



**City Council – Meeting Agenda  
March 7, 2023– 5:30 P.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. City Council Service Recognition
4. Oath of Office – Brandon Voit
5. Approve the agenda.
6. Consent Agenda:
  - Approve minutes of February 7, 2023.
  - Approve hiring of part-time officers Sean Gitch, Jacob Isaacson, Jordan Ramler – contingent upon passing of background/psych evaluations.
  - Adopt Resolution #2023-04 Accepting Donations.
  - Adopt Resolution #2023-05 Approve Capital Assets Policy.
  - Adopt Ordinance #474 Amending Rental Code.
  - Accept MCPF grant for police department.
  - Approve payment of bills.
7. Mayor's Comments and Open Forum
8. Advocates for Health – AED Presentation – Joel Vogel
9. Discussion on Hwy 23 Pedestrian Crossings.
10. Department Reports:
  - Police Department –Katie McMillin
  - City Engineer – Jarod Griffith
  - Public Works/Fire – Mark Pappenfus
    - Approve Bucket Truck Purchase
  - Administration – Sarah Brunn
    - No Mow May Discussion
11. Old Business
  - Update on wastewater project.
12. New Business
13. Mayor's Comments and 2<sup>nd</sup> Open Forum
14. Adjourn

County of Benton }  
State of Minnesota }



*City of Foley*

251 4<sup>th</sup> Avenue North P.O. Box 709  
Foley, Minnesota 56329  
(320) 968-7260 Fax (320) 968-6325  
www.ci.foley.mn.us email contactus@ci.foley.mn.us

## Oath of Office

I, *Brandon Voit*

do solemnly swear that I will support the Constitution of the United States,  
the Constitution of the State of Minnesota, and that I will faithfully and  
impartially discharge the duties of the office of

*Councilmember*

of the City of Foley, County of Benton, State of Minnesota, to which I have  
been elected, to the best of my knowledge and ability. So help me God.

\_\_\_\_\_  
Brandon Voit, Councilmember

ATTEST:

\_\_\_\_\_  
Sarah A. Brunn, City of Foley Administrator



CITY OF FOLEY, MINNESOTA  
CITY COUNCIL MEETING – February 7, 2023

The Foley City Council held their regular meeting on Feb. 7, 2023, at 5:30 p.m. at Foley City Hall.

Members Present: Mayor Jack Brosh, Councilmembers Jeff Gondeck, Deb Mathiowetz, and Gary Swanson.

Members Absent: 1 council seat remains open.

The pledge of allegiance was recited.

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

Motion carried, unanimous.

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

- Approve minutes of January 3, 2023.
- Approve minutes of January 17, 2023.
- Approve closing of city offices/public works on July 3, 2023 (in-lieu of Juneteenth).
- Approve Memo of Understanding – FEMA Fire Radio Grant.
- Adopt Resolution #2023-03 Approving 2022 Transfers.
- Approve closing of 3<sup>rd</sup> Avenue for vet clinic on April 8, 2023.
- Approve hold harmless agreement for April 8, 2023 vet clinic event.
- Approve payment of bills.

Motion carried, unanimous.

### **Mayor's Open Forum**

Debra Olson, 600 Dewey Street, addressed the council stating that the City Administrator had waived the I&I penalty on 640 4<sup>th</sup> Avenue N. She wanted to know why this property was given special consideration as it was not fair to the other residents who are currently being fined for their failure to comply with the I&I ordinance.

Mathiowetz explained to Olson that the decision had not yet been made.

### **Foley Economic Development Committee**

Brandon Voit presented a proposal for replacing the city's welcome signs. The signs on the east and west entrances of town are weathered and/or damaged. The city has also received a request to relocate one of the signs since it is currently on private property. The committee proposes the city do a project similar to the 4<sup>th</sup> Avenue mural that would involve asking the Central Minnesota Arts Board (CMAB) for a grant. The funds would allow the city to ask artists to submit designs for the new signs.

Sarah Brunn, City Administrator, added that the staff could also ask for input from residents (again similar to the mural project).

Discussion followed.

Motion by Swanson, seconded by Gondeck, to approve the city to act as agent in the application and pursue grant funding for the welcome signs.

Motion carried, unanimous.

### **Discussion on 2023 Proposed Winterfest Event**

Louisa Thompson and Bill Kalton gave an overview of the proposed Winterfest Event. Thompson explained that she'd suggested the idea on a resident forum on Facebook and had received a strong positive response. The group has since formed a committee to discuss ideas. The event would be similar to Foley Fun Days. Some of the ideas included a Christmas tree lighting, arts and crafts, a petting zoo, and a parade. The committee had started meeting at Mr. Jim's on Thursday nights. Thompson asked for the council's support in moving forward. Discussion and questions followed.

Brunn stated that staff had encouraged the group to reach out to the Foley Civic Group and other local organizations who have organized events. There are issues such as liability insurance, restrooms, and snow removal that would need to be considered. Mark Pappenfus, Director of Public Works, agreed that snow removal could be the biggest problem.

Kalton added that the Foley Area Chamber of Commerce might agree to covering the liability insurance for the event.

Brunn asked direction from the council on how much staff time should be used for the event. Staff is already very involved in Fun Days.

Mathiowetz stated she had been attending group's meetings to provide some guidance.

The council's response to the proposed idea was generally positive and asked the group to submit a more formalized plan for consideration.

### **Advocates for Health – AED Presentation**

The spokesperson for the group was not in attendance.

### **Department Reports**

#### **Police Department**

Chief Katie McMillin gave an overview to the council. The department has an upcoming Fun with Police event on Feb. 16. Activities would focus on anti-bullying and kindness for kindergarten through 6<sup>th</sup> graders. The stat report for January showed 354 calls. January is usually the slowest month, but there were more calls than expected for this time of year. Driving conduct calls were up along with incidents at the school. Domestic assaults were up – which is alarming as they are dangerous calls for both residents and officers. Interviews for the part-time officer position is next Monday with the Personnel Committee. Discussion and questions followed.

#### **City Engineer**

Jarod Griffith gave an update on the Hwy 23 pedestrian crossing signs. Broadway is a good candidate for the solar powered signs. The location at the roundabout is a concern for solar because of tree coverage. The recommendation is for a hard wire connection for these signs. He also stated there are ongoing conversations with MNDot.



Brunn added that staff has had long conversations with the District 3 MNDot representative as to why the design and pre-design of the project was not eligible for the TA funds. The 2017 bonding bill showed that pre-design and design costs were included for the pedestrian crossing. The representative did not believe that MNDot would cover the costs, but did agree to check on if the city could be reimbursed for those funds. Brunn stated that the city is currently meeting the minimum standard for the crossings. Discussion and questions followed.

### **Public Works and Fire Department**

Pappenfus gave an overview to the council. Public Works is doing a lot of plowing as well as cleaning up around hydrants and intersections. He also stated that the lead and copper report is due in 2024. Public Works will inventory the water pipes. Currently, there is a law going through that state that will force people to replace their private water service – still a year out. Pappenfus also shared that water pumped last year was down 4.8% and water use was down 5.4%. Brunn added that this is significant because it changes some of the revenue projections.

Pappenfus directed the council to their packets and a quote for an air compressor, storage bottles, and fill station. Funds would come from the 2021 assistance grant the Fire Department received last year. He asked the council for permission to purchase those items using the grant funds.

Motion by Gondeck, seconded by Mathiowetz, to proceed with the purchases for the Fire Department using the grant funds.

Motion carried, unanimous.

Pappenfus added that the 2022 fire assistance grant application was open until Feb. 10. The department is doing a regional grant with the Rice Fire Department to replace the radios. The radios are 15-years old. This item was approved in the consent agenda. The city will be responsible for approximately \$11,000.

Pappenfus also stated that Assistant Fire Chief Larry Nadeau's retirement is official. The department will be working to fill that position and bring the recommendation to the council.

### **Administration**

Sarah Brunn gave an overview to the council. Staff has discussed and the Building Official has recommended changing the rental license (currently two years) to a three-year renewal period. The change to a three year license would give current licenses more time between renewals and eliminate work for staff. Staff would still address new rentals and/or complaints. She asked the council for their thoughts. The current rental code would need to be amended. Discussion and questions followed.

Motion by Brosh, seconded by Gondeck, to have staff bring forward an amendment to change the rental license code to a three year.

Motion carried, 3 – 1 with Gondeck, Brosh, and Swanson voting aye. Mathiowetz voted nay.

### **Request for I&I Compliance Extension (waiver of fees) – 640 4<sup>th</sup> Avenue N**

Brunn gave an overview to the council. The property at 640 4<sup>th</sup> Avenue N was foreclosed on in the fall of 2022. The bank anticipated being able to get into the house by December/January, but the former owners had not yet vacated and would not let them in to make the I&I repairs. The bank paid all the

previous I&I fines levied during the previous year before they were assessed to the property. The bank asked for an extension. Discussion followed. The council denied the bank's request for an extension.

### **School Storm Sewer Reimbursement**

Brunn provided background regarding the school storm sewer. The storm sewer was put in for the school back in the early 90's. The city has added some flow to the sewer. The city agreed to take ownership of it because at the time MnDOT would not allow the school to own it as it sat in the right-of-way. The majority of the flow is from the school. The sewer had to be moved for the Hwy 23 project. The school has concerns that it can't use school funds to pay the city for the cost to move the storm sewer. Discussion and questions followed. Brunn stated there was no formal agreement with the school. Staff has offered to split the cost 50% with the school, but the school is struggling to figure out which funds can be used to pay their half. More discussion. Council agreed to a proposal to set up an agreement with the school to pay over three years. Staff will follow-up again with the school.

### **Building Code – Change in Occupancy**

Brunn gave an overview to the council regarding some buildings in town who are in violation of the change in occupancy building code. If a building sits vacant for over a year, it is required by law for a building inspection to take place. City staff and the Building Official are struggling with refusing to comply and schedule an inspection. These are codes regarding commercial properties are particularly of concern as commercial buildings host public events and which require compliance with additional state codes. Discussion and questions followed. Brunn asked the council if they would like staff to pursue prosecution. The council agreed and directed staff to pursue prosecution.

### **Old Business**

Pappenfus and Brunn gave an update on the wastewater project. Work stopped in December due to the cold. Work will resume as weather improves. Contractor may work on the Brittany lift station on County Rd 51 in March. The pipe will start up again in mid-April.

Brunn gave an update on the bonding bill money. There is currently discussion on two possible bonding bills at the state. There is also discussion on splitting up critical agency funding. The Democrats might push one through. The other would require Republican support. There also might be another option that would allow the city to get paid back if the funds come through later. Staff is also working with the county and township on a property acquisition for the odor control structure. The goal is to be ready to build in the spring.

### **Discussion on Vacant Councilmember Position**

Three candidates expressed interest in the open seat: Gerard Bettendorf, Brandon Voit, and Brittany Ratke. Discussion and questions followed.

Motion by Gondeck to appoint Ratke.

Motion did not receive a second. Motion failed.

Motion by Mathiowetz seconded by Swanson, to appoint Voit.

Motion carried with Mathowetz, Brosh, and Swanson voting aye. Gondeck voted no.

**New Business**

No new business.

Motion by Gondeck, seconded by Swanson, to adjourn.

Motion carried, unanimous.

Meeting adjourned at 6:45 p.m.

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

CITY OF FOLEY  
COUNTY OF BENTON  
STATE OF MINNESOTA

RESOLUTION 2023-4

A RESOLUTION ACCEPTING DONATIONS FOR THE FIRE DEPARTMENT

WHEREAS, the City of Foley encourages public donations to help defray the costs of the general public of providing services and improve the quality of life in Foley, and

WHEREAS, the Foley Firefighters Relief Association and the Gilman Tractor Pullers Club have donated funds for the fire department; and

WHEREAS, Minnesota Statutes 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Foley, Benton County, Minnesota, that these donations are hereby accepted for use by the City of Foley.

BE IT FURTHER RESOLVED that the City extends its sincere appreciation to the Foley Firefighters Relief Association and the Gilman Tractor Pullers Club for their generous donations.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 7th day of March 2023.

\_\_\_\_\_  
Jack Brosh, Mayor

ATTEST:

\_\_\_\_\_  
Sarah A. Brunn, City Administrator

CITY OF FOLEY  
COUNTY OF BENTON  
STATE OF MINNESOTA

RESOLUTION 2023-05

A RESOLUTION ADOPTING A CAPITAL ASSET POLICY

WHEREAS, acquisition and depreciation of capital assets are an integral part of the City; and

WHEREAS, specific provisions and guidelines are necessary to facilitate and manage capital assets; and

WHEREAS, the City Council has determined it necessary to adopt a formal policy with guidelines on how it manages capital assets;

NOW, THEREFORE BE IT RESOLVED THAT the City of Foley does hereby approve the Capital Asset Policy as identified in Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota this 7<sup>th</sup> day of March, 2023 retroactive to January 1<sup>st</sup>, 2022.

