



City Council – Meeting Agenda
January 21, 2025 – 5:30 P.M. Closed Session – 6:00 P.M. Regular Meeting
Foley City Hall

1. Call the meeting to order.
2. Closed Session – Conduct Performance Review of City Administrator Sarah Brunn, MN Statutes 13D.05, Subdivision 3(a).
3. Reconvene Open Meeting @ 6pm.
4. Pledge of Allegiance
5. Approve the agenda.
6. Consider approval of site plan for Foley Family Restaurant -Dave Wiltgen.
7. City Council Training Session – Sarah Brunn, City Administrator
8. Topics of Discussions/Goals/Priorities – Review and Discuss.
9. Old Business
10. New Business
 - Set next workshop discussion topic for February 4th.
11. Mayor’s Comments & Open Forum
12. Adjourn

City of Foley Site Plan Review Application

Street Location of Property: 240 1st Ave West Foley MN 56329

Legal Description of Property: _____

Current Zoning of Property: B-2 Proposed Zoning: No Change

Type of Request: Entry way addition to front of existing building
 *** (Attach narrative describing details of project scope) ***

Property Owner: David & Carol Wilgen 320-292-5383

Name
12820 Junquil Rd NE P.O. Box 507
 Address
Foley, MN 56329

Phone:
 Fax:
D.wilgen507@gmail.com
 Email

Applicant: Same as Owner

Name _____ Phone: _____
 Address _____ Fax: _____
 _____ Email _____

Type of Request & Fee Amount:

<input type="checkbox"/> D	Rezoning/Amendment	\$250.00
<input type="checkbox"/> D	Conditional Use Permit	\$250.00
<input type="checkbox"/> D	Variance	\$250.00
<input type="checkbox"/> D	Planned Unit Development	\$250.00

<input type="checkbox"/> D	Preliminary Plat	\$500.00
<input type="checkbox"/> D	Final Plat	\$
<input type="checkbox"/> D	Annexation	\$400.00 +
<input checked="" type="checkbox"/> D	Site Plan Review/Other	\$
Total Fees Paid		\$

Has a request been made previously on this property? Yes No Explain: 2008

This application must be completed in full, be typewritten or clearly printed, and must be accompanied by all information, supporting documents and plans as required by applicable City Ordinance provisions. A determination of completeness of the application shall be made within ten business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and that I am responsible for all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or purchase agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

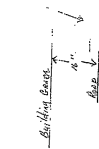
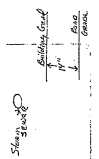
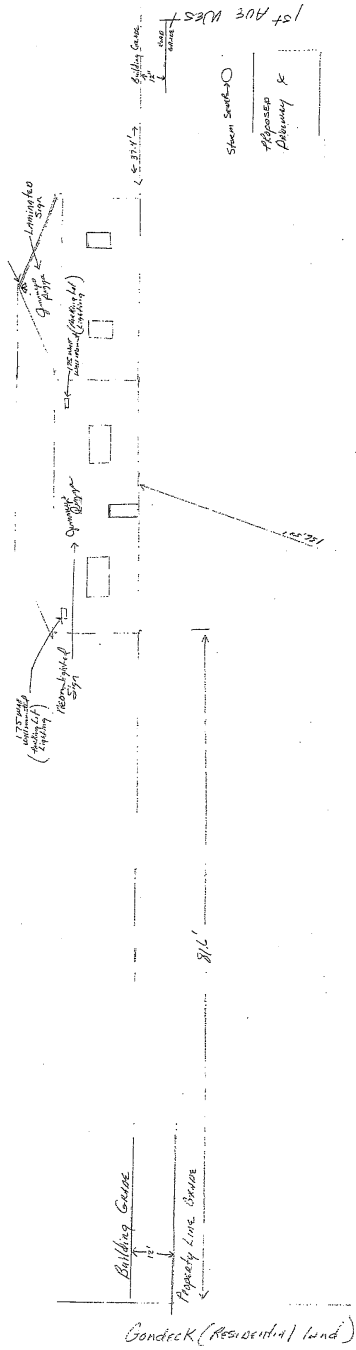
- Supporting Documents Attached
- Appropriate Fees Paid
- Review by City Staff
- Completed Application Accepted

Application Filed: _____
 Date Fees Paid: _____
 Staff Initials: _____
 Date Application Accepted: _____

