	
Capital Outlay Capitalized - Intangible Assets		36,500	
Amortization Expense		<u>(608)</u>	
			(10,672)

The issuance of long-term debt provides current financial resources to governmental funds while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. The amounts below detail the effects of these differences in the treatment of long-term debt and related items:

Bond Principal Repayments		463,000	
Amortization of Bond Premium		<u>9,039</u>	
			472,039

Interest on long-term debt in the Statement of Activities differs from the amounts reported in the governmental funds because interest is recognized as an expenditure in the funds only when it is due. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due: 1,258

Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period:

Property Taxes		1,192	
Special Assessments		(109,418)	
Loans Receivable		<u>(21,249)</u>	
			(129,475)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Accrued Vacation		327	
Accrued Severance		<u>(1,121)</u>	
			(794)

Certain liabilities do not represent the impending use of current resources. Therefore, the change in such liabilities and related deferrals are not reported in the governmental funds:

Net Pension Asset/Liability and Deferred Outflows/Inflows of Resources		<u>121,228</u>	
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 417,252

**CITY OF FOLEY, MINNESOTA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2021**

	Water Fund	Sewer Fund	Totals
ASSETS			
Current Assets			
Cash, Cash Equivalents and Investments	\$ 2,430,639	\$ 2,155,139	\$ 4,585,778
Assessments Receivable	17,269	14,601	31,870
Accounts Receivable	135,267	153,708	288,975
Prepays	6,607	8,937	15,544
Total Current Assets	<u>2,589,782</u>	<u>2,332,385</u>	<u>4,922,167</u>
Noncurrent Assets			
Capital Assets Not Being Depreciated	42,219	737,174	779,393
Capital Assets Being Depreciated (Net)	2,038,533	2,305,560	4,344,093
Assessments Receivable	15,222	9,655	24,877
Total Noncurrent Assets	<u>2,095,974</u>	<u>3,052,389</u>	<u>5,148,363</u>
TOTAL ASSETS	<u>4,685,756</u>	<u>5,384,774</u>	<u>10,070,530</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	31,612	31,174	62,786
LIABILITIES			
Current Liabilities			
Accounts Payable	2,934	503	3,437
Salaries Payable	1,124	896	2,020
Payroll Deductions and Employer Contributions	170	136	306
Accrued Vacation	8,104	8,104	16,208
Total Current Liabilities	<u>12,332</u>	<u>9,639</u>	<u>21,971</u>
Noncurrent Liabilities			
Accrued Severance	19,209	19,209	38,418
Advances from Other Funds	583,877	531,877	1,115,754
Net Pension Liability	44,297	43,657	87,954
Total Noncurrent Liabilities	<u>647,383</u>	<u>594,743</u>	<u>1,242,126</u>
TOTAL LIABILITIES	<u>659,715</u>	<u>604,382</u>	<u>1,264,097</u>
DEFERRED INFLOWS OF RESOURCES			
Pensions	41,373	40,774	82,147
NET POSITION			
Net Investment in Capital Assets	2,080,752	3,042,734	5,123,486
Unrestricted	1,935,528	1,728,058	3,663,586
TOTAL NET POSITION	<u>\$ 4,016,280</u>	<u>\$ 4,770,792</u>	<u>\$ 8,787,072</u>

CITY OF FOLEY, MINNESOTA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Water Fund	Sewer Fund	Totals
OPERATING REVENUES			
Charges for Services	\$ 506,393	\$ 592,007	\$ 1,098,400
OPERATING EXPENSES			
Wages and Benefits	89,408	74,912	164,320
Materials and Supplies	39,399	16,662	56,061
Repairs and Maintenance	28,315	2,670	30,985
Professional Services	4,838	4,117	8,955
Water and Wastewater Analysis	1,056	4,556	5,612
Insurance	9,589	13,037	22,626
Utilities	16,571	8,537	25,108
Miscellaneous	7,441	2,782	10,223
Depreciation	96,346	130,328	226,674
TOTAL OPERATING EXPENSES	<u>292,963</u>	<u>257,601</u>	<u>550,564</u>
NET OPERATING INCOME	213,430	334,406	547,836
NONOPERATING INCOME (EXPENSE)			
Special Assessments	12,384	11,203	23,587
Investment Income (Loss)	(6,563)	(25,106)	(31,669)
NET NONOPERATING INCOME (EXPENSE)	<u>5,821</u>	<u>(13,903)</u>	<u>(8,082)</u>
CHANGE IN NET POSITION	219,251	320,503	539,754
NET POSITION - BEGINNING OF YEAR	<u>3,797,029</u>	<u>4,450,289</u>	<u>8,247,318</u>
NET POSITION - END OF YEAR	<u>\$ 4,016,280</u>	<u>\$ 4,770,792</u>	<u>\$ 8,787,072</u>

**CITY OF FOLEY, MINNESOTA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021**

	Water Fund	Sewer Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received from Customers	\$ 523,360	\$ 591,852	\$ 1,115,212
Cash Paid to Suppliers	(107,422)	(67,280)	(174,702)
Cash Paid to Employees	(90,952)	(86,705)	(177,657)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>324,986</u>	<u>437,867</u>	<u>762,853</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Special Assessments	13,548	13,270	26,818
Purchases of Capital Assets	(3,957)	(754,868)	(758,825)
Payments on Interfund Advances	(68,000)	(100,000)	(168,000)
NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(58,409)</u>	<u>(841,598)</u>	<u>(900,007)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment Income (Loss)	(6,563)	(25,106)	(31,669)
Net Change in Cash, Cash Equivalents, and Investments	260,014	(428,837)	(168,823)
Cash, Cash Equivalents, and Investments - Beginning of Year	<u>2,170,625</u>	<u>2,583,976</u>	<u>4,754,601</u>
Cash, Cash Equivalents, and Investments - End of Year	<u>\$ 2,430,639</u>	<u>\$ 2,155,139</u>	<u>\$ 4,585,778</u>