---

Jack Brosh, Mayor

ATTEST:

---

Sarah A. Brunn, City Administrator

## **EXHIBIT A**

### **City of Foley Capital Asset Policy**

#### **I. Purpose**

This policy applies to the City of Foley acquisition and depreciation of capital assets.

#### **II. Authority**

Participation of the City of Foley in any such activity shall be in accordance with Foley City Council policy.

#### **III. Delegation of Authority**

The Foley City Council delegates to management, the responsibility to coordinate compilation and preparation of all information necessary to implement this policy. Management shall be responsible for implementation of the necessary procedures to establish and maintain a capital asset inventory, including depreciation schedules.

#### **IV. General Definition of Capital Assets**

Capital assets are tangible assets used in operations and have initial useful lives extending beyond a single reporting period. Capital assets include such items as land, improvements to land, easements and right-of-ways, buildings and building additions, building improvements, office equipment, office furniture, infrastructure, vehicles, and construction-in-progress. Equipment will not change its original shape, appearance or character with use and it can be expected to last more than one year with reasonable care and maintenance.

Individual Assets with an estimated useful life of more than one year and an original cost of \$10,000 or more will be accounted for as a capital asset in regards to equipment and vehicles. Individual Assets with an estimated useful life of more than one year and an original cost of \$25,000 or more will be accounted for as a capital asset in regards to buildings, improvements, and infrastructure.

#### **V. Asset Definitions by Major Category**

It is important to the maintenance of accurate records that each asset category be precisely defined and that all persons handling records maintenance are fully aware of the categorization system. This section further clarifies the asset definitions by major category.

##### **Land, Easements and Rights-of-Ways**

Specific land, easements, right-of-ways, lots, parcels, or acreage owned by the City of Foley, regardless of method or date of acquisition.

### **Buildings/Improvements/Infrastructure**

All structures and improvements there to designed and erected to house equipment, services, or functions of the City of Foley are included. This includes systems, services, fixtures within buildings, and attachments such as porches, stairs, fire escapes, canopies, areaways, lighting fixtures, flagpoles, and all other such units that serve the building. Plumbing systems, lighting systems, computer network hardwiring, heating, cooling, ventilating and air handling systems, sprinkler systems, alarm systems, sound systems, surveillance systems, built-in casework, fixed shelving, and other fixed equipment included within the building, if owned. Also includes accessory assets to buildings, such as walks, parking areas and drives, fencing underground sprinklers, and other similar items.

### **Equipment**

Equipment includes all other types of physical property within the scope of the Capital Asset Policy not previously classified. Included within this category are bookshelves, office mechanical equipment, office furniture, appliances, furnishings, machinery items, maintenance equipment, communication equipment, books and similar items, vehicles, data processing equipment, and similar items. Items are attached/non-removable from buildings. All supplies are excluded.

## **VI. Valuation of Capital Assets**

### **Purchased**

Capital assets should be recorded at historical cost. Normally, the cost recorded is the purchase price or construction cost of the asset, but also included is any other reasonable and necessary cost incurred to place the asset in its intended location and intended use that can be directly related to the asset.

### **Purchased**

Donated capital assets should be recorded at Fair value at the date of donation.

## **VII. Depreciation of Capital Assets**

Depreciation expense will be measured by the "straight line" depreciation method, which is historical cost divided over the estimated useful life of the asset.

$$\text{Formula} = \text{Historical Cost} / \text{Estimated Useful Life}$$

A half year of depreciation will be taken in the year of acquisition for the capital assets of equipment, vehicles, buildings, infrastructure, and building improvements.

## **VIII. Estimated Useful Lives of Capital Assets**

The standards or parameters for estimating the useful lives of capital assets are based upon professional judgments and industry averages, therefore, determined to be objectively reasonable. The City of Foley will have subsequent review of estimated useful lives of capital assets once established to reflect changes in the condition of the asset or its use.



A range approach is used as a matter of policy, with specific estimated useful lives attached to specific assets when recorded in order to facilitate depreciation and tracking.

The following ranges are proposed as guidelines in setting estimated useful lives:

<u>Asset Class</u>	<u>Examples</u>	<u>Years/Range</u>
Land		N/A
Buildings	City Hall, Public Works	25-50
Improvements	Paving, flagpoles, outdoor lighting, sidewalks	10-50
Machinery & Equipment		3-20
Infrastructure	Roads, water & sewer system	25-50

#### **IX. Capital Asset Records**

Depending upon the information available and the category of the asset, fixed asset records should include all or part of the following:

**Description**  
**Asset Category (Land, Building or Equipment)**  
**Serial Number**  
**Purchase Cost**  
**Acquisition Date**  
**Estimated Useful Life**  
**Salvage Value**  
**Accumulated Depreciation**  
**Depreciation Expense**  
**Replacement Cost**

#### **X. Disposals**

Property should not be disposed of without prior approval of the City of Foley management/Council.

CITY OF FOLEY  
COUNTY OF BENTON  
STATE OF MINNESOTA

ORDINANCE NUMBER 474

AN AMENDMENT TO RENTAL CODE LICENSING PERIOD

THE COUNCIL OF THE CITY OF FOLEY HEREBY ORDAINS that the 1974 Code of Ordinances of the City of Foley, Section 730 Rental Code, be amended to read as follows:

SECTION 1

**Section 730:03 Subd. 1(c).**

All licenses shall expire March 31, three calendar years following the year it was issued. Application for any license in which an inspection is required shall be 30 days prior to expiration. For cause, the Housing Inspector may waive the application deadline for an applicant.

SECTION 2

**Section 730:03 Subd. 4.**

All rental units will be subject to an inspection every three years conducted by the Housing Inspector, or his/her authorized representative, prior to the issuance of the license. The Housing Inspector may grant a license contingent on an inspection being completed within thirty (30) days, if all other requirements, including payment of the license fees, are met. After thirty (30) days, the license shall expire unless the Housing Inspector has certified the required inspection.

SECTION 3

**Section 730:07:** The existing Section 730:07, Housing Advisory and Appeals Board is repealed, substituting therefore the following Section 730:07 to read as follows:

The City Council shall serve as a Housing Advisory and Appeals Board ("Housing Board"). In addition to the responsibilities enumerated in the Minnesota State Building Code, it shall be the duty of the Housing Board to study city ordinances and codes concerning housing from time to time and consider amendments or new ordinances as needed. The Housing Board shall also review and take action on any concerns related to housing and rental programs in the City.

## SECTION 4

### **Summary Publication.**

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

**"AN AMENDMENT TO RENTAL CODE LICENSING PERIOD.** It is the intent and effect of this Ordinance to increase the rental licensing period from two years to three years per cycle and identify the Housing Advisory and Appeals Board to be the City Council.

A printed copy of the ordinance is available for inspection by any person during regular office hours at City Hall.

Adopted this 7<sup>th</sup> day of March, 2023.

ATTEST:

---

Jack M. Brosh, Mayor

---

Sarah A. Brunn, Administrator

Section 730 – Rental Code

Section 730:00. Purpose and Intent.

Subd 1. Purpose: The purpose of this Ordinance is to protect the public health, safety and welfare of the residents of the City of Foley who have, as their place of abode, a dwelling unit, manufactured home, lot or room furnished to them for the payment of a rental charge to another.

Subd 2. Intent: The intent of this Ordinance is to provide a permanent mode of protecting and regulating the living conditions of these residents by providing minimum standards for cooking, heating, and sanitary equipment necessary to the health and safety of occupants of rental property by providing minimum standards for light and ventilation necessary for the health and safety, and minimum standards for the maintenance of existing private and rental residential buildings.

Subd 3. Savings Clause: With respect to rental disputes, and except as otherwise specifically provided by the terms of this Ordinance, it is not the intention of the City to intrude upon the fair and accepted contractual relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, nor to act as an arbiter, nor to be receptive to complaints from tenant or landlord that are not specifically and clearly relevant to the provisions of this Ordinance. In the absence of such relevancy with regard to rental disputes, it is intended that the contracting parties exercise such legal sanctions as are available to them without the intervention of City Government. Neither, in enacting this Ordinance, is it the intention of the City Council to interfere or permit interference with legal rights to personal privacy.

Section 730:01. Definitions. The following words and phrases shall have the meanings given them in this ordinance:

- A. Building: Shall mean any structure used or intended for supporting or sheltering any use or occupancy.
- B. Dwelling Unit: Consists of one (1) or more rooms that are arranged, designed, or used as living quarters. Each room or group of rooms shall be a separate dwelling unit. A rooming house shall be considered a single dwelling unit, but may charge a fee based on the number of sleeping rooms. A structure that is self-enclosed and arranged, designed and used as living quarters to a single family or group of persons under a single lease or agreement shall be considered a single dwelling unit.
- C. Familial Relation: Shall mean a legally recognized son, daughter, father, mother, grandfather, grandmother, grandson, granddaughter, sister, or brother.
- D. Housing Inspector: Shall mean a designee appointed by the Foley City Council authorized to administer and enforce this Ordinance.

- E. License: Shall mean a provisional license, which is issued after receipt of fees and may be revoked if such rental property is found not to be in compliance with ordinances, codes or statutes.
- F. Lot: Shall mean an area within a manufactured home park or otherwise maintained and made available for occupancy by a manufactured home.
- G. Manufactured Home: Shall mean as provided in Ordinance 319, Zoning Ordinance, Section 4, Subd. 2 (65).
- H. Manufactured Home Park: Shall mean any site, lot, field or tract of land upon which two (2) or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park.
- I. Maximum Occupancy: Shall mean that for each occupant in a dwelling unit, 100 square feet of space must be provided.
- J. Occupant: Shall mean any person (including the owner or operator) living, sleeping, cooking, and eating in a dwelling unit.
- K. Operator: Shall mean the owner or agent who has charge, care, control or management of a building or manufactured home park or part hereof, in which dwelling units, manufactured homes, lots or rooming units are let.
- L. Owner: Shall mean any person who, alone or jointly or severally with others, shall be in actual possession of, or have charge, care or control of any dwelling unit, manufactured home, lot, rooming house or sleeping unit within the City.
- M. Person: Shall mean any natural person his/her heirs, executors, administrators or assigns, and also includes a firm, partnership, and limited liability company, cooperative or corporation, its or their successors or assigns, or the agent of any of the aforementioned.
- N. Rental Property: Shall mean a dwelling unit offered for rent or occupied by a person or persons in the status of tenant, but does not include motels. This term shall not include property in which the dwelling unit or manufactured home is owned by the occupant, but the land or lot is rented or leased.

- O. Rooming House: Shall mean a building or structure providing a room or rooms intended for living and sleeping for persons in the status of tenant in which the toilet and kitchen facilities are shared, and the common or shared areas of the structure are actively maintained by the operator. This term shall include boarding houses, day cares, lodging houses, Bed and Breakfasts, fraternity and sorority houses, but does not include hotels, motels, or hospitals.
- P. Sleeping Rooms: Shall mean a room or enclosed floor space in a rooming house or dwelling unit, as defined herein, used or intended to be used primarily for sleeping purposes.
- Q. Tenant: Shall mean one who has as his/her place of abode a dwelling unit, manufactured home, lot, rooming house or sleeping room furnished to him/her for payment of a rental charge to another.

Section 730:02. International Property Maintenance Code Adopted by Reference  
International Property Maintenance Code Adopted by Reference. The International Property Maintenance Code, 2012 edition as published by the International Code Council, is hereby adopted by reference, so far as it applies to rental property, and is made a part of this Ordinance as if fully set out in length.

Section 730:03. License Required. No person shall occupy, allow to be occupied, or let to another for occupancy any dwelling unit in the City of Foley for which a license has not been properly issued by the Housing Inspector. No rental dwelling shall be issued a license by the City unless it complies with the ordinances of the City of Foley and the statutes of the State of Minnesota, which pertain to such properties. A rental property solely occupied by the owner or a familial relation of the owner is exempt from this requirement.

Subd 1. License Fee. The City Council may establish a licensing fee schedule for each dwelling unit or sleeping room in each rental property. The schedule may include a separate fee for licenses, inspections, crime prevention program participation and delinquencies. Said license fees shall be payable at the time of application for licensing or renewal of a license and shall be a prerequisite to the issuance of the required license. Once issued, a licensee shall not be entitled to a refund on any license fee upon suspension or revocation.

- a. Rental property which is licensed as a "Caring Home" (Nursing Home) or a "Boarding Care Home" by the State of Minnesota Department of Health pursuant to Minnesota Statutes Chapter 157 shall be exempt from the registration fee required under this Section. This exception shall not apply if no services are provided to the tenants, or the services are incidental to, or independent of, the landlord/tenant relationship.