Signature of Applicant _____ Date _____

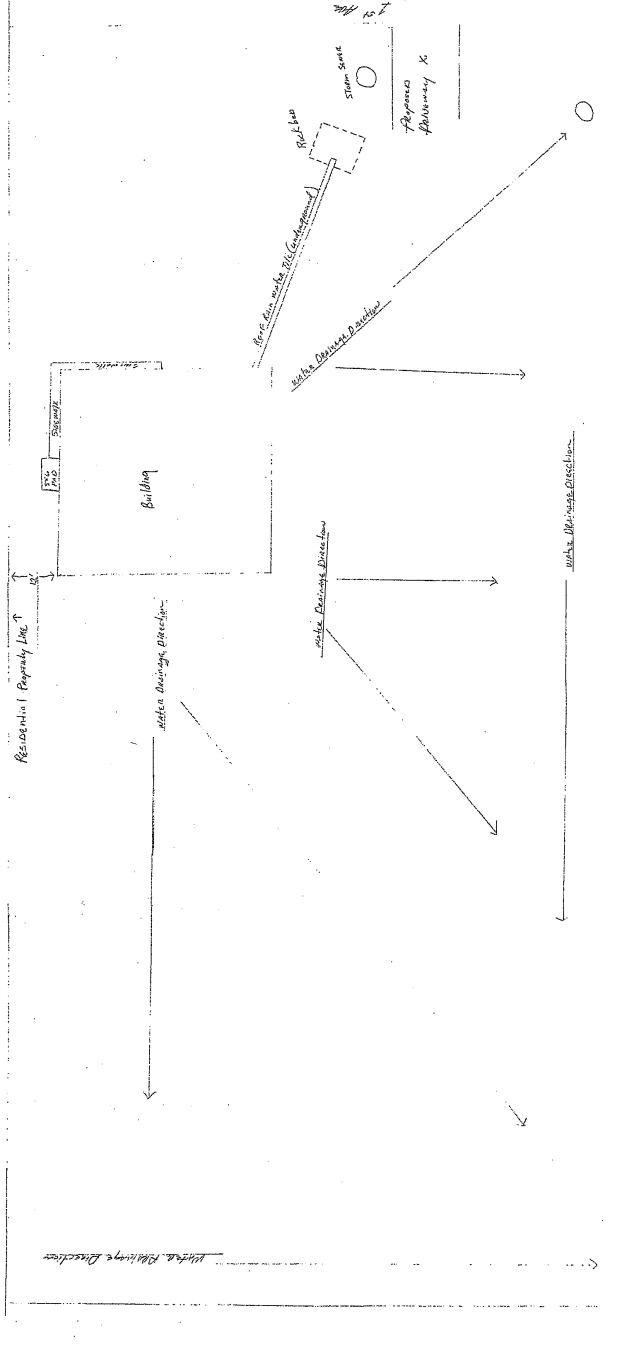
Signature of Fee Owner _____ Date _____

DRAWING # 2

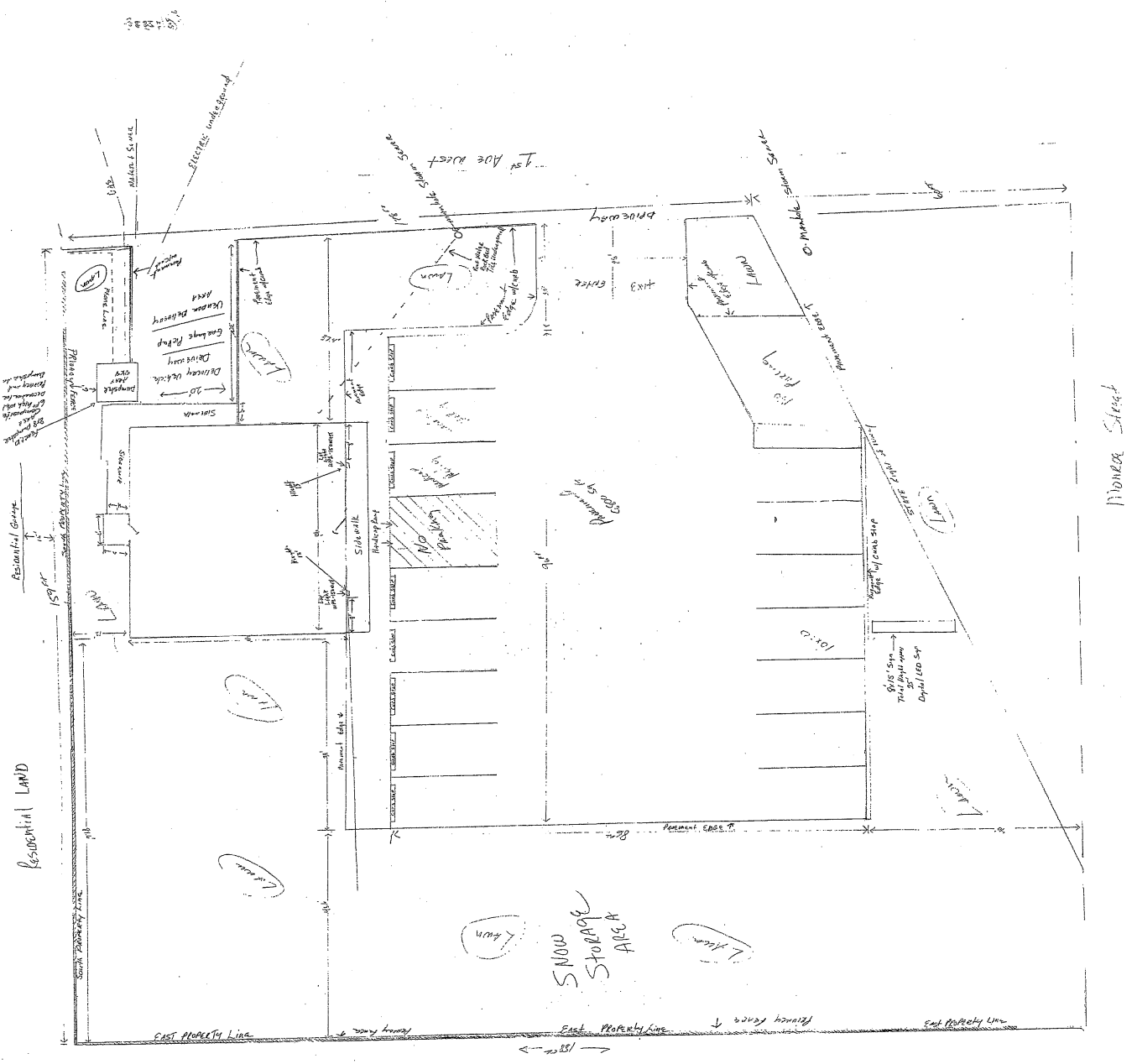


MONROE STREET

DRAWING # 3



MONROE STREET



DATE: 12-28-2021
 DATE: 1-10-2022
 DATE: 1-14-2022
 SITE PLAN FOR 210 1st AOE WEST

RESIDENTIAL LAND

Monroe Street



Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129
 Phone: 563-262-2100
 Fax: 563-262-2101
 www.auditor-treasurer.com

TAX STATEMENT

2024

2023 Values for Taxes Payable in

VALUES AND CLASSIFICATION

Taxes Payable Year:	2023	2024
Estimated Market Value:	110,500	141,300
Homestead Exclusion:		
Taxable Market Value:	110,500	141,300
New Improvements:		
Property Classification:	COMM	COMM

Bill: 8253

Property ID #: 13.00117.00

Taxpayer: 11999

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

00002450



Desc: Sect-26 Twp-037 Range-029 AUDITORS SUBD SE4 SW4 SEC 26
 Lot-005 EXC E 50 FT & S 20 1/2 FT EXC HWY

Sent March 2024

PROPOSED TAX

2,714.00

Sent in November 2024

\$\$\$
REFUNDS?

You may be eligible for one or even two
 refunds to reduce your property tax.
 Read the back of this statement to find
 out how to apply.

Step
 1

Step
 2

Step
 3

PROPERTY TAX STATEMENT

First half taxes due:	1,387.00
Second half taxes due:	1,387.00
Total Taxes Due in 2024:	2,774.00

Property: 240 1ST AVE W
 Address: FOLEY MN 56329

Taxes Payable Year:	2023	2024
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>		
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.	0.00	0.00
Property Tax and Credits		
3. Property taxes before credits	2,314.00	2,724.00
4. Credits that reduce property taxes:		
A. Agricultural Market Value Credits		
B. Other Credits		
5. Property taxes after credits	2,314.00	2,724.00
Property Tax by Jurisdiction		
6. County BENTON COUNTY	805.77	932.31
7. City or Town FOLEY	1,004.00	1,197.84
8. State General Tax		
9. School District 0051		
A. Voter Approval Levies	236.27	263.79
B. Other Local Levies	267.96	330.06
10. Special Taxing Districts		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments	2,314.00	2,724.00
Special Assessments on Your Property		
13. Special assessments		
SWF24-0	Int: 50.00 Principal: 50.00	50.00
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS	2,364.00	2,774.00

PAYABLE 2024 2nd HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: OCTOBER 15

SECOND HALF DUE

Property ID#: R13.00117.00
 ID# 11999
 TAX BILL: 8253

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

SECOND 1/2 TAX AMOUNT DUE: 1,387.00

PENALTY:

TOTAL:

MAKE CHECKS PAYABLE TO:
 Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129



PLEASE RETURN AND RETURN THIS STUB WITH YOUR SECOND HALF PAYMENT (DO NOT STAPLE)

