



**City Council – Meeting Agenda
February 4, 2025 – 5:30 P.M. – Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance.
3. Approve the agenda.
4. Consent Agenda:
 - Approve minutes of January 7, 2025.
 - Approve minutes of January 21, 2025.
 - Adopt Resolution #2025-01 Approve Transfers Between Funds.
 - Approve payment of bills.
5. Public Hearing – Consider Administrative Site Plan Approval Process.
 - Adopt Ordinance #492 Amending Zoning to Allow for Administrative Site Plan Approval.
6. Discussion/Action on Tri-County Humane Society Contract