- b. If the license fee required hereunder is paid after March 31 for the next license year, penalties shall be imposed as established by the licensing fee schedule.
- c. All licenses shall expire March 31, two calendar years following the year it was issued. Application for any license in which an inspection is required shall be 30 days prior to expiration. For cause, the Housing Inspector may waive the application deadline for an applicant.
- d. A delinquency fee shall be charged to the owner of rental property operated without a valid license. The imposition of this fee by the Housing Inspector may be appealed to the City Council by submitting a request to the City within twenty (20) days of the mailing or posting of the notice of the fee.

Subd 2. License Application. The application for license shall be made and filed on a form furnished by the Housing Inspector for such purpose and shall set forth the following information:

- a. Name, residence address and phone number of the owner of any rental property, or property manager authorized by the owner to accept service of process and to receive and give receipt for notices. In cases where the owner of any rental property lives outside the City of Foley, the license application shall be made by an agent who shall be legally responsible for compliance with this and other City Ordinances. Such agent shall live within Minnesota;
- b. Name, address and phone number of any agent actively managing the rental property;
- c. Street address of the rental property;
- d. Tax parcel number of the rental property or manufactured home park in which the rental property is located;
- e. Number and description of units within the rental property (dwelling units, manufactured homes, or sleeping rooms), including square footage of each room in unit;
- f. Name, address and phone number of the person authorized to make or order repairs and/or service to the rental property, to provide required services necessary to protect the health, safety, and welfare of the occupants, or are able to contact the person so authorized;
- g. Maximum number of people permitted per dwelling unit, manufactured home, lot, rooming house, or sleeping room;



- h. Certification of completion of Crime Free Rental Program, as provided in Section 735 of an owner or an operator with a contract to manage the property.

Subd 3. Manner of Application: The license application shall be made by the owner, if such owner is a natural person; if the owner is a corporation, cooperative or limited liability company, by an officer thereof; if a partnership, by one of the partners; and if an unincorporated association, by the manager or managing officer thereof, on the appropriate form available from the Housing Inspector.

Subd 4. Inspection: All rental units will be subject to a bi-annual inspection conducted by the Housing Inspector, or his/her authorized representative, prior to issuance of the license. The Housing Inspector may grant a license contingent on an inspection being completed within thirty (30) days, if all other requirements, including payment of the license fees, are met. After thirty (30) days, the license shall expire unless the Housing Inspector has certified the required inspection.

Subd 5. License Before Occupancy: All rental property required to be licensed pursuant to the provisions of this Ordinance shall be licensed prior to occupancy or the letting to another for occupancy, and thereafter all licenses of such rental property shall be renewed pursuant to 730:03, Subd. 1(c).

Subd 6. Transfers. Every new owner of a rental property (whether as fee owner, contract purchaser, or otherwise entitled to possession) shall apply for and obtain a license under this Ordinance before taking possession.

Section 730:04. Display of License. Every licensee of a rental property shall conspicuously display at all times on the premises a copy of the current license. This license shall be located on the premises so as to be easily viewed and readable by the occupants of the rental property at or near the front entrance of the building for which it was issued and shall be reasonably protected from wear by a plastic cover or similar protective device.

Section 730:05. Inspection: Right of Entry. In order to insure compliance with this Ordinance's requirements, or upon receiving a written, signed complaint, the Housing Inspector shall have the authority to enter any building or manufactured home park at reasonable times upon notice to the landlord and tenant, to determine if the building or manufactured home park is operated as a "rental property" as defined in this Ordinance or to enforce the Minnesota State Building Code, or both.

Section 730:06. Health Department Inspection. The Benton County Health Department and/or the City Health Official shall have the right to inspect any dwelling, whether rental or owner-occupied, to enforce sanitation requirements.

Section 730:07.     Housing Advisory and Appeals Board.     The City Council shall appoint a Housing Advisory and Appeals Board ("Housing Board") as provided below. In addition to the responsibilities enumerated in the Minnesota State Building Code, the Housing Board shall serve in an advisory capacity in making recommendations concerning the housing and rental programs. It shall be the duty of the Housing Advisory and Appeals Board to study City Ordinances and Codes concerning housing from time to time and to make recommendations for new ordinances. Said Board shall consist of five (5) members of the public not employed by the City. The term of the members shall each be for three (3) years, with a maximum of three full three-year terms. Except in the event of a vacancy, appointments shall be effective January 1 of each year. Appointments shall be effective January 1 of each year and provide for staggered, overlapping terms. The initial appointments shall be made such that two (2) members appointed shall serve for three years, two (2) shall serve for two years, and one (1) shall serve for one year. Any vacancy shall be filled for the remainder of the term in the same manner as an original appointment. If a Board member shall no longer serve in the capacity under which they qualified for appointment, the City Council shall declare a vacancy. The Board members shall continue until their successor has been appointed.

Section 730:08.     Excessive Law Enforcement Calls:     Notwithstanding any finding of the Housing Inspector for other violations, any rental property whose property receives more than one (1) law enforcement call per dwelling unit within a twelve (12) month period, or receives twenty-four (24) law enforcement calls or complaints within a twelve (12) month period, whichever number is less, shall appear before the Foley City Council, upon notice, to review the continuation of the rental license. This review is not an exclusive remedy.

Section 730:09.     Criminal Background Checks.

Subd 1.     Purpose.     The Foley City Council has determined that there are persons residing in rental property in the City of Foley engaging in disorderly conduct which results in a hostile environment for other Foley citizens living near or close to the rental property. It is the declared purpose and intent of this section to protect and preserve the City's neighborhoods and the public health, safety, and welfare of its citizens by providing a system at the local level for criminal history/background investigation of prospective tenants.

Subd 2.     Background Investigations.     Each Operator shall conduct criminal history/background investigations on prospective tenants in rental property through the Benton County Sheriff's Department. No such investigation shall be conducted using the state Criminal Justice Data Communications Network (CJDN) and no information obtained from the CJDN shall be disseminated unless the Operator presents an Informed Consent/Waiver form signed by the prospective tenant. The Informed Consent/Waiver form must meet the requirements of Minnesota Statutes Section 13.05, Subd. 4 (d). Each request must be on a form approved or provided by the Benton County Sheriff's Office. The Operator shall pay a fee as established by Council resolution.

Section 730:10.      Landlord Liability.      The owner of a rental unit, manufactured home park, rooming house or sleeping room shall be responsible to cause persons occupying the rental unit to conduct themselves in such a manner as to not cause the premises to be in violation of the prohibition against noise as set forth in the City of Foley Noise Ordinance, nor to allow to exist on the premises a public nuisance.

Section 730:11.      Applicable Laws.      Licensees shall be subject to all of the Ordinances of the City of Foley and the applicable State and Federal laws relating to dwellings. In the event this Ordinance conflicts with any other applicable ordinance or law, the more restrictive shall apply.

Section 730:12.      Enforcement.      Enforcement of this Ordinance is accomplished by the Housing Inspector who is authorized to conduct inspections, issue licenses, investigate complaints, and seek penalties of property owner(s) found to be in violation.

Section 730:13.      Penalty.      Any person who operates rental property in violation of this Ordinance shall be guilty of a misdemeanor and subject to the maximum penalty permitted by law. Each violation of this Ordinance shall constitute a separate offense. As an alternative to criminal penalties, the City may seek the following corrective action. The Housing Advisory Board will consider such penalties and/or actions after providing written notice and an opportunity to be heard to the owner of the rental property.

Subd 1.      Suspension or Revocation.      Every operating license issued under this Ordinance is subject to suspension or revocation. If the City suspends or revokes an operating license, it shall be unlawful for the owner or the duly authorized agent to thereafter permit any new occupancy of vacant or thereafter vacated rental units until the operating license is restored. Current tenants will be allowed to remain until the end of their lease or one (1) year, whichever is less. In the case of revocation, restoration of the license shall occur only after the premises' owner has applied for a new license, paid a new application fee and complied with all sections of this or any applicable City Ordinance.

Subd 2.      Hazardous Building Declaration.      If a dwelling is unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with state law.

Section 730:14.      Rental Code.      This Ordinance shall be known as the City of Foley Rental Code.

Section 730:15.      Severability.      Every section, provision or part of this ordinance is declared severable from every other section, provision or part; and if any section, provision or part hereof shall be held invalid, it shall not affect any other section, provision or part.

-  
Section 730:16. Effective Date. This Ordinance shall be effective immediately upon its passage and publication, except as follows:

- A. Existing rental properties (those operating as such on the Effective Date) will be required to apply for a Rental License by March 1, 2008, and obtain a license by March 31, 2008; and
- B. Dwelling units already constructed, or having obtained a building permit, but not used as a rental property on the Effective Date, is exempt from requirements of 730:03, Subd. 2(h) for any license obtained within ninety (90) days from the Effective Date.

Section 730 was added to the 1974 Code of Ordinances by Ordinance Number 376, adopted March 6, 2007 and published March 20, 2007.

Section 730:02 was amended by Ordinance Number 418 and Ordinance Number 419, adopted November 18, 2014, published and effective November 25, 2014.

Section 730:02 was repealed and replaced by Ordinance Number 441, adopted March 5, 2019, published and effective February 12, 2019.



# MINNESOTA CHIEFS OF POLICE FOUNDATION

*Advancing high quality, effective policing and strengthening police-community relations in Minnesota through training, outreach, grants and scholarships*

## COMMUNITY PARTNERSHIPS GRANT PROGRAM GRANT APPROVAL NOTIFICATION

Project Name: **Fun with Police**  
Grant Amount Requested: **\$500**  
Grant Amount Approved: **\$500**

Dear Foley Police Department:

The Minnesota Chiefs of Police Foundation (MCPF) is pleased to offer this grant check in the amount of \$500 to support Foley Police Department's Fun with Police project.

The **MCPF Community Partnerships Grant Program** supports MN police departments in their efforts to build trust and strong relationships with their community. We hope this grant will provide an opportunity for your department to make a difference and continue to cultivate a mutually respectful and strong working relationship with your constituents.

The Foundation is proud to be able to offer grants and make a difference. Together, we will advance high quality, effective policing and strengthen police community relations in our state.

Thank you for your dedication to keeping our communities safe.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Weierke".

Brian Weierke  
Board President  
Minnesota Chiefs of Police Foundation

A handwritten signature in blue ink, appearing to read "Jeff Potts".

Jeff Potts  
Executive Director  
Minnesota Chiefs of Police Association

Minnesota Chiefs of Police Foundation is a tax-exempt organization,  
as described in Section 501(c)(3) of the Internal Revenue Code.  
Federal Tax ID #27-0833763

[www.mnchiefsfoundation.org](http://www.mnchiefsfoundation.org)



## MINNESOTA CHIEFS OF POLICE FOUNDATION COMMUNITY PARTNERSHIPS GRANT PROGRAM POST-GRANT REPORT

Name of Event/Project Funded: \_\_\_\_\_

Name of Police Department(s): \_\_\_\_\_

Date of Report: \_\_\_\_\_ Date(s) of Event, Program, Project: \_\_\_\_\_

Grant Amount Received: \_\_\_\_\_ Date Funds Received: \_\_\_\_\_

Please provide a brief recap of the event, project, or program:

How did this project build community partnerships, trust, or transparency between citizens and the police department? Please share any impact stories related to this project.

What specific items did the grant funding pay for?

Please mark any supplemental items included with this post-grant project report:

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Event flyer   | <input type="checkbox"/> Program Marketing/Outreach Materials | <input type="checkbox"/> Photos  |
| <input type="checkbox"/> Video Clips   | <input type="checkbox"/> Links to Social Media Posts          | <input type="checkbox"/> Surveys |
| <input type="checkbox"/> Quotes from participants, elected officials, school officials, etc. |   |                                  |
| <input type="checkbox"/> Other: _____  |   |                                  |

This form is due within 60 days of event/program/project completion. Post-Grant Reports will help the Foundation continue to share the impact of the grant program with the public, donors and sponsors. Content submitted may be posted on the Foundation website or used in future outreach materials or reports. Please feel free to attach additional information.