CITY OF FOLEY, MINNESOTA
STATEMENT OF CASH FLOWS (Continued)
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Water Fund	Sewer Fund	Totals
RECONCILIATION OF NET OPERATING INCOME TO			
NET CASH PROVIDED BY OPERATING ACTIVITIES			
Net Operating Income	\$ 213,430	\$ 334,406	\$ 547,836
Adjustments to Reconcile Net Operating Income to Net Cash Provided by Operating Activities:			
Depreciation Expense	96,346	130,328	226,674
Changes in Assets, Liabilities, and Deferrals:			
Accounts Receivable	16,967	(155)	16,812
Prepays	(334)	(387)	(721)
Accounts Payable	121	(14,532)	(14,411)
Salaries Payable	712	(3,732)	(3,020)
Payroll Deductions and Employer Contributions	108	(565)	(457)
Net Pension Liability	(19,434)	(24,746)	(44,180)
Deferred Outflows of Resources - Pensions	(24,088)	(23,122)	(47,210)
Deferred Inflows of Resources - Pensions	38,824	38,038	76,862
Accrued Vacation	2,320	2,320	4,640
Accrued Severance	14	14	28
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 324,986	\$ 437,867	\$ 762,853

Preliminary Draft
 Subject to Review

CITY OF FOLEY, MINNESOTA
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Foley (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements.

The City has a mayor-council form of government that is governed by an elected mayor and four-member council. The City provides the following services: water, sewer, recreation, public improvements, public safety and general administrative services.

1.A. FINANCIAL REPORTING ENTITY

The City's financial reporting entity is comprised of the primary governmental unit of the City of Foley, Minnesota.

In determining the financial reporting entity, the City complies with the provisions of GASB Statement No. 14, *The Financial Reporting Entity*, and includes all component units of which the City appointed a voting majority of the units' board; the City is either able to impose its will on the unit or a financial benefit or burden relationship exists.

Blended Component Units

Blended component units are separate legal entities that meet the component unit criteria described above and whose governing body is the same or substantially the same as the City Council or the component unit provides services entirely to the City. These component units' funds are blended into those of the City's by appropriate activity type to compose the primary government presentation. Currently, the City has the following blended component unit:

Economic Development Authority

The City created an Economic Development Authority (EDA) by resolution of its City Council. The EDA is governed by a four-member board appointed by the City Council. Although it is legally separate from the City, the EDA is reported as if it were part of the primary government because its purpose is to approve the City's redevelopment plans. The EDA cannot issue bonded debt without the City's approval.

Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. Currently, the City has no discretely presented component units.

Related Organizations

The Foley Fire Relief Association is organized as a non-profit organization by its members to provide benefits to such members in accordance with Minnesota Statutes. Its Board of Directors is appointed by the membership of the organization. The City has no significant influence over the management, budget or policies of the Association. All funding is conducted in accordance with Minnesota Statutes, whereby State aids flow through the City to the Association.

1.B. BASIS OF PRESENTATION

Government-wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds (of which, the City has none). The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods and services.

CITY OF FOLEY, MINNESOTA
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.B. BASIS OF PRESENTATION (Continued)

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows, liabilities, deferred inflows, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or proprietary fund are at least 5 percent of the corresponding total for all governmental and proprietary funds combined.

The City reports the following major governmental funds:

The *General Fund* is the primary operating fund of the City and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

The *Fire Service Fund* is a special revenue fund used to account for funds received by the City for fire department expenditures.

The *EDA Fund* is a special revenue fund used to account for funds received by the City for economic development expenditures.

The *2020 Improvement Bond Fund* is a debt service fund used to account for the accumulation of financial resources for the payment of interest and principal on general long-term debt of the City. Tax levies and special assessments are used for the payment of principal and interest on the City's indebtedness.

The *2018 Improvement Bond Fund* is a debt service fund used to account for the accumulation of financial resources for the payment of interest and principal on general long-term debt of the City. Tax levies and special assessments are used for the payment of principal and interest on the City's indebtedness.

The *Equipment Fund* is a capital project fund used to account for the financial resources to be used for the purchase of City equipment.

The City reports the following major proprietary funds:

The *Water Fund* and *Sewer Fund* are used to account for business-like activities related to the operation of water and sewer systems provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector.

CITY OF FOLEY, MINNESOTA
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.B. BASIS OF PRESENTATION (Continued)

The City reports the following nonmajor governmental fund types:

The *Debt Service Funds* account for the accumulation of financial resources for the payment of interest and principal on general long-term debt of the City. Tax levies and special assessments are used for the payment of principal and interest on the City's indebtedness. These funds also account for the receipt of tax increment financing dollars and the use of such dollars for pay-as-you-go debt or eligible administrative costs incurred by the City.

The *Special Revenue Funds* account for funds received by the City with a specific purpose.

The *Capital Project Fund* accounts for financial resources to be used for the acquisition or construction of capital projects (other than capital projects funded by proprietary funds).

1.C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-type activities are presented using the *economic resources* measurement focus as defined in the second bullet point below.

In the fund financial statements, the *current financial resources* measurement focus or the *economic resources* measurement focus is used as appropriate:

- All governmental funds utilize a *current financial resources* measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available financial resources at the end of the period.
- The government-wide financial statements and proprietary funds utilize an *economic resources* measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets, deferred outflows, liabilities and deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, liabilities and deferred outflows/inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available." Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due.

All proprietary funds utilize the accrual basis of accounting.