PAYABLE 2024 1st HALF PAYMENT STUB

TO AVOID PENALTY PAY ON OR BEFORE: MAY 15

FIRST HALF DUE

Property ID#: R13.00117.00
 ID# 11999
 TAX BILL: 8253

DAVID W WILTGEN &
 CAROL ANN WILTGEN
 PO BOX 507
 FOLEY MN 56329-0507

FULL TAX AMOUNT: 2,774.00

FIRST 1/2 TAX AMOUNT DUE: 1,387.00

PENALTY:

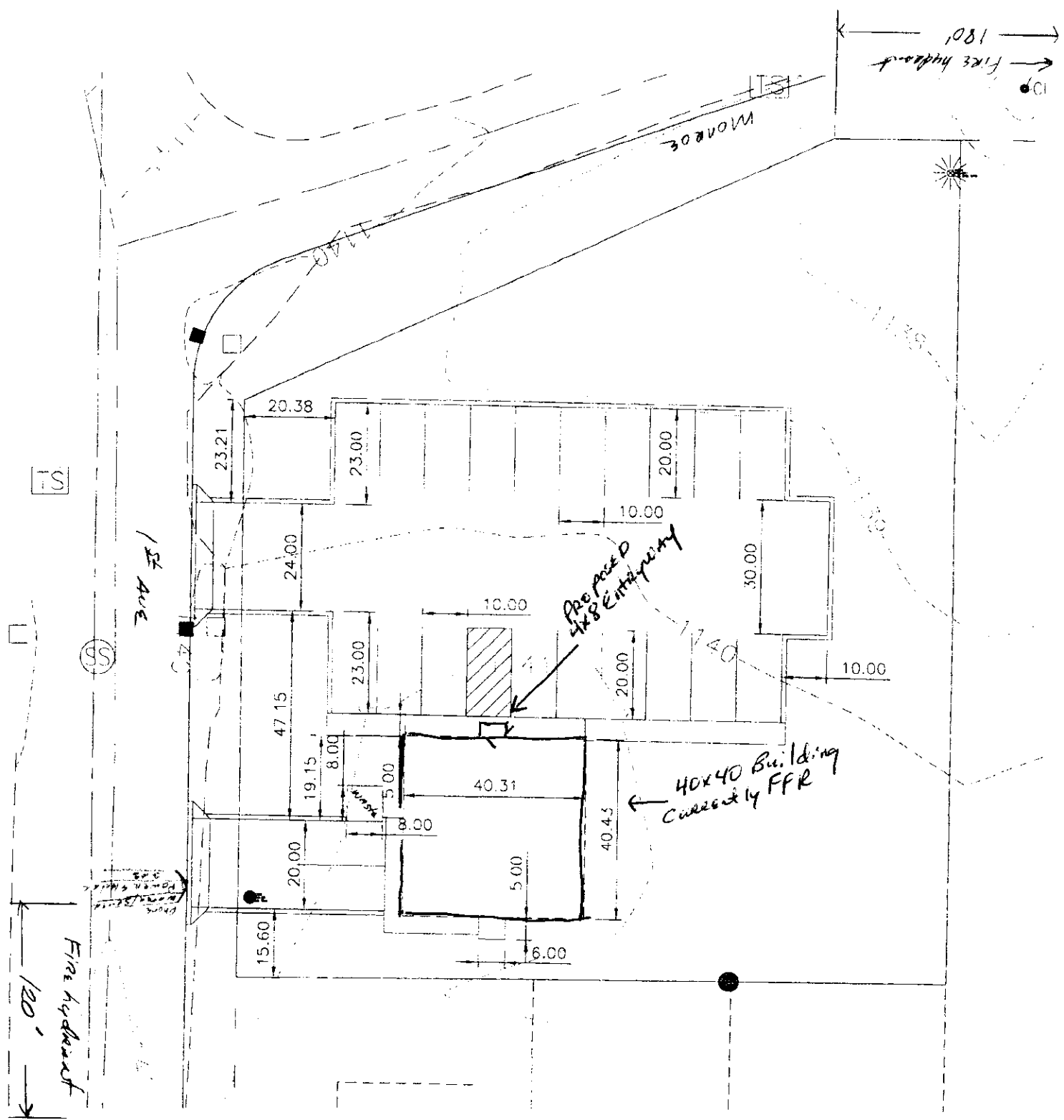
TOTAL:

MAKE CHECKS PAYABLE TO:
 Christine Scherbing, Auditor-Treasurer
 531 Dewey Street, P.O. Box 129
 Foley, MN 56329-0129



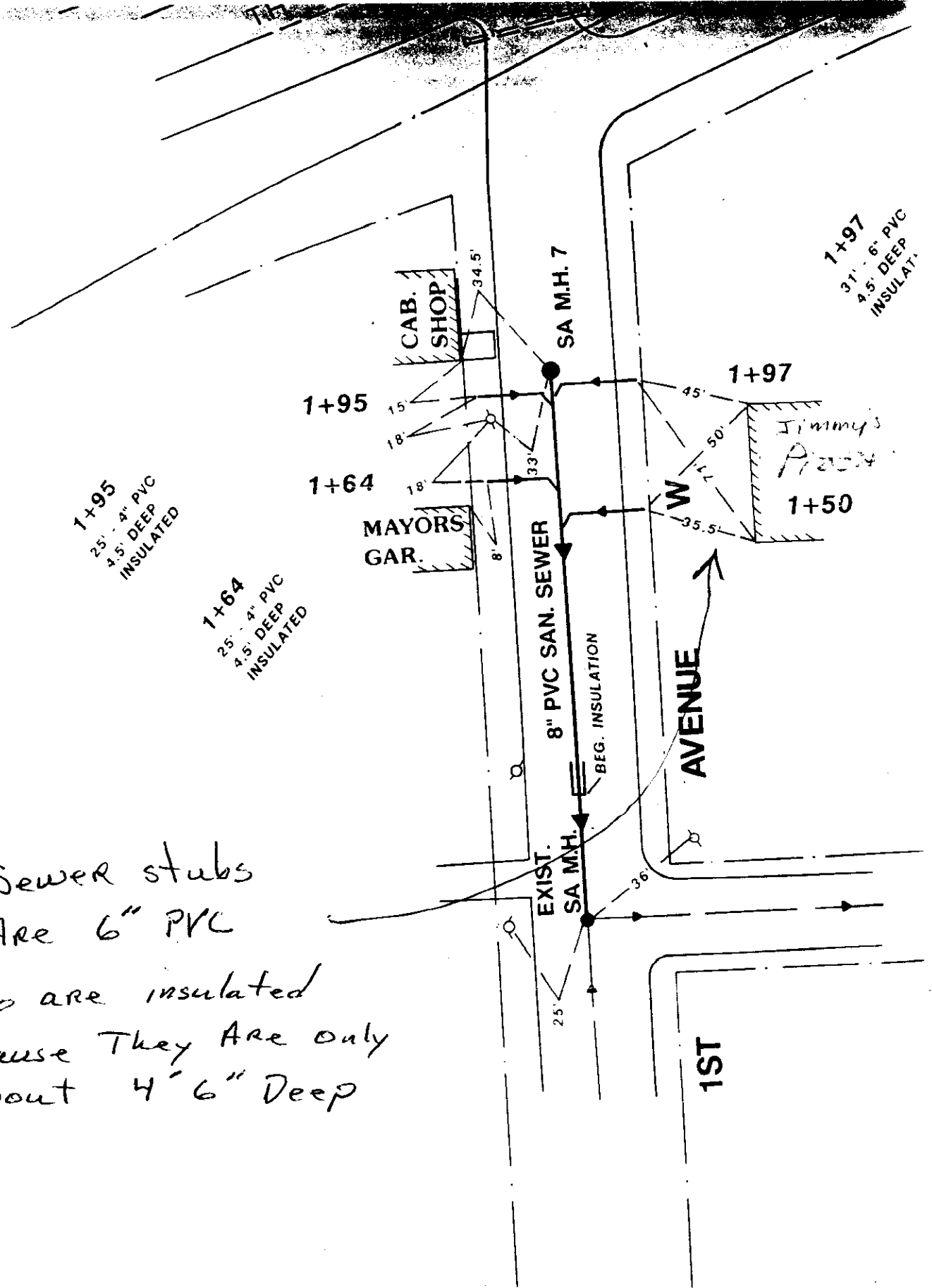
PLEASE RETURN AND RETURN THIS STUB WITH YOUR FIRST HALF PAYMENT (DO NOT STAPLE)