Email completed Post-Grant Project Report and supplemental materials to: [mai@mnchiefs.org](mailto:mai@mnchiefs.org)

# Bills List - March 2023

Gross Salaries	Payroll - 2/10/23	\$	35,512.36
EFTPS	Federal Withholding	\$	6,215.89
MN Dept of Revenue	State Withholding	\$	1,261.41
State Treas. PERA	PERA	\$	6,902.71
Nationwide	Deferred Comp	\$	1,062.36
Pacific Life Ins	Deferred Comp/Roth IRA	\$	80.00
Further	HSA Contribution	\$	1,055.00

Gross Salaries	Payroll - 2/24/23	\$	35,291.77
EFTPS	Federal Withholding	\$	6,245.13
MN Dept of Revenue	State Withholding	\$	1,248.80
State Treas. PERA	PERA	\$	6,831.99
Nationwide	Deferred Comp	\$	1,062.36
Pacific Life Ins	Deferred Comp/Roth IRA	\$	80.00
Further	HSA Contribution	\$	1,055.00
Law Enforcement Labor Services	Union Dues	\$	202.50

## Already Paid 3/7/2023

First National Bank of Omaha	03/23 CC invoices	\$	416.05
		\$	104,523.33

## To Be Paid - 3/7/2023

AllSpec Services	2/2023 Inspection fee	\$	3,877.00
American Legion	FD Annual Banquet	\$	974.63
Auto Value	PW Vehicle maintenance	\$	646.32
Banyon Data Systems	UB Meter, Support and direct payment support	\$	1,430.00
Batteries + Blubs	PW street supplies	\$	34.56
Benton County Highway Department	12/23 & 01/23 PD Fuel	\$	3,028.53
Benton Trophy & Awards	Name Plate's and plaque	\$	248.90
Bolton and Menk	WW Expansion	\$	16,012.50
Bound Tree	FD Medical Supplies	\$	67.31
Centry Link	Hwy 23 Water Main relocation	\$	22,388.64
Chamberlain Oil	Street Supplies	\$	88.40
Cintas	Uniforms	\$	425.90
CloudNet	Server Fee	\$	10.00
Delta Dental	03/23 Employee Dental Insurance	\$	1,187.30
East Central Energy	02/23 Utilities	\$	1,209.64
E-Kit Training	PD Software Certification	\$	495.00
F.I.R.E	FD Hazmat Refresher	\$	600.00
Farm-Rite	Snowblower and Plow repair	\$	1,809.08
Farrell Equipment & Supply	FD Vehicle Maint	\$	349.96
Further	Employer H S A contribution/Participation Fee/202 DCFS	\$	5,380.35
Galls	PD Supplies	\$	6.16
Handman's Hardware	Ice melt and Diaper Changing Station	\$	1,214.98
Hawkins	Water Chemicals	\$	1,270.31
Health Partners	03/2023 Insurance Premiums	\$	17,029.29
Jason Studanski	Lodging-Fire Officer's School -Alexandria	\$	317.42
K&K Tire	PW PD Vehicle Maintenance	\$	197.32
Marco	02/23 Copier Lease	\$	266.04
MN Department of Health	qrt 1 meter connections	\$	2,201.00
MN Department of Revenue	01/23 Sales and Use Tax	\$	607.00
M-R Sign	PW Street signs	\$	1,371.12
MSFDA	FD 2023 subscription 20 members	\$	140.00
Napa Auto Parts	PW shop supplies	\$	26.85
RevTrak, Inc.	12/22 & 02/23 CC fee's	\$	2,354.45
RMB Environmental Laboratories	Sewer and Water Testing	\$	411.64
Shift Technologies	02/23 IT Services	\$	4,102.81
Short Elliott Hendrickson	Hwy 23 , Gen Eng, Pouchtec, NHW	\$	2,591.00
Staples	Office Supplies	\$	114.76
Star Publications	2023 Benton County News Subscription	\$	40.00
Summit Fire Protection	FD Fire Extinguisher Maint	\$	579.00
Sun Life Assurance	2/23 Employee LTD	\$	277.54
Titan Machinery	PW street supplies	\$	24.50
Todd Foreman	Lodging-Fire Officer's School -Alexandria	\$	317.42
Towmaster	Street Maint	\$	68.40
TriMark	Office Supplies	\$	337.90
USABLE Life	02/23 Life Insurance	\$	269.00
Verizon	FD,PD,PW 02/23 Cell phone	\$	317.63
Wex Bank	02/23 FD, PW Fuel	\$	3,231.10
Xcel Energy	02/23 Utilities	\$	9,002.66

\$ 213,474.65



“Next to creating a life the finest thing a man can do is save one.”  
- Abraham Lincoln

# Sr. Perspective

APRIL 2022

.com LINDBERGH

GRAB ONE • I'M FREE!

## Two guys, one goal... *Save as many lives as possible*

BY BILL VOSSLER  
bvossler@outlook.com

“Are you going to be a jerk?” Joel Vogel’s wife Laurie, asked, “Or are you going to let me take you to the hospital?”

On Mother’s Day 2004, Joel and Laurie, who live in St. Joseph, were doing yard work. “I had a shovel in my hand and a cigar in my mouth and felt like throwing up. I thought I must have inhaled the cigar so I put it out on my workbench.”

After wishing a neighbor a happy Mother’s Day, they went into their garage to watch an approaching thunderstorm, and Joel got sick again. “Laurie looked at me and said, ‘What’s wrong, are you having a heart attack?’”

“What are the symptoms?” he asked.

“Left arm numb, hard time breathing and sweating.”

He had all three. “I know this isn’t right,” he said. “Take me to the hospital.”

Their daughter Kayla, home from college studying to be a surgical technician, called 911, and Joel was given an aspirin. Within 10 minutes, the St. Joseph police showed up with oxygen, followed by the rescue squad. In the ambulance Joel began to pass out. “I remember looking out the window and thinking, ‘What a nice day to die. I was not afraid. A feeling of peace came over me, and God was truly with me. I could see Laurie and Kayla following in the car behind me and a rainbow to the north. It is hard to describe this total feeling of peace, however, I know I will be with God when I die. What a blessing to have experienced this.’”

Three times on the way to the hospital Joel needed nitroglycerin under the tongue to keep him alive. He was lucky, because only 5 percent of those who have heart attacks or sudden cardiac arrest and black out actually make it.

After shaving body hairs in preparation for surgery, Joel had wanted to say goodbye to his family, but he went out again. He was rushed into the emergency room. His “widow-maker” artery was clogged 100 percent. The other four were 90, 80, 80, and 70. Six stents later, Joel’s view of life was changed forever.



Rich Feneis (left) and Joel Vogel (right) stand next to one of the AEDs installed in the St. Cloud area. The two have worked to get AEDs out to 26 central Minnesota cities and more than 100 locations in recent years. The AED is housed in a Smart Cabinet, which has made all the difference in getting AEDs out to all these locations. Contributed photo by AdvocatesforHealth.org.

### Changed Life

Joel realized how lucky he had been. He knew he had to lessen the stress in his life. He quit working in the printing field and started at Eagle Trace Golf Course, running events to

raise money for organizations. He volunteered at the St. Cloud Hospital in the Mended Heart program and discovered that most response times for emergencies is 8-10 minutes, and by that time, many people with cardiac issues have died. He also discovered that even though 482 life-saving AEDs (automated external defibrillator) existed in Stearns County, they were all locked inside facilities, and difficult to get at. He wondered why they were not available 24/7, and was told if they were outside, they would be stolen; or kids would take them and try to shock a drunk buddy; or they would freeze up in the winter, or overheat in the summer.

So he decided to look into that while raising money

at golf tournaments to add more AEDs in central Minnesota, so defibrillators were available to people.

### Rich Feneis

Meanwhile, Joel’s friend, Rich Feneis, 70, of Sartell, decided to get involved.

“We found that Centracare Foundation had developed a grant program that allowed you to get a free AED. So I put together a compelling argument and sent it to them. I’m kind of the unofficial mayor of Pine Point Road in Sartell where I live, and Centracare said since no public buildings existed, where would I put it? I said in my heated garage, where other neighbors could get to it.”

But he got turned down.

“I’m not one of those people you easily say ‘no’ to, so I researched more information to have an AED outside accessible, and discovered the city of Centerville, Ohio, had nine AEDs outside. They’d had the same concerns about theft, freezing, overheating, and kids playing with them, but their Park Supervisor, Ken Carter, said they had Smart Cabinets for their AEDs, heated in winter and cooled in summer, and nothing had happened in the two



In this photo, Joel Vogel is showing that this Smart Cabinet holding an AED is still working at -29 below zero. Contributed photo

More AED on BACK PAGE



years the AEDs had been outside and available."

Rich reapplied to Centracare Foundation, offering a pilot program. "Everybody likes pilot programs," Rich said with a smile. This time they said "Yes," for three of them in the St. Cloud area. Next were the cabinets, about \$5,500 each, money he got from neighbors.

The polar vortex of 2018-19 soon tested the Smart Cabinets with 59 below zero wind chill.

"But the cabinets dropped to 35 or 36 degrees for a week of nonstop weather like that," said Rich. Problem solved.

Rich wanted to give back to the community, and decided adding AEDs was the way. The Centracare Foundation agreed, and Rich and Joel decided to combine on a non-profit, "because we work good together. We started Advocates for Health, a non-profit, and got matching grant money to add more AEDs starting in the city of St. Joseph."

### Where are the AEDs?

Not only were central Minnesota AEDs inside facilities, but where? Advocates for Health made sure the information got shared among Centracare, local sheriffs, and other officials.

How many were still working? Rich hired nursing student Molly Young, who checked every AED to see if the pads and batteries were good. One in five weren't, but were brought up to speed. Nationally, Rich says, batteries going dead, or pads being outdated, hit about 35 percent.

"Even with an AED available, it might not work. Our technology checks the viability of the batteries six times a day, and lets us know if the batteries are expiring. It's like having a guard monitoring the functionality 24/7, 365 days a year."

Then Joel asked Geocom, a St. Cloud company that works with 911 systems, if they would map out the locations of the Stearns County AEDs so sheriff's dispatchers would know the locations.

"They developed an overlay for free, the first county in the U.S. with the overlay, so if someone is down

with a heart attack, the 911 dispatcher can press a button and tell where the closest one is," said Joel. "That's big, because if we can get an AED on the scene, the 5 percent survival rate soars to 75 or 80 percent."

"For every minute a person is out with a heart attack or sudden cardiac arrest, they lose 10 percent of their chance for survival. Most first responders take longer than 10 minutes to get there. St. Joseph's is seven minutes to get to the fire hall before they respond, and they get over 500 calls a year, of which about 75-80 percent are medical calls."

Different areas have different response times, depending on their size and who the first responders are.

"By state law," Joel says, "all 550 school districts are required to have an AED readily accessible."

Rich discovered that the standard operating procedure at many schools is to give assistant



Kaitlyn Gilk with one of the new outside AEDs at Blackberry Ridge Golf Course in Sartell. Contributed photo

coaches a key for the building, and if something happens, they can run and get it from the building.

"That's their method for complying with state law. We think every school district should have two of these units outside, so when grandparents go to their grandkids' athletic events, people won't have to try to first find the person who has the key, if he or she is there, and run to the school, because most of them are still locked. It's ridiculous when you think that if the AEDs were outside and available, they could save a life."

### How does an AED Work?

A sign by the road indicates an AED location, and when someone takes it out of the cabinet, a photo is taken of the person, and it goes to a call center that sends it to the proper authorities. A built-in SIM cell card contacts 911 rescue services using the strongest signal in the area.

The AED works only in case of an emergency. Joel said, "If you hook it up to somebody, and you push the start button, it determines if the heart needs to have a shock. So it won't work if you try to shock someone who is passed out. If the AED is needed, a video starts, telling people how to use it."

Rich said using an AED can become a life-changing

event. "A 40-year-old guy with a wife and three kids lives or dies. If he dies, he will miss all the things his kids do, like grow up and get married. So one event like that can change many lives."

A man recently saved by an AED, died of other issues in the hospital a week later. Rich

says, "We attended the wake and expressed condolences that we couldn't have saved him. One of his children said, 'You don't get it. We had a chance to say goodbye. Otherwise he would be dead and it would be all over.' So it's haunting what a difference it makes to a family to say goodbye."

AEDs in all the central Minnesota towns are in areas familiar to everybody. Joel says they asked police, sheriffs, and city officials where AEDs in their areas would make the most sense. For example, "In St. Joseph," Joel says, "everybody knows where the city hall is or the fire hall, so we're putting the AEDs where people can see them and identify where they are at."

Joel added that they've been to more than 20 central Minnesota towns installing AED Smart Cabinets, and speaking to different groups, "Rotary groups, Optimist Clubs, lake associations, neighborhood groups, chambers of commerce, and Lions Club, who have been phenomenal in working with these. We'd like to talk wherever they would have us. More people are seeing them and wanting them, and we're hoping to cover the entire state of Minnesota."

Joel said, "We have a vision. Our vision is placing AEDs in outdoor Smart Monitored cabinets while training community members on how to perform CPR and how to use an AED, we will be able to increase the odds of surviving a Sudden Cardiac Arrest from 5 percent to 75 percent."

Rich says, "The question I have for everyone who reads this article is, 'Do you know where the closest AED is to your house? It should be within eight minutes of you going there to get it and coming back.'"

### Success Sidebar

Mapping showed that Paynesville did not have an AED. Joel said, "A sixteen-year-old Girl Scout took it on as a project. She went to Paynesville and got permission and found where the AEDs were and raised money to put five units in, and her electrician grandfather hooked them up. She got a Gold Award, the first one in Paynesville in 25 years. She was also most recently honored in San Diego as one of CPR Foundation's 40 people under 40 years of age national award."

Joel and Rich also received a text message recently from Cold Spring Police officer Eric Boecher. "He said he just wanted us to know that an AED saved a man's life up in the arena in Richmond, because people knew where the AED was, and how to use it, thanks to you guys."

Reprinted with permission from Senior Perspective



One of the many AEDs installed in central Minnesota. Contributed photo

### Contact Information

Rich Feneis 320-260-4040

[richfeneis@advocates4health.org](mailto:richfeneis@advocates4health.org)

Joel Vogel 320-290-1427

[joel@advocates4health.org](mailto:joel@advocates4health.org)

<https://advocates4health.org>



## 7 Common Myths about Sudden Cardiac Arrest

### Myth 1: SCA Is Rare



#### FACT:

*The number of people who die from SCA every day is equivalent to the number who would die if two jet planes crashed every day and killed nearly everyone on board.*

### Myth 2: SCA Is The Same As A Heart Attack

#### FACT:

*When people have heart attacks, they are awake and their hearts are beating. When people have SCA, they are not awake and their hearts are not beating.*

### Myth 3: SCA Only Happens To The Elderly



#### FACT:

*SCA happens to people of all ages, including 23,000 youth each year.*

### Myth 5: It Is Better To Wait Until Professional Help Arrives



#### FACT:

*The victim's outcome is often determined before EMS arrives.*

### Myth 4: SCA Only Happens to People With A History Of Heart Problems

#### FACT:

*SCA is often the first indication of a heart problem.*



### Myth 7: AEDs Can Hurt People By Shocking Them Innaproritley

#### FACT:

*AEDs are safe and effective and will not shock the heart unless shocks are needed to restore a healthy heartbeat.*

### Myth 6: Only Trained Personnel Are Allowed To Use AEDs

#### FACT:

*AEDs are lifesaving devices with visual and voice prompts that are designed for use by laypersons.*





# Advocates for Health

## LIFESAVING SOLUTIONS

### **The Outdoor AED Smart Cabinet Package Includes:**

#### **Sponsorship per Cabinet is \$7,195.00**

- Stainless Steel cabinet with AED Smart Monitoring system
- Defibtech Lifeline View AED
- GPS Tracking of AED
- Planning, Mapping, and Site Selection Help
- AED/CPR Instructional Poster
- AED Tracking Program for Ongoing Batteries and Pads
- AED Registration with National/State Registries
- Inclusion in County 911 Mapping if available
- 2 Directional Road Signs
- Vinyl Graphics on the front/back of the unit
- Installation of cabinet
- Hands-Only CPR/AED Group Instructional Training

\*Not included is an electrical hookup with an electrician, a concrete pad/base if needed (\$225), and sales tax. (if applicable)

#### **Additional budget item:**

AED Smart Monitoring/Full Maintenance Agreement (currently \$600.00 per year)

Includes:

- Tracks functionality of the AED components and sends alerts when attention is needed via multi carrier SIM cell network and connection into emergency response center
- Monitors temperature changes to keep the AED functional
- Alerts a call center, triggers a siren, and sends text messages (on request) during an emergency
- Annual cleaning of interior and exterior of cabinet
- Maintenance of GPS tracking
- Replacement of pads according to manufacturer specifications
- Replacement of batteries according to manufacturer specifications
- 4 year full warranty labor and material replacement on all electrical components
- 4 year software and firmware updates

**From:** Joel Vogel  
**To:** Sarah Brunn  
**Subject:** Advocates for Health AED information  
**Date:** Monday, December 12, 2022 2:44:16 PM  
**Attachments:** March 2022 Brochure-compressed.pdf  
SrPerspectiveAEDArticle11x17A.pdf  
7 Myths about Sudden Cardiac Arrest (1).pdf  
Price Sheet updated 8\_1\_22.pdf

---

Sarah,

Thank you letting us share information on our outdoor AED project and our non profit Advocates for Health. Listed below are the locations including the three we have installed in Foley so far. We look forward to your help in the tri-county area much has been done since 2019 and we have been selected as one of only 20 areas in the USA to be part of the 4 Minute city project with the new AED AVIVE. We have met with the three sheriff departments in Stearns, Benton and Sherburne counties who are working with us on this project.

Here is a link to several videos from Avive that you might find interesting on AVIVE and how it works.

[https://www.youtube.com/watch?v=wr\\_Uk4OStZo](https://www.youtube.com/watch?v=wr_Uk4OStZo)

Sudden Cardiac Arrest (SCA) is the leading cause of death in the USA, with over 350,000 Americans dying every year. The only treatment for SCA is CPR & a shock from a lifesaving defibrillator (also known as an AED); combined they take the chance of survival from less than 5% to upwards of 80%.

Advocates for Health is a certified 501(c)(3) non-profit organization committed to increasing the chance of survival from SCA by placing AEDs throughout Minnesota communities. To date we have placed over 150 life-saving AEDs in publicly accessible outdoor AED smart cabinets. We have included some attachments that will help understand the importance of this organization.

Check out our web page for more information. [www.advocates4health.org](http://www.advocates4health.org)

We look forward to meeting with you personally and working with you.

List of current locations installed.

Location	City	State
Annandale Municipal Park	Annandale	MN
Annandale Rec Park	Annandale	MN
Eastview High School	Apple Valley	MN
Atwater Gym	Atwater	MN
Atwater Splash Pad	Atwater	MN
Avon Baseball Park	Avon	MN
Avon Beach	Avon	MN
Avon Wobegon Trailhead	Avon	MN
Ochotto Park Avon	Avon	MN
RRevs	Avon	MN

Stratford on Avon	Avon	MN
1st National Bank of Battle Lake	Battle Lake	MN
Battle Lake Lions Park	Battle Lake	MN
Cash Wise Liquor- Baxter	Baxter	MN
Belgrade Police Dept.	Belgrade	MN
Cash Wise Liquor- Brainerd	Brainerd	MN
Brooten City Hall	Brooten	MN
Briggs Lake Association Rengel	Clear Lake	MN
Clear Lake Township	Clear Lake	MN
Dan Shirmers	Clear Lake	MN
Palmer House	Clear Lake	MN
River Oaks Neighborhood/Gary M	Clear Lake	MN
Clearwater Lions Building	Clearwater	MN
Coborn's Clearwater	Clearwater	MN
Warner Park- Clearwater	Clearwater	MN
Alexander Park Splash Pad	Cold Spring	MN
Centennial Park- Richmond	Cold Spring	MN
Cold Spring Baseball Park	Cold Spring	MN
Cold Spring Brewing Company	Cold Spring	MN
Cold Spring Elementary	Cold Spring	MN
Cold Spring Fire Hall/City Hal	Cold Spring	MN
District Education Facility	Cold Spring	MN
Joe Omann Watab Acres	Cold Spring	MN
North Point Park	Cold Spring	MN
Speedway- Cold Spring	Cold Spring	MN
Twins Edge Mobile Home Park	Cold Spring	MN
Coborn's Delano	Delano	MN
Elevate Nutrition- Eden Valley	Eden Valley	MN
Jacks in Eden Valley	Eden Valley	MN
Tunxis Mead Park-SOCCER CONCESSIONS	Farmington	CT
Tunxis Mead-BATHROOMS	Farmington	CT
Coborn's Foley	Foley	MN
Foley American Legion	Foley	MN
Goodfellas in Ronneby	Foley	MN
Jack and Jims Food	Foley	MN
Holdingford City Hall	Holdingford	MN
Holdingford High School	Holdingford	MN
Polar Tank Trailer	Holdingford	MN
Solar Unit at TRE	Holdingford	MN
WDS Construction Wm Scepaniak	Holdingford	MN
Holy Cross Catholic Church Mar	Kimball	MN
Pearl Lake- Ehlert Residence	Kimball	MN
Litchfield American Legion Mem	Litchfield	MN
Brandl Motors	Little Falls	MN
Coborn's Little Falls	Little Falls	MN
Lindbergh Lions Park	Little Falls	MN
Morning Glory Gardens	Long Beach	MN

Melrose Sauk River Park	Melrose	MN
Fionas at Talis Park FL	Naples	FL
Immaculate Conception Church	New Munich	MN
Esplanade at Artisan Lakes	Palmetto	FL
Cenex- Paynesville	Paynesville	MN
City of Paynesville City Hall	Paynesville	MN
City of Paynesville Gazebo Park	Paynesville	MN
Paynesville Baseball Park	Paynesville	MN
Paynesville Community Park	Paynesville	MN
Coborn's Princeton	Princeton	MN
A&W Richmond	Richmond	MN
Caseys-Richmond	Richmond	MN
Cherrywood Assisted Living	Richmond	MN
Richmond City/Fire Hall	Richmond	MN
Richmond Elementary School	Richmond	MN
Richmond Lift Station	Richmond	MN
Rockville Lift Station	Rockville	MN
Grand Lake Boat Ramp	Rockville	MN
Grand Lake Joe Torborg	Rockville	MN
Rockville Fire Hall	Rockville	MN
Rockville Maintenance Departme	Rockville	MN
Fourmation Sales	Rogers	MN
Rosemount High School Track	Rosemount	MN
Royalton Car Wash	Royalton	MN
Royalton High School	Royalton	MN
Blackberry Ridge Golf Course	Sartell	MN
Coborn's Sartell	Sartell	MN
Country Manor Integracare	Sartell	MN
Pine Point Road	Sartell	MN
Sartell High School	Sartell	MN
Sartell Lions Park (Sentry Bank)	Sartell	MN
Sartell Public Works	Sartell	MN
Scheels Athletic Complex	Sartell	MN
Williams Integracare	Sartell	MN
Coborn's- Sauk Centre	Sauk Centre	MN
Benton County Fairgrounds	Sauk Rapids	MN
Coborn's Sauk Rapids	Sauk Rapids	MN
Rollie's Rednecks & Long	Sauk Rapids	MN
Sauk Rapids Ampitheatre Brandl	Sauk Rapids	MN
Sauk Rapids Lions Park	Sauk Rapids	MN
Sauk Rapids Middle School Athletic	Sauk Rapids	MN
Dollar General- St. Augusta	St. Augusta	MN
Bill Carlin Residence	St. Cloud	MN
Calvary Hill Park	St. Cloud	MN
House of Pizza- St. Cloud	St. Cloud	MN
Jeff Skumautz Neighborhood	St. Cloud	MN
Jim and Kelly Arnold Pleasant	St. Cloud	MN
Lake George Pool Brandl	St. Cloud	MN

Lake George Warming House East	St. Cloud	MN
Rockville Lions Park- Pleasant	St. Cloud	MN
St. Wendlin Catholic School	St. Cloud	MN
Whitney Senior Center Baseball	St. Cloud	MN
Bad Habit Brewing St. Joseph	St. Joseph	MN
Baker St. Lift Station	St. Joseph	MN
Bee Line Marine	St. Joseph	MN
Coborn's St. Joseph	St. Joseph	MN
Community Park St. Joseph	St. Joseph	MN
Fire Hall St. Joseph	St. Joseph	MN
Government Center St. Joseph	St. Joseph	MN
Joel Vogel Residence	St. Joseph	MN
Kleinfelter Park-Mark Zimmer	St. Joseph	MN
Kraemer Lake at St. Joseph Rod and Gun	St. Joseph	MN
Millstream Park St Joseph	St. Joseph	MN
Morningside Townhomes	St. Joseph	MN
Northland Park St. Joseph	St. Joseph	MN
Pleasant Acres Jeff Ehrlichman	St. Joseph	MN
Pleasant Acres Kameron Barb	St. Joseph	MN
St. Ben's Athletic Fields	St. Joseph	MN
St. Joseph Public Works	St. Joseph	MN
Wobegan Trail City of St. Joseph	St. Joseph	MN
St. Martin (Parish Hall)	St. Martin	MN
St. Martin Arnolds	St. Martin	MN
Rusty Nail St. Stephen	St. Stephen	MN
Al Ringsmuth Library Waite Park	Waite Park	MN
Community Park Waite Park	Waite Park	MN
New Public Works Building- WP	Waite Park	MN
Old Public Works Waite Park	Waite Park	MN
Rivers Edge Concession Waite P	Waite Park	MN
Rivers Edge Park Splash Pad/Re	Waite Park	MN
The Ledge Concessions	Waite Park	MN
The Ledge Emergency Services	Waite Park	MN
The Ledge Entrance	Waite Park	MN
The Ledge Fountain View	Waite Park	MN
Waite Park City Hall	Waite Park	MN
Watkins City Hall	Watkins	MN
Watkins Community Fire Hall	Watkins	MN
Western View Apartments	Watkins	MN

Advocates for Health  
 Joel Vogel  
 Programming Director  
[joel@advocates4health.org](mailto:joel@advocates4health.org)  
 320-290-1427





Real People. Real Solutions.