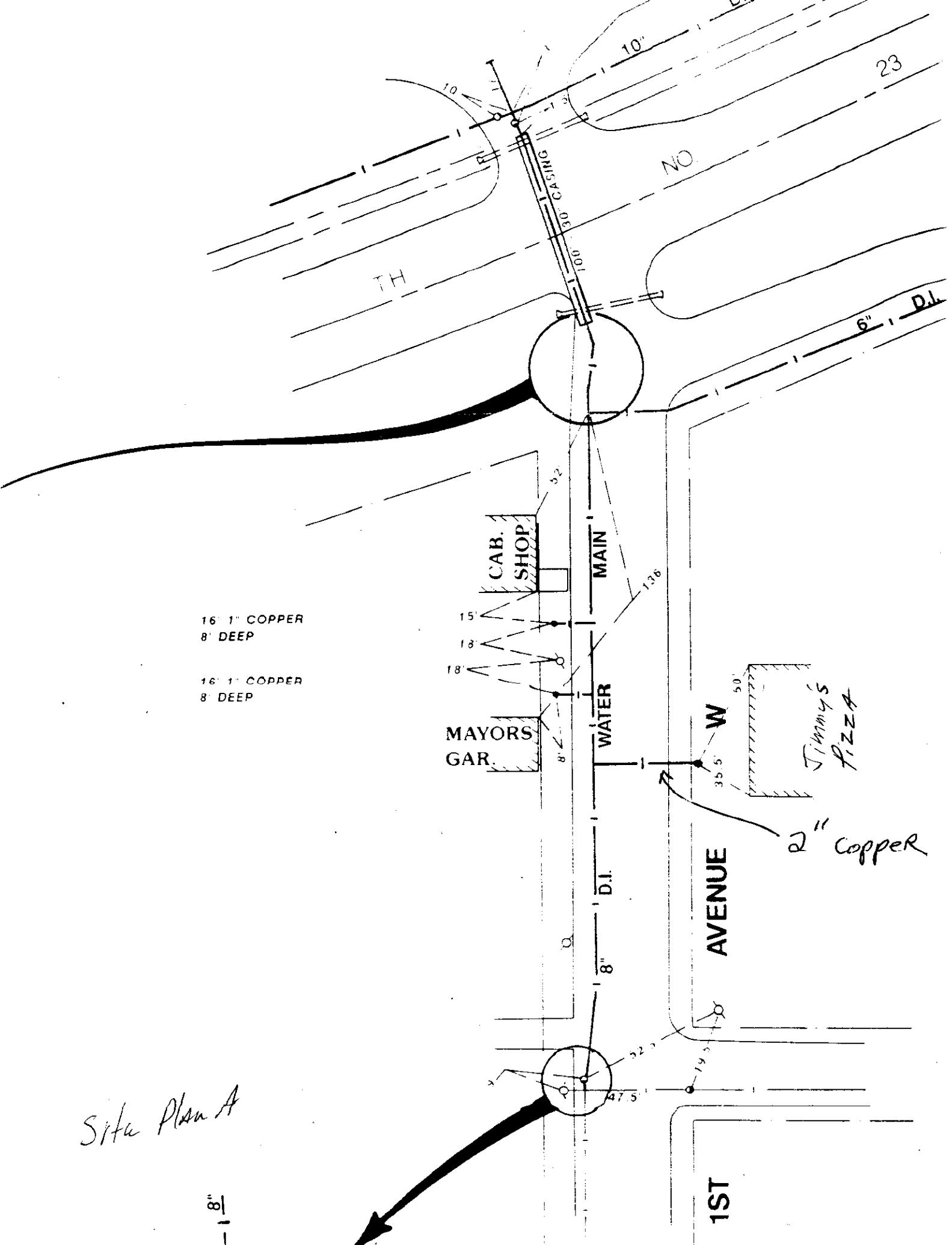
Site Plan B



Sewer stubs
 Are 6" PVC
 Also are insulated
 Because They Are only
 About 4' 6" Deep