3721 23rd Street S  
Suite 102  
St. Cloud, MN 56301

Ph: (320) 640-3393  
Bolton-Menk.com

March 2, 2023

Sarah Brunn  
City Administrator  
City of Foley  
251 4<sup>th</sup> Ave N.  
Foley, MN 56329

RE: Project Quote for RRFB System at T.H. 23 and 8<sup>th</sup> Ave/Penn St.  
City of Foley, MN

Dear Sarah,

Thank you for the opportunity to provide the City of Foley with this proposal for engineering services associated with the design of a RRFB (Rectangular Rapid Flashing Beacon) system. The RRFB system is proposed at the pedestrian crossing on the west leg of the recently constructed roundabout at T.H. 23 and 8<sup>th</sup> Ave/Penn St intersection. We look forward to the opportunity and continued service for the City of Foley.

### ***PROJECT SCOPE***

A general scope of work, which is subject to change, is provided below:

#### **Task 1 – Project Management**

##### *Expectations of City Staff:*

- Provide as-built plans and existing utility information.
- Participate in the coordination requests from Bolton-Menk.

##### *Expectations of Bolton & Menk:*

- Coordination/Meetings
  - Conduct one preliminary design meeting with City staff.
  - Conduct one design review meeting prior to final submittal.

#### **Task 2 – Design**

- RRFB Plan Design and Details
- Project Specifications – Division SS
- Engineer's Cost Estimate for RRFB system

#### **Task 3 – Construction Services**

- Shop Drawing Reviews
- Field Inspection and Project Close-Out.

### ***BASIS OF PAYMENT***

The total estimated **Not to Exceed** hourly fee for the project scope as described above is **\$6,955**. We propose that the work be completed on an hourly basis so the city is only billed for the time spent on the project. Any work required outside of this scope shall be authorized by the City prior to Bolton & Menk,

Inc. furnishing additional services. A summary of the estimated hours and fees is included in the table below.

<b>CLIENT: City of Foley</b>						
<b>PROJECT: RRFB at TH 23 and 8th/Penn</b>						
TASK NO.	WORK TASK DESCRIPTION	Project Manager	Senior Project Engineer	Project Engineer	Total Hours	Total Cost
1.0	Project Management	2	2	2	6	\$970
2.0	Design	0	5	24	29	\$4,135
3.0	Construction Services	0	2	11	13	\$1,850
<b>TOTAL HOURS</b>		2	9	37	48	
<b>AVERAGE HOURLY RATE</b>		\$190	\$155	\$140		
<b>SUBTOTAL</b>		\$380	\$1,395	\$5,180		
<b>TOTAL FEE</b>						<b>\$6,955</b>

Thank you for your consideration and the opportunity to provide you with this proposal. If you have any questions or would like to discuss our proposal further, please contact me.

Thank you,

**Bolton & Menk, Inc.**



**Jared Voge, P.E.**  
Principal Engineer



Building a Better World  
for All of Us®

March 1, 2023

RE: City of Foley, Minnesota  
2022 TH 23 Utility Improvements  
RRFB Design and Construction Services  
SEH No. FOLEY 158958 14.00

Honorable Mayor and City Council  
c/o Sarah Brunn, City Administrator  
City of Foley  
251 4<sup>th</sup> Avenue North, PO Box 709  
Foley, MN 56329-0709

Dear Mayor and Council Members:

Thank you for the opportunity to provide design and construction phase services to the City of Foley in connection with adding construction of rectangular rapid flashing beacon (RRFB) pedestrian crosswalk flasher systems to the 2022 TH 23 Utility Improvements project. It is our understanding that the scope of this part of the project consists of the following improvements:

- Solar RRFB System at TH23 / Broadway Avenue intersection.
  - Two (2) push buttons and two (2) beacons.
- Wired RRFB System at TH 23 / Penn Street / 8<sup>th</sup> Avenue roundabout, west leg.
  - Three (3) push buttons and three (3) beacons.

SEH will complete the following tasks:

- Design Phase Services \$7,300: We will prepare design drawings and contract documents suitable for meeting City and MnDOT requirements. Our project manager will lead a team that includes a senior traffic specialist, lead technician, and senior administrative assistant. We are estimating 37 staff hours to complete this task.
- Construction Phase Services \$8,700: We will provide construction observation services to document conformance to the design drawings and contract documents. Our project manager will lead a team that includes a senior traffic specialist, lead resident project representative, survey crew chief, and senior administrative assistant. We are estimating 43 staff hours to complete this task.

SEH proposes to complete the above services on an hourly basis for a fee not to exceed \$16,000, including expenses and equipment.

Our team is ready to begin work upon authorization of the contract. Project plans and contract documents will be complete by the following City Council meeting for approval. Construction is planned to be completed in 2023 in conjunction with the MnDOT-administered TH 23 project. Note, forces beyond the control of the SEH team could alter the schedule including review turnaround times and material lead times.

Thank you again for the opportunity to propose on this project.

Sincerely,

Jarod Griffith, PE  
City Engineer  
(Lic. MN)

jrg/mrb  
Attachment

c: Scott Hedlund, PE

x:\fj\foley\158958\1-gen\10-setup-cont\03-proposal\rrfb services\2023.03.01 | city rrfb services.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Foley ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2016, this Supplemental Letter Agreement dated January 17, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2022 TH 23 Utility Improvements – RRFB Design and Construction Services.**

**Client's Authorized Representative:** Sarah Brunn, City Administrator

**Address:** PO Box 709, Foley, Minnesota, 56329

**Telephone:** 320.968.7260

**email:** sbrunn@ci.foley.mn.us

**Project Manager:** Scott Hedlund

**Address:** 2351 Connecticut Avenue, Suite 300, Sartell, Minnesota, 56377

**Telephone:** 320.229.4335

**email:** shedlund@sehinc.com

**Scope:** The Services to be provided by Consultant:

Our services will consist of Design and Construction Services for the proposed pedestrian crossing improvements along Trunk Highway 23 for inclusion in MnDOT's proposed Trunk Highway 23 Project. The scope of the improvements includes constructing two Rectangular Rapid-Flashing Beacons (RRFB) Systems; one at Broadway Avenue and one at 8<sup>th</sup> Avenue.

### Task 6: RRFB Design Services

- Review surface and subsurface layouts included in MnDOT TH 23 plans.
- Prepare plan sheets to be inserted in MnDOT's plan set:
  - Details, Standard Plates, and Quantities Sheet.
  - Broadway Avenue Layout Sheet.
  - Broadway Avenue Construction Notes Sheet.
  - 8<sup>th</sup> Avenue Roundabout Layout Sheet.
  - 8<sup>th</sup> Avenue Roundabout Construction Notes Sheet.
  - 8<sup>th</sup> Avenue Roundabout Wire Diagram Sheet.
- Prepare special provisions for MnDOT to include in the project specifications.
- Prepare opinion of probable cost.
- Prepare MnDOT Trunk Highway Utility permit application.
- Plan review meeting with Foley Public Works.
  - Estimated up to one (1) meeting.
- MnDOT coordination.
- Design project coordination and administration.
- Present plans and specifications to City Council.

### Task 7: RRFB Construction Services

- Review shop drawing submittals.
- Provide construction Staking.
  - Estimated up to one (1) site visit.
- Provide part time Resident Project Representation (RPR) services.
  - Estimated up to 4 hours.
- Provide construction coordination and administration.
- Attend weekly progress meeting.
  - Estimated up to one (1) meeting
- Provide RRFB inspection.
- Prepare RRFB record drawings.

**Assumptions:**

- SEH will rely on MnDOT provided design cad files of proposed geometrics, alignment/profiles, and surface for our use in preparing the RRFB plan sheets.
- The RRFB work will be a change order to MnDOT's Trunk Highway 23 Project and MnDOT will prepare and execute said change order.
- City will pay any necessary permit application fees directly (not included in SEH fee).

**Resident Project Representative Services**

RPR services will be provided in accordance with attached Exhibit B.

**Payment:**

The fee is hourly for design services (Task 6) is estimated to be \$7,300 including expenses and equipment.

The fee is hourly for construction services (Task 7) is estimated to be \$8,700 including expenses and equipment.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1. Additional work, if required or requested, shall be compensated in accordance with the standard rate schedule.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

**City of Foley**

By:

Full Name: Scott D. Hedlund

Title: Principal

By:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Foley (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 17, 2023**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

**Exhibit B**  
**to Supplemental Letter Agreement**  
**Between City of Foley (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 17, 2023**

**A Listing of the Duties, Responsibilities and  
Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

**A. General**

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

**B. Duties and Responsibilities of RPR**

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
  - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples\*:
  - (a) Record date of receipt of shop drawings and samples.
  - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
  - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
  - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

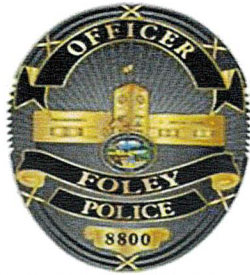


- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
  - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
- 6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
  - 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
  - 8. Records:
    - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
    - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
    - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
  - 9. Reports:
    - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
    - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
    - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
    - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
  - 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
  - 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
  - 12. Completion:
    - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
    - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
    - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

**C. Limitations of Authority**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.



# Foley Police Department

## Calls for Service - 2023

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Driving Conduct	24	22											
Equipment Vio.	48	31											
Speed	20	34											
DWI/DUI	0	0											
DAR/S/C	2	2											
# Citations Issued	*6	*3											
Accidents	1	1											
Hit and Run	0	0											
Gas Drive Offs	1	2											
Thefts	8	4											
Child	19	12											
Controlled Substance	1	5											
Suspicious Activity	33	35											
Burglaries/Robbery	1	1											
Medicals/Welfare	29	18											
Assaults/Domestics	8	10											
Harassment	0	4											
CDP/Vandalism	1	0											
Animal Complaints	7	5											
City Ordinance	3	1											
Parking Tickets	38	45											
Disturbing the Peace	8	2											
Gun Permits	2	4											
Warrant Arrests	1	0											
Civil	4	6											
Lockout	0	0											
Assist other Agencies	19	21											
Special Events	3	6											
Misc.	73	74											
TZD Hours	0 Hours	0 Hours											
Total:	354	345	0	0	0	0	0	0	0	0	0	0	699

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

**From:** Mark Pappenfus  
**To:** Sarah Brunn  
**Subject:** CIP Bucket Truck  
**Date:** Tuesday, February 21, 2023 6:30:22 PM

---

Sarah,

For our 2023 Public Works CIP we have the replacement of our Bucket (Boom) Truck scheduled. The reason why we had picked 2023 is after this year we will need to do some expensive upgrades to the control cables/bucket area of our current truck as the current cable have come to end of life and we will not be able to certify the boom after this year. We had talked to the Altec Sales Rep last Fall at the Maintenance expo and told him to keep a watch out for any good, slightly used units. He contacted me last week with a very new rental return truck they had come in and will be available.

I will stop up and talk with you in the next couple days when I can fit it in my schedule as there are a couple problems:

- I thought, and told the Sales Rep, that we had \$125,000 in the CIP – looking at what I think is the newest CIP we might only have only upped it to \$120,000. As we know all used equipment/vehicles have gone up considerably, at least 5%+, so I feel we can work around this as last year this would have been a \$120,000 unit.

- I never thought about or included sales tax when I had any discussions and talked about pricing. This, we would have to get creative and move some other #'s around as I think this will be somewhere around \$9,500 to \$10,000. I would like to keep the compressor replacement in 2023. This we can talk about when I am up there.

I don't want to plan on using much from the trade in of our current bucket truck to offset the purchase price as it sounds like we won't get much for it – be lucky to get \$4,000 to \$5,000 tops.

This unit is exactly what we told them to look for, 40' tall (4'taller than our existing so we can reach the flag on City Hall easier) and no outriggers, so along with only being a one year old with very low miles rental return we at PW feel it would be a good investment.

I will send you an email or 2 with some information on the truck so you have it when we talk.