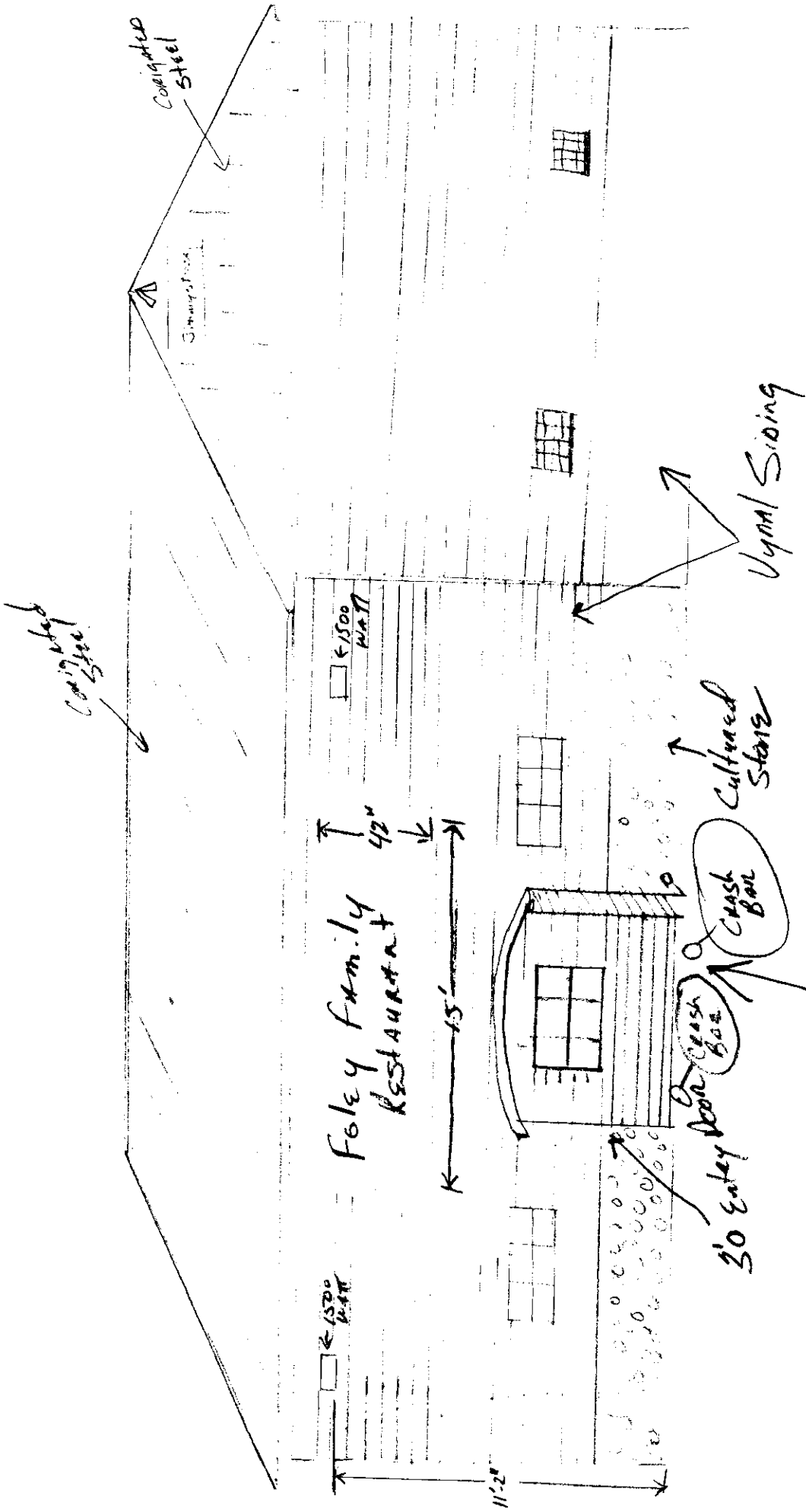
Site Plan A-1





Site Plan A

- 1 8" -

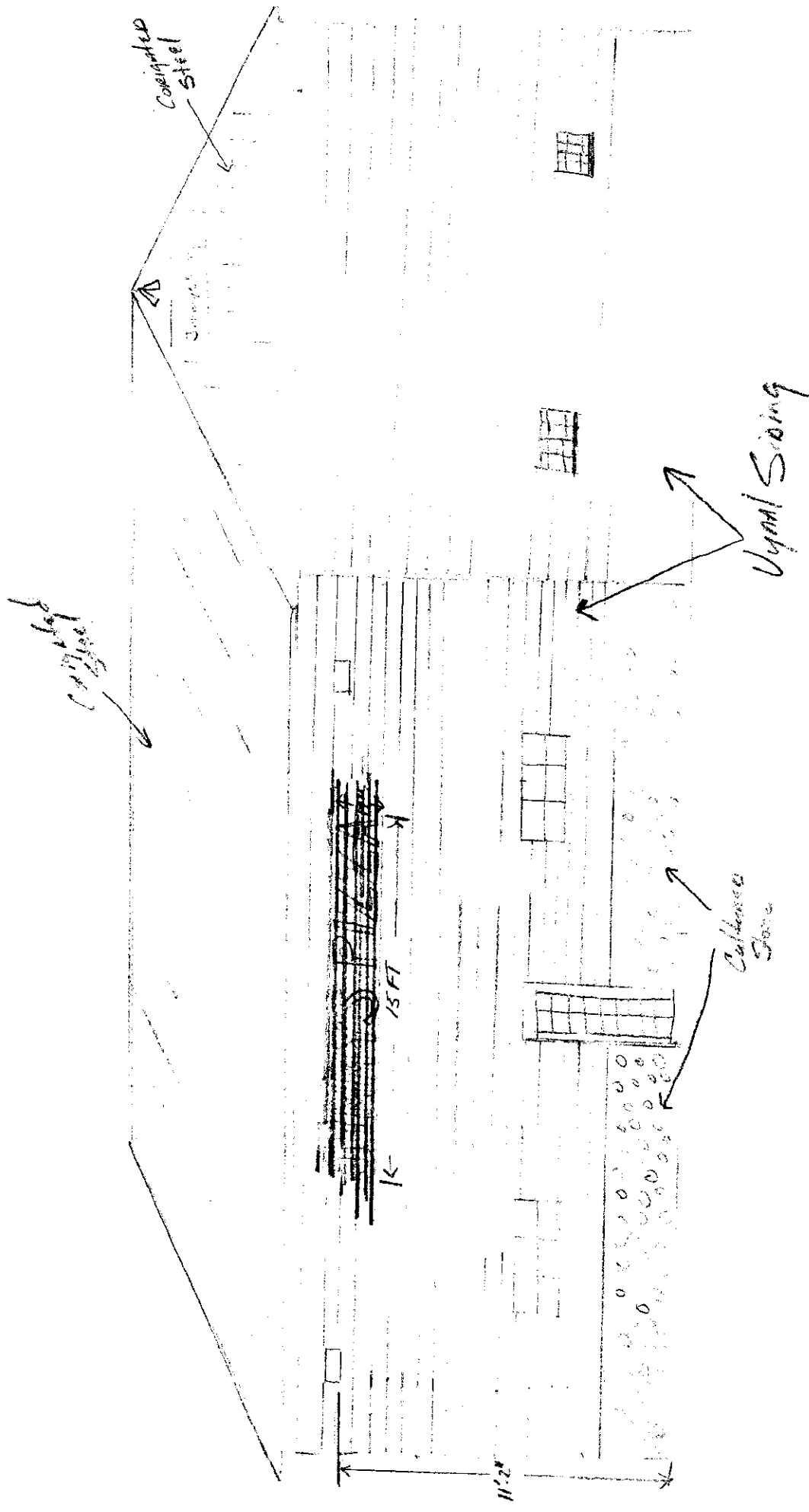


Proposed Entry way

ADDITION 8' x 8' in front
 (Crash Bars in front of entry way shown)

SITE PLAN E

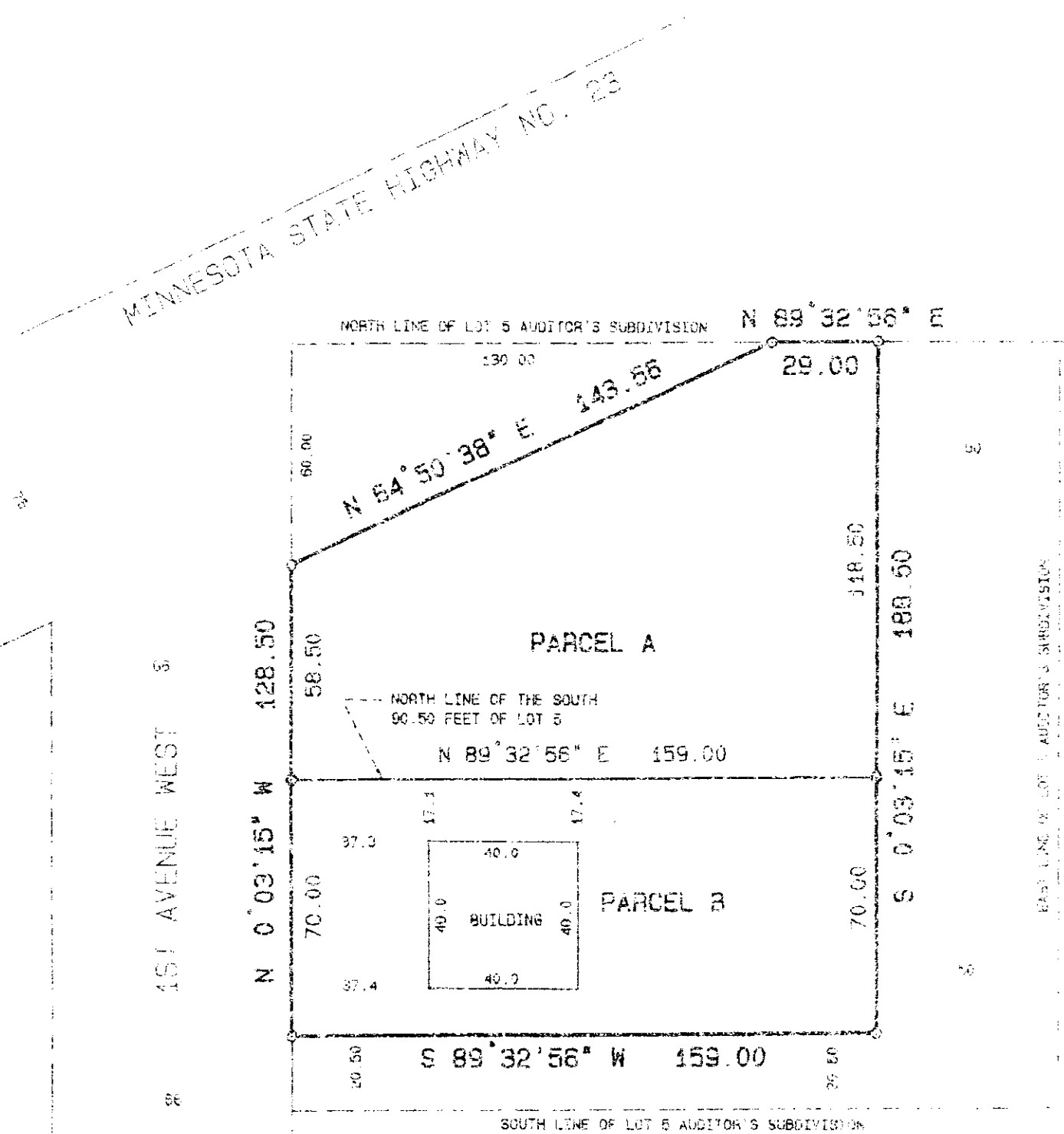
Current & Proposed Use of Property



Currently Foley Family Restaurant

Site Plan E

Certificate of Survey for



WILLIAMSON KOTSMITH, INC.
 engineers land surveyors
 centennial place
 2008 8th street north
 saint cloud, minnesota 56303

Foley City Council Training

SARAH BRUNN, CITY ADMINISTRATOR
JANUARY 21, 2025



Why residents are reluctant to use community parks.



When local governments go overboard warning about potential dangers





General City Information

- ▶ Foley is a Statutory A city
 - ▶ Elected Mayor and Council; Appointed City Clerk
 - ▶ Council appoints all personnel
 - ▶ Council can appoint independent boards and commissions to advise the Council on issues
 - ▶ Council retains all administrative and legislative authority, but may delegate all day-to-day operations to staff except hiring and firing.

Role of Individual Council Member

- ▶ Council member's statutory duties are performed by the Council as a whole.
- ▶ Most important responsibility is to participate at Council Meetings—make and second motions, participate in discussion, and vote on matters before the Council.
 - ▶ Prepare and read packet
 - ▶ Talk to staff in advance about questions.
- ▶ Devote time to problems of basic policy and act as liaisons between the city and the general public.
- ▶ Two Council Members and Mayor/City Clerk may call a special meeting of the City Council.

The Council's Authority

- ▶ Conducting elections within the City
- ▶ Setting and interpreting rules governing its own proceedings
- ▶ Exercising all the powers of cities that the law does not delegate to others
- ▶ Legislating for the city
- ▶ Directing enforcement of city ordinances
- ▶ Preparing the budget; levying taxes

The Council's Authority

- ▶ Appointing administrative personnel.
- ▶ Transacting city business.
- ▶ Managing the city's financial operations
- ▶ Appointing members of the boards
- ▶ Conducting the city's intergovernmental affairs
- ▶ Protecting the welfare of the city and its inhabitants
- ▶ Serving as the Board of Review or delegate to county.
- ▶ Providing community leadership

Other Committees

- ▶ Planning Commission
- ▶ EDA
- ▶ Personnel Committee
- ▶ Other (ad-hoc, as needed)

- ▶ Primary responsibility is doing research and making recommendations to the city council.

Role of the Mayor

- ▶ Official Head of the City
- ▶ Executes Official Documents
- ▶ Presiding Officer at Council Meetings
- ▶ Declares Local Emergencies
- ▶ Calls Special Council Meetings
- ▶ Council appointment tie-breaker
 - ▶ If all other options exhausted

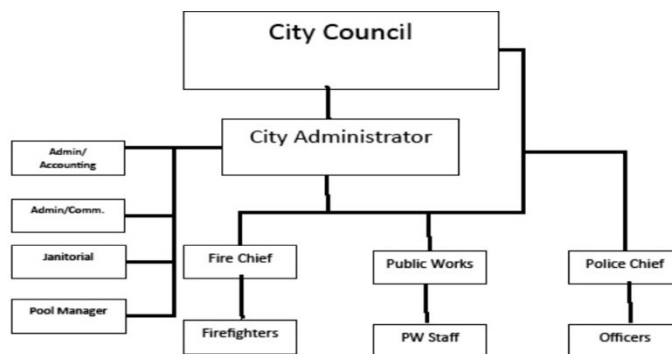
City Staff

- ▶ Statutory Appointive Officers (required)
 - ▶ City Clerk
 - ▶ City Treasurer
 - ▶ Foley has a combined City Administrator – Clerk/Treasurer

City Staff

- ▶ Council delegates majority of personnel management authority to City Administrator – Clerk/Treasurer
- ▶ Only City Council has the authority to hire or fire employees
- ▶ Council sets salaries for employees as negotiated.