Thanks, Mark

**Mark Pappenfus**  
**City of Foley Public Works Director**



February 28, 2023

Company: City of Foley

Customer Contact: Mark Pappenfus

Altec Account Manager: Ryan Scharnott

### Unit / Body Specifications

- Altec model AT40G telescoping aerial device with continuous rotation, ISO-grip insulating system at boom tip and ISO-boom working height: 45.6 Ft side reach: 29.7 ft
- Single, one-man, 180 degree rotation, end-mounted fiberglass platform
- Platform leveling at lower controls
- Platform cover
- Platform liner
- 4-function single handle, fiber optic controller
- Engine start/stop with secondary stowage system
- Unit manufactured to Canadian standards per CSA C225
- Fiberglass body
- Low-side general service line body
- Fiberglass hotstick shelf
- Aluminum tailshelf
- Combination 2 in ball and pintle hitch
- Rear torsion bar
- Complete LED FMVSS lighting package
- Amber LED strobe light
- 7-Way trailer receptacle, blade type
- Power distribution module (PDM-6)
- Standard altec warranty: one (1) year parts, one (1) year labor, ninety (90) days travel and limited lifetime structural
- Canadian order

### Chassis Specifications

- Ford F550
- 4x4 drive train
- 84 inch CA
- 19,500 lb GVWR
- 7,500 lb FAWR
- 14,706 lb RAWR
- Ford 6.7L Power Stroke diesel

### Options:

Sourcewell Model Year 2027

Price:	\$170,327
Options:	\$
Delivery:	\$2,045
Total:	
(Excluding Taxes)	\$172,372







Quote Number: 786610 - 2  
Altec, Inc.

February 15, 2023  
Our 94th Year

**Ship To:**

GLOBAL RENTAL CO INC  
33 INVERNESS CENTER PKWY STE 250  
(DO NOT MAIL INVOICES)  
BIRMINGHAM, AL 35242  
US

**Bill To:**

GLOBAL RENTAL CO INC  
33 INVERNESS CENTER PKWY STE 250  
(DO NOT MAIL INVOICES)  
BIRMINGHAM, AL 35242  
US

Attn:  
Phone: 816-676-4098  
Email:

**Altec Sales Order:** 5927710  
**Altec Quotation Number:** 786610 - 2  
**Run Number:** 1198721  
**Account Manager:** Jared E. Braswell  
**Technical Sales Rep:** Leslie J Handley  
**Reference WO:** Add-On to Open Order-65895439

**X7 Discrete Job:** 79523547  
**X7 Configured Item:** 000000000-8164191  
**Quantity:** 1  
**X4 Discrete Job:** 82079618  
**X4 Configured Item:** 000054005-8164185  
**System Engineer:** Handley Garton

**Customer Inspection:**  
**Customer Truck Number:**

**Structural Engineer:** Handley Garton  
**Line Set Date:** 01/08/2021

<u>Item</u>	<u>Description</u>	<u>Qty</u>
	<u>Unit</u>	
1.	AT40G Unit Model	1
2.	ALTEC Model AT40-G telescopic articulating Aerial device with ISO-Boom.	1
3.	Poly Hydraulic Reservoir, Pedestal Mounted, 7 Gallon (Includes Sight Gauge)	1
4.	Post style pedestal mounting	1
5.	Single One-Man End-Mounted Platform With 180 Degree Rotator, 24 X 30 X 42. Platform is rated at 400 pounds. Control panel on platform dashboard provides controls for auxiliary functions. Includes emergency stop (push-pull) switch and rocker switches, which operate platform leveling, platform rotation, tools, and battery selector (for fiber-optic controls system). Composite fiberglass platform mounting bracket. (AT40G)	1
6.	Platform Leveling At Lower Controls. AT40-G	1
7.	Two (2) Platform Steps	1
8.	Soft nylon reinforced vinyl platform cover for a 24 x 30 inch platform	1
9.	Platform liner for a 24 x 30 x 42 inch platform	1
10.	4-Function Single Handle Fiber-Optic Controller.	1
11.	Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground	1
12.	Engine Start/Stop at the upper controls actuated through the Fiber-Optic controls system with Secondary Stowage System (AT40G)	1

<u>Item</u>	<u>Description</u>	<u>Qty</u>
13.	Powder coat unit Altec White.	1
<u>Unit and Hydraulic Acc.</u>		
14.	HVI-22 Hydraulic Oil (Standard).	9
15.	Standard Pump For PTO	1
16.	Hot shift PTO for automatic transmission	1
<u>Body</u>		
17.	108 Inch Universal Small Aerial Body for a 60 Inch CA Chassis with 38 Inch Long Side Access Tailshelf to Meet the Following Specifications:	1
A.	Basic body fabricated from A40 grade 100% zinc alloy coated steel	
B.	All doors are full, double paneled, self-sealed with built-in drainage.	
C.	Stainless steel hinge rods extend full length of door.	
D.	Door hinges are zinc alloy material attached with rivets	
E.	All doors contain stainless steel, flush mounted, paddle activated rotary style latches with two-stage locking, including keyed locks and adjustable strikers.	
F.	Heavy-gauge welded steel frame construction with smooth galvaneal floor.	
G.	Possible contact edges are folded for safety.	
H.	Door header drip rail at top for maximum weather protection.	
I.	Neoprene or rolled fenders on wheel fender panels.	
J.	Steel treated for improved primer bond and rust resistance.	
K.	Automotive underseal applied to body.	
L.	Automotive type non-porous door seals fastened to the door facing.	
M.	108 Inch Body Length	
N.	40 Inch Body Height (Standard)	
O.	94 Inch Body Width (Standard)	
P.	20 Inch Body Compartment Depth (Standard)	
Q.	8 Inch Body crossmembers (Standard)	
R.	No Treadplate On Compartment Tops	
S.	6 Inch tall wooden tailboard installed at the rear of body cargo area	
T.	Stainless Steel Rotary Paddle Latch With Lock (Standard)	
U.	Master Body Locking System (Standard)	
V.	One (1) wheel chock holder installed in fender panel on each side of body.	
W.	Gas Shock Type Rigid Door Holders For Vertical Doors (Standard)	
X.	Chains On Horizontal Doors	
Y.	Hotstick shelf extending full length of body on Curbside.	
Z.	Drop-Down Hot Stick Door For One (1) Shelf (Right Side)	
AA.	Two (2) Hot Stick Brackets	
AB.	1st Vertical Streetside (LH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers	
AC.	1st Horizontal Streetside (LH) - One (1) Fixed Shelf With Removable Dividers On 8 Inch Centers	
AD.	Rear Vertical Streetside (LH) - Six (6) Adjustable Locking Swivel Hooks	
AE.	1st Vertical Curbside (RH) - Seven (7) Adjustable Locking Swivel Hooks, Louvered Panel Installed in Cargo Wall	
AF.	1st Horizontal Curbside (RH) - Vacant	
AG.	Rear Vertical Curbside (RH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers	
AH.	One (1) Small Bolt-On Grab Handle Installed At Rear Of Curbside Compartments	
AI.	38 Inch Tailshelf with Integrated Side Access Steps and Smooth Galvaneal Floor	



<u>Item</u>	<u>Description</u>	<u>Qty</u>
	Installed at Rear of Body. Includes One (1) U-Shaped Grab Handle.	
<b><u>Body and Chassis Accessories</u></b>		
18.	ICC Underride Protection	1
19.	Combination 2 Inch Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)	1
20.	Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.	1
21.	Rear Torsion Bar Installed On Chassis	1
22.	Appropriate counterweight added for stability.	1
23.	Platform Rest, Rigid with Rubber Tube	1
24.	Platform to be side stowed	1
25.	Boom Rest for a Telescopic Unit	1
26.	Mud Flaps With Altec Logo (Pair)	1
27.	Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)	1
28.	Slope Indicator Assembly For Machine Without Outriggers	1
29.	Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards Installed in Cab	1
30.	5 LB Fire Extinguisher With Light Duty Bracket, Installed (In Cab or Inside Compartment Only)	1
31.	Triangular Reflector Kit, Shipped Loose	1
32.	Vinyl Manual Pouch Installed in Cab	1
33.	Rock Guards, Lexan, Installed Each Front Corner Of Body	1
<b><u>Electrical Accessories</u></b>		
34.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1
35.	Altec Standard Amber LED Strobe Light With Brush Guard Post Mounted On Streetside Front Compartment Top	1
36.	Single tone back up alarm installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system	1
37.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1
38.	Ford Upfitter Switches (Supplied with Chassis)	1
39.	Power Distribution Module (PDM-6) is a compact self-contained electronic system that provides a standardized interface with the chassis electrical system. (Includes Operator's Manual)	1

<u>Item</u>	<u>Description</u>	<u>Qty</u>
40.	Install secondary stowage system.	1
41.	PTO Indicator Light Installed In Cab	1
<b><u>Finishing Details</u></b>		
42.	Powder Coat Unit Altec White	1
43.	Finish Paint Body Accessories Above Body Floor Altec White	1
44.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1
45.	Apply Non-Skid Coating to all walking surfaces	1
46.	Apply Non-Skid Coating to Curbside Compartment Top for use as a Non-Walking Surface	1
47.	Apply Non-Skid Coating to Streetside Compartment Top for use as a Non-Walking Surface	1
48.	English Safety And Instructional Decals	1
49.	Vehicle Height Placard - Installed In Cab	1
50.	Placard, HVI-22 Hydraulic Oil	1
51.	Dielectric test unit according to ANSI requirements.	1
52.	Stability test unit according to ANSI requirements.	1
53.	DOT Certification Required. Install sticker on back window behind driver and place form in manual.	1

**Sales Text: 33 Inverness Center Parkway  
Birmingham AL 35242**

**Last Updated By: Leslie J Handley on 13-NOV-2020 14:07**

**A. 33 Inverness Center Parkway, Birmingham, AL 35242**

54.	Regional Build	1
55.	Globalized Per Global Rental's Specification To Include Following:	1
A.	Global Key Rings Installed on Keys	
B.	Global Decal Kit	
C.	Full Discrete Job Numbers Located on Front Streetside and Curbside Rear of Vehicle	
D.	Fuse Kit in the Manual Pouch	
E.	Completed Service Sticker Located Next to the DOT Sticker	
F.	Weight Slip	
G.	Signed/Dated Dielectric and Stability Test	
H.	Completed Unit Condition Reports	
I.	Four (4) Pictures Showing the Front, Rear, Curbside and Streetside of the Full	

We Wish To Thank You For Giving Us The Pleasure  
And Opportunity of Serving You  
UTILITY EQUIPMENT AND BODIES SINCE 1929



<u>Item</u>	<u>Description</u>	<u>Qty</u>
J.	Truck Temp Tag	
56.	Inbound Freight	1
57.	Altec Global Spec, AT40G, Ford F550 4x4, Diesel, 60CA, TB	1
	<u>Chassis</u>	
58.	Altec Supplied Chassis	1
59.	2021 Model Year	1
60.	Ford F550	1
61.	4x4	1
62.	Chassis Cab	1
63.	Regular Cab	1
64.	Chassis Color - White	1
65.	Block Heater	1
66.	Snow Plow Package	1
67.	Cruise Control	1
68.	60 Clear CA (Round To Next Whole Number)	1
69.	Chassis Wheelbase Length - 145	1
70.	GVWR 18,000 LBS	1
71.	7,000 LBS Front GAWR	1
72.	13,660 LBS Rear GAWR	1
73.	Ford 6.7L Power Stroke Diesel	1
74.	Ford Torqshift 10-Speed Automatic Transmission (w/PTO Provision)	1
75.	Ford 40 Gallon Fuel Tank (Rear)	1
76.	Ford 7.2 Gallon DEF Tank (Mid Mount)	1
77.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1
78.	50-State Emissions	1
79.	Clean Idle Certification	1
80.	No Idle Engine Shut-Down Required	1
81.	Hydraulic Brakes	1
82.	Park Brake In Rear Wheels	1



Quote Number: 786610 - 2  
Altec, Inc.

<u>Item</u>	<u>Description</u>	<u>Qty</u>
83.	63C - Aft Axle Frame Extension	1
84.	98R - Operator Commanded Regeneration (OCR)	1
<u>Additional Pricing</u>		
85.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1
<u>Miscellaneous</u>		
86.	Global Spec Modification	1

Altec Industries, Inc.

BY \_\_\_\_\_

Leslie J Handley , Technical Sales Representative

<u>Item Number</u>	<u>Unselected Items</u> <u>Description</u>
<u>Item Number</u>	<u>New Selected Items</u> <u>Description</u>

Notes:



Global Rental Company, Inc  
33 Inverness Center Parkway, Suite 250  
Birmingham, AL 35242  
(205) 991-7972 Fax (205) 991-9377

## CITY OF FOLEY (MN)

Unit #	Manufacturer	Model	Mileage	Chassis Year	Chassis Manufacturer	Chassis Model	Chassis Type	VIN	Unit Serial #	Location	Purchase Price	Delivery Cost
067-79523547	ALTEC	AT40G	17,399	2021	FORD	F550	4X4	1FDUF5HT4MDA12948	0721EY7163	St. Joseph, MO	\$127,500	\$1,500

# No Mow May in Minnesota

Join the growing list of Minnesota cities that are part of this easy and voluntary program to protect pollinators!