City of Foley Organizational Chart



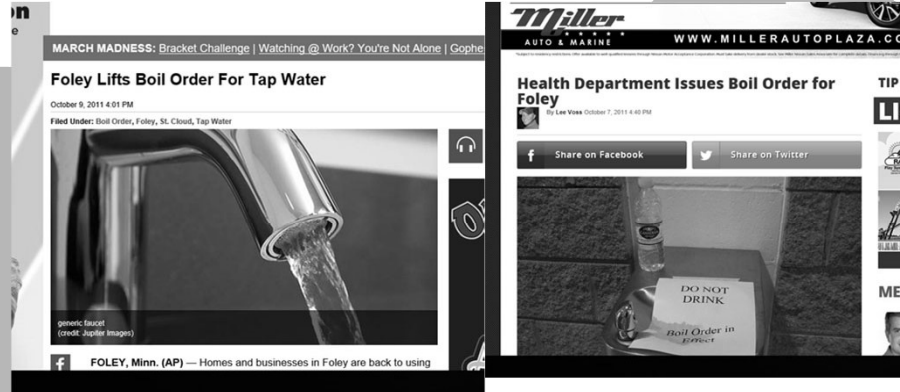
City Staff

- ▶ Accounting Technician
- ▶ Admin/Communications Assistant
- ▶ Admin/Utility Billing
- ▶ Police Chief
 - ▶ Police Officers
- ▶ Public Works Director
 - ▶ Public Works Operators
- ▶ Fire Chief
 - ▶ Firefighters
- ▶ Pool Manager
 - ▶ Lifeguards/WSI

Communications

The screenshot shows a news article on the MPR News website. The main headline is "Foley, Minn., rethinking plan to police town with private security". The article is dated October 20, 2011, and is written by Curtis Gilbert. The text of the article is partially visible, discussing the city council's decision to hire private security for patrol streets. The article includes a sub-headline "Foley to hire private security to patrol streets" and a "LISTEN Story audio" player. The article text includes: "Beginning Jan. 1, sheriff's deputies will not patrol the streets of Foley, Minn. The city council has voted unanimously to hire a private security firm to take over the job. City leaders say it's a unique response to the budget crunch caused by cuts in state aid, but one other cities may soon consider emulating. The Benton County Sheriff wanted the city of Foley to pay about \$280,000 for three deputies to patrol its streets next year. But the city of 2,600 saw its state aid payments cut by more than \$150,000 this year, and the city council was looking for ways to save money next year. Foley stands to save more than \$80,000 by hiring General Security Services Corporation to patrol the city. The private contractors will carry firearms, and make citizens' arrests. They cannot make traffic stops or investigate crimes. 'We thought if we could hire a security firm to come in, and basically take care of the ordinances for the city and the general nuisance items that go on in town, that would take care of most of the things we needed to get done,' council member Dean Weber said. The sheriff's department would still respond to 911 calls. But a spokesman for the sheriff warned the city council's decision will have negative consequences for its citizens."

Communications



Communications

- ▶ Communications Plan
 - ▶ Key messages
 - ▶ Audiences
 - ▶ Vehicles/Tools/Partners
 - ▶ Public Information Officer
 - ▶ City Administrator or Mayor

City Finances

- ▶ Funds
 - ▶ General Funds
 - ▶ Special Revenue Fund (Pool, Fire)
 - ▶ Debt Service Fund (Bonds)
 - ▶ Capital Projects Fund (Street Improvements)
 - ▶ Proprietary Funds
 - ▶ Enterprise Funds (Water/Sewer)
 - ▶ Fiduciary Funds

Budgeting

- ▶ The City Budget Process
 - ▶ June/July/August
 - ▶ City staff prepares draft budget and presents to council.
 - ▶ Council sets priorities and goals.
 - ▶ Council reviews debt, investments, etc.
 - ▶ September
 - ▶ City Council sets preliminary levy, staff certifies the preliminary levy to the County Auditor.
 - ▶ Once preliminary levy is set, the final levy can be equal to or less than the preliminary levy, but not more.
 - ▶ October & November
 - ▶ Further budget review, if necessary

Budgeting

- ▶ The City Budget
 - ▶ December – Public Hearing
 - ▶ TNT notices sent to the public with summary budget info.
 - ▶ City Council grants final approval to tax levy/budget.
 - ▶ Staff forwards the budget/tax levy info to county auditor for collection.
 - ▶ January
 - ▶ New budget year starts. Tax payments are received the first part of July and December. LGA payments are received the last part July and December.
 - ▶ Fiscal Year is January – December

City Borrowing/Debt

- ▶ Debt Limit
 - ▶ 3% estimated market value
- ▶ Bonding
 - ▶ General Obligation
 - ▶ Special Assessment
 - ▶ Revenue
 - ▶ Refunding
 - ▶ Street Reconstruction
 - ▶ Conduit

Political Straight Talk

It is better to promise to investigate than to promise to act.

It is better to say 'If other council members will go along with me' than to say 'I will get your zoning changed.'

It is better to say 'Let me see what I can do' than to say 'I can do.'

It is better to speak about the larger picture than about specific citizen demands until you have the facts.

It is better to say 'I don't know what can be done' than to promise action when you are not sure.

It is better to blame official constraints (state law, federal law, court decisions) than to say you can do what is beyond your ability.

It is better to say "No" than to say "Yes" and then have to make excuses why not.

It is better to say "I haven't made up my mind" than to tacitly support any and every demand by constituents.

--Robert J. Horgan, Associate Professor of Political Science
University of Richmond, Richmond, VA

Types of Council Meetings

- ▶ Annual Meeting (1st meeting of the year)
 - ▶ Designate official newspaper
 - ▶ Elect acting mayor
 - ▶ Select Official Depository
 - ▶ Designate Bank account signatories
- ▶ Regular Meetings
 - ▶ 1st Tuesday of month
 - ▶ 3rd Tuesday of the month (as needed)

Types of Council Meetings

- ▶ Adjourned Meetings
 - ▶ Meetings postponed to a future time for lack of a quorum, convenience, or complete pending business from a regular meeting
- ▶ Special Meetings
 - ▶ Meetings to conduct business that comes up in between Council Meetings. Requires 3-day notice
- ▶ Emergency Meetings
 - ▶ Meetings to deal with natural disasters

Remote Attendance at Meetings

- ▶ Councilors can appear and participate in a meeting remotely using “interactive technology”
- ▶ Requirements
 - ▶ One member must be physically present
 - ▶ All members of the public and council must be able to see and hear each other
 - ▶ Votes must be conducted by roll call
 - ▶ Each location must be open and accessible to the public
 - ▶ Minutes need to reflect the reason for remote appearance

Be careful of
technology....

<https://www.youtube.com/watch?v=m5r1oGZOKZ0>

Meeting Process/Procedure

- ▶ Quorum
 - ▶ A minimum of three Council Members needed
- ▶ Open Meeting Law
 - ▶ Meetings must be open to the Public
 - ▶ Violations occur when three or more Council Members meet and decide business in private
 - ▶ Exceptions include performance evaluations, discussion of non-public data, attorney-client privilege, misconduct allegations/charges, and labor negotiations
 - ▶ Do not "reply all" to any email which includes a quorum of councilmembers.
- ▶ Quorum Outside of Meetings

Role in Preserving Order

- ▶ A statutory city council is authorized to preserve order at its meetings.
- ▶ The presiding officer (mayor) is vested with the authority to:
 - ▶ Follow council's approved agenda and limiting discussion to current agenda items.
 - ▶ Ruling on questions of procedure.
 - ▶ Calling members of the council or public to order if they are being unruly and removing if necessary – may request law enforcement assistance.
 - ▶ Declaring meetings recessed or adjourned.

Public Comment

- ▶ Audience members do not have the statutory right to take an active part in the council's discussion at a meeting.
- ▶ Open Forum
 - ▶ Not required but is a common at meetings.
 - ▶ Should be managed by considering the following:
 - ▶ Limiting time and topic.
 - ▶ Advance written notice – prior to meeting or sign up sheet before open forum begins.
 - ▶ Council's should consider policy of not responding immediately to open forum. Instead, refer to staff for additional information gathering and report back to council.

Ordinances, Resolutions and Motions

- ▶ Ordinance is any council enactment that regulates or governs people or property—law of the city. Public hearing required.
- ▶ Resolutions are decisions, opinions, and directives of the City Council in a formal form. Usually, no public hearing required.
- ▶ Motions are a matter of parliamentary procedure and are used to introduce and amend ordinances and resolutions and take other actions.

Conflicts of Interest

- ▶ Gifts are prohibited
- ▶ Contracts
 - ▶ Cannot have an interest in contract
 - ▶ Certain limited exceptions require disclosure, abstention and unanimous vote.
- ▶ Conflict of Interest
 - ▶ Personal stake in outcome of a decision or when councilmember cannot be impartial.
 - ▶ Needs further evaluation on type of decision, type of interest, need for participation of vote, opportunity to appeal.
 - ▶ Violations are gross misdemeanor; contract is void.

Making Decisions

- ▶ A group of councilmembers is tasked with gathering information to make decisions which are in the best interest of the community.
- ▶ A council will not always agree on the final decisions that are made – but councilmembers should be respectful of what decision the majority makes.

MN Government Data Practices Act

- ▶ All data maintained by City and Councilmembers in official capacity is “government data.”
- ▶ Obligation to preserve data
- ▶ Most government data is public and must be made available.
- ▶ Some data is private and there are penalties for improper disclosure.
- ▶ Personnel data is biggest liability!
 - ▶ Don't talk about personnel data – refer requests to City Administrator.
- ▶ Follow data practices policy adopted by City.

Social Media Accounts

- ▶ Councilmembers need to be careful with social media accounts:
 - ▶ If using a personal social media account to comment on city business it must remain fully open to the public.
 - ▶ Personal social media accounts can be subject to city data requests if public business is conducted on them.

Planning and Zoning

- ▶ State Law authorizes a City to create zoning and subdivision ordinances to regulate the types of land use in a City.
- ▶ State Law encourages a City to develop a comprehensive plan to outline its future growth needs and goals and objectives.

Planning and Zoning

- ▶ Variances
- ▶ Conditional Use Permits
- ▶ Site Plan Reviews
- ▶ Subdivisions/Plats
- ▶ Annexations

Planning and Zoning

- ▶ Planning Commission
 - ▶ Appointed by the council
 - ▶ Council members on PC
 - ▶ Role:
 - ▶ A. **Advisory** to city council
 - ▶ B. preparing/maintaining comp plan
 - ▶ C. recommend comp plan and zoning ordinance revisions
 - ▶ D. review plat and site plans in light of comp plan, zoning ordinance, and subdivision ordinance

Planning and Zoning

- ▶ Development Process
 - ▶ Developer submits a preliminary plat outlining a proposed development on a particular parcel of land.
 - ▶ Preliminary Plat is referred to City Staff and the City Council for review and comment.
 - ▶ City Council holds Public Hearing on proposed development.

Personnel

- ▶ Supervision and direction
- ▶ Exempt vs. non-exempt
 - ▶ Comp time: unique to public employees
- ▶ Union vs. non-union
 - ▶ Collective bargaining agreement; negotiation
 - ▶ Grievance process
 - ▶ "fair share fee"
- ▶ FMLA
- ▶ Veterans Preference; military leave

Additional Resources

- ▶ League of Minnesota Cities
 - ▶ www.lmc.org
 - ▶ Resource Library
 - ▶ League Bulletins
 - ▶ Cities Magazine
 - ▶ Policy Committees
- ▶ MN Mayor's Handbook

Wrap-Up

- ▶ Any questions?

Council Priorities/Discussion Topics/Goals - 20205

<p>Housing Development (Southside, Other, what are we willing to contribute? What are the next steps?)</p>	
<p>Municipal Cannabis</p>	
<p>Municipal Liquor</p>	
<p>Park & Rec Improvements (dog park, walking/bike paths, signage on trails, scout house rental options, other additions)</p>	
<p>125 Year City Celebration (2025) (party, fireworks, Fun Days council panel, other ideas to celebrate)</p>	
<p>Dog/Cat – stray animals’ agreement, shelter vs. rescue, what to do?</p>	
<p>Business and Industrial Park Development (what are we willing to give to attract?)</p>	
<p>What are we going to do with old buildings downtown that are for sale?</p> <p>Downtown Building/Façade Standards and Standards</p> <p>Downtown Building/Façade Standards and Standards</p>	
<p>Downtown Housing and Parking Regulations</p>	
<p>City Facilities Planning:</p> <ul style="list-style-type: none"> • Public Works • Police • City Administration • Library 	

<ul style="list-style-type: none">• Fire	
Development Zoning Ordinance Changes	
Broadcast Live Meetings and Engage Live via GoTo Meeting	
Vision/Long Term Goals of: <ul style="list-style-type: none">• Administration• Public Works• Police• Fire• Library	
What is our most pressing issue/priority? We need to rank these projects/ideas.	

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 01-21-25 –COUNCIL MEETING
DATE: JANUARY 17, 2025

City Administrator Review

A review form and some of my goals/comments will be provided separately from the public council packet. The review will begin @ 5:30pm and will be done in closed session. We plan to resume the public meeting @ 6pm.

Foley Family Restaurant

Dave Wiltgen was at planning this past week and they recommended approval of a small breezeway addition for the restaurant. There are no concerns from staff as this is on existing impervious. This request does not require a public hearing - just a motion from the council.

Council Training

I will be giving the presentation provided in your packet. This is review for many of you but if you have any other questions you would like to discuss let me know. If I cannot answer them, we can always reach out to the city attorney.

Council Goals/Priorities

I have a working document which includes the discussion topics/questions that were provided to me. The plan is to talk through these items – take some notes, and then determine priority levels and future workshop sessions. This is not intended to be a public engagement session, rather the council organizing the ideas and then we will determine the best way to move forward with the public engagement process.

Upcoming Reminders:

January 20, 2025 – City Offices Closed – Holiday

January 21, 2025 – CA performance review – Council Meeting/Workshop

February 4, 2025 – Council Meeting