**No Mow May** allows property owners to not mow part or all of their lawn for the month of May. This allows plants to flower providing critical food for emerging bees and other pollinators. Pollinators need our help and not mowing during May can make a big difference.

**Take action soon** to pass a resolution that becomes effective before May 1, 2023.



## Minnesota Cities that adopted No Mow May resolutions in 2022

Bemidji	Cleveland	Columbia Heights	Crystal
Edina	Mankato	Monticello	Moundsview
New Brighton	N. Mankato	Red Wing	Rochester
Roseville	St. Peter	Vadnais Heights	West St. Paul

## Sample resolutions

[Edina](#)

[Vadnais Heights](#)

[West St. Paul](#)

Note: An ordinance amendment may be more appropriate for charter cities.

## In the News

[Red Wing residents participate in No Mow May](#) Republican Eagle; June 7, 2022

[What's The Purpose Of The No Mow May Movement?](#) CBS Minnesota; May 9, 2022

[North Mankato joins No Mow May, nearly 600 sign up in Mankato](#) The Free Press; May 3, 2022

[No Mow May: Why more and more Minnesotans aren't mowing their lawns this month](#) Fox 9 KMSP; April 2, 2022

[No Mow May blossoms in Minnesota](#) Minnesota Public Radio; May 2, 2022

[Resources compiled by Central Minnesota Audubon Society](#)

## Additional resources for adopting No Mow May in your city

These resources can help model your city's program. Options to consider:

- **Registration:** Some cities have voluntary registration, others require it, and others don't track participation at all.
- **Lawn signs:** Some cities provide free reusable signs, others charge a sign fee, others have residents print their own signs. Most cities offer a link to print a sign at home.
- **City maintained properties:** City properties and parks can also participate. These can be buffer areas, boulevards, or larger spaces. Signage is encouraged. Not mowing around holding ponds and waterways also reduces nuisance Canada goose nesting.

### Minnesota city links

Bemidji – [Facebook page](#) and [lawn sign](#)

Columbia Heights [No Mow May](#) - includes links to Pollinator Info including Mayor's Monarch Pledge

Crystal [Facebook page](#)

Edina [No Mow May website](#)

Moundsview [No Mow May info and registration page](#)

Mankato [No Mow May registration page](#)

Monticello [No mow May info and coloring page](#)

New Brighton [Nextdoor page](#)

North Mankato [No Mow May registration page](#)

Rochester [No Mow May and enforcement info](#)

West St. Paul [No Mow May website](#)

Vadnais Heights [No Mow May website](#)



### Additional resources

University of Minnesota Extension: [Planting and maintaining a bee lawn](#)

University of MN Turfgrass Science: [No Mow May](#)

Bee City USA: An Initiative of the Xerces Society : [No Mow May, Low Mow Spring](#)

[Resources compiled by Central Minnesota Audubon Society](#)

**TO:** FOLEY CITY COUNCIL  
**FROM:** SARAH BRUNN, CITY ADMINISTRATOR  
**SUBJECT:** 03-07-23 –COUNCIL MEETING  
**DATE:** MARCH 3, 2023

---

#### **City Council Service Recognition**

Plaques recognizing the service of our outgoing members Gerard Bettendorf and Rosalie Musachio are ready – we thank them very much for their service and support of our great city!

#### **Oath of Office – Brandon Voit**

We will swear in our new councilmember after presenting the recognition awards.

#### **PT Police Officers**

The personnel committee and chief conducted interviews for the PT police and are recommending we proceed with 3 candidates which are on your consent agenda.

#### **Capital Asset Policy**

We are bringing forward a capital assets policy as we need to make some adjustments to our capital threshold based on the costs of equipment. This policy raises the threshold from \$5,000 to \$10,000 for equipment and provides for a higher threshold for longer termed assets. If an asset is not capitalized it is expensed in the current period it is purchased. We have also made this policy retroactive to January 1, 2022 – so that we can implement it with our current audit prep work.

#### **Rental Code Amendments**

The period change I requested from the council last meeting is implemented in this ordinance. I have also changed the housing board language to be the city council. This is due to the fact we cannot get anyone to serve on our city committees and this is a better option versus staying vacant or not having a full committee. No other ordinance changes are reflected in this draft.

#### **Grant Award for Police Department**

The police department has been awarded a grant for the “Fun with Police” event. The consent agenda accepts this grant. Chief McMillin will provide more detail on the event during her report.

#### **Advocate for Health**

I did confirm Joel will be present at the March meeting. I have also included the materials again in the packet this month since we do have a new councilmember.

#### **Highway 23 Pedestrian Crossing**

I was requested by a councilmember to check into an additional quote on the crossings design work. I also reached out to S.E.H. about any possibility to reduce their quoted price. I have included a revised letter from S.E.H. and also a second quote provided by Bolton & Menk. It also appears the state will not consider any coverage of these costs despite our multiple conversations with them.



**Bucket Truck Purchase**

Public Works is requesting to purchase a new bucket/boom truck. We do have \$120,000 budgeted in the CIP for a boom truck – under general equipment. Please read through the email that Mark has provided because the council needs to be aware that we cannot certify our existing bucket truck after this year without a significant upgrade to the existing cables. We have provided you two quotes, one for a new unit (which would not be available until 2027) and a used vehicle a rep was able to track down for us. We are recommending the used unit. Public works has viewed and tested the used unit.

**No Mow May**

Staff was contacted and provided information about No Mow May. If the council wishes to proceed with this item they should make a formal action – so staff is clear on not enforcing the city ordinance on mowing.

**Colstrip Sister City**

We received a response from Colstrip and I have included the info in the council packet.

**Upcoming Reminders:**

**April 4, 2023** – Council Meeting

**April 10-12<sup>th</sup>** – City Audit Fieldwork

## Stacy Graham

---

**From:** Patty Dunn <pattyandruss@gmail.com>  
**Sent:** Thursday, March 2, 2023 2:55 PM  
**To:** Sara Brown  
**Subject:** Sister Cities  
**Attachments:** Council Meeting 2-28-23.jpg; Proclamation .jpg; Mayor with Proclamation.jpg

Hi Sara,

Our mayor, John Williams, read his proclamation on Tuesday evening at the City Council meeting, stating that Colstrip and Foley Minnesota are Sister Cities. Mayor John and I shared the information you sent and gave everyone a lapel pin. Thank you for thinking of that! The Mayor shared the story of how this came about, with the Council and those in attendance. It was a special evening. You'll be receiving the proclamation in the mail soon but I wanted to share my thoughts with you.

The Mayor said he was contacted by Jakob Kounkel, from the Benton County News, in Foley about your proclamation. He was thrilled and proceeded to work on the proclamation on our end. The Mayor said when he moved to Colstrip in 1971 there were 3 Foley Brothers employees (and their families) still working in Colstrip - Nolan Fandrich, Obert Rye and Bill McCulloch.

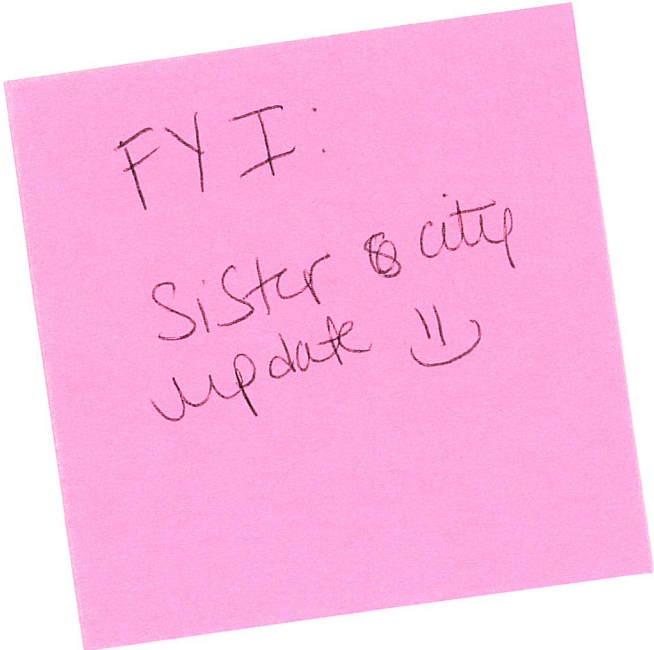
Back Story.....The Northern Pacific Railroad started using diesel for their engines, back in the late 50's, instead of coal. The mine was shut down for over 10 years before they sold it. Foley Brothers left 3 employees to maintain the small community. These 3 individuals did that and even made improvements by planting trees that are now huge.

Suzanne Corrigan, a resident of Colstrip for the past 40 years, was born and lived in Foley for her first 34 years. She got copies of the newspaper for us. They were sent from her sister that still lives in Foley. At the Council meeting Tuesday, Suzanne said "isn't it something I lived in Foley for half my life and now Colstrip for the other half and they end up being sister cities." She is very proud of her Foley roots.

The Schoolhouse History and Art Center (SHAC) has the time capsule info you sent. We will be having a ceremony to bury it during our Colstrip Days celebration. The Foley part will be my favorite. It is all about connection and history and people. In the end that's what is really important.

Thank you for your help with this! I will send you an update after our 100 year party in June. If you can come please do. I appreciate you!

Patty



FYI:  
Sister & city  
update ☺

## Public Notice of City Council Meeting

The City Council of the City of Colstrip will meet in regular session at 7:00 p.m. on February 28, 2023 at City Hall. This meeting is open to the public.

### AGENDA

1. Call meeting to order
  - A. Pledge of Allegiance
  - B. Roll Call
2. Consent Agenda
  - A. Minutes of 2/14/23 Regular Meeting
  - B. Claims 29161-29188 \$58,430.27
  - C. Payroll Summary 2/17/23 \$98,329.02
3. Department Reports
4. Mayor's Communications
  - A. Sister City Proclamation
5. Public Comment (Non-agenda items) \*\*
6. Unfinished Business
  - A.
7. New Business
  - A. Resolution No. 2023-R01/Authorized Signers on Bank Accounts
  - B.
  - C.
8. Adjournment

### \*\*MANNER OF ADDRESSING COUNCIL\*\*

Each person shall address the City Council at the time designated in the agenda or as directed by the Presiding Officer (Mayor), by stepping to the podium and giving that person's name and address in an audible tone of voice for the record.

All remarks should be addressed to the Council as a body and not to any individual member of the Council, Staff or Public. No person, other than the Council and the person having the floor, shall be permitted to enter into any discussion, ask questions or make remarks without the permission of the Presiding Officer.



P.O. Box 1902  
Colstrip, MT 59323

Phone (406) 748-2300  
Fax (406) 748-2303



Mayor:  
John Williams

Council Members:  
Greg Koczur  
Wayne Dudley  
Mike Esser  
Rose Hanser

*Tomorrow's Town ... Today!*

CITY OF COLSTRIP  
MAYOR PROCLAMATION

**SISTERHOOD BETWEEN COLSTRIP, MONTANA & FOLEY, MINNESTOTA**

WHEREAS the City of Foley, Minnesota has issued a proclamation declaring the City of Colstrip, Montana as a sister city; and

WHEREAS the City of Foley and the City of Colstrip have a common bond regarding our heritage and the founding of our respective cities; and

WHEREAS it was the Foley Brothers that played a role in the founding of both of these cities; and

WHEREAS it was the Foley Brothers that entered into a mining contract with North Western Improvement, a subsidiary of the Northern Pacific Railway; and

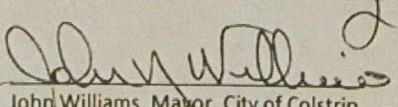
WHEREAS this contract was for the mining of coal at Colstrip to fuel the Northern Pacific Locomotives; and

WHEREAS this contract also included the construction of a Coal Mining Camp and infrastructure that later acquired the name of Colstrip; and

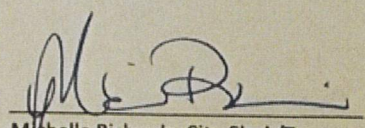
WHEREAS the bonding into a sisterhood with the City of Foley, we both recognize the importance of our small communities; the working families that are so important from our early years and continuing years of industrial development with our respective states,

NOW, THEREFORE, I, John Williams, Mayor of the City of Colstrip, do proclaim to the City of Foley a sisterhood of fellowship and shared values. I would also like to extend to all of the residents of Foley an invitation to join with the residents of Colstrip as we celebrate our 100 Year Anniversary during our Colstrip Days 2023 celebration.

Dated this 25 day of January, 2023.

  
John Williams, Mayor, City of Colstrip

Attest:

  
Michelle Richards, City Clerk/Treasurer



Powered by Coal. Strengthened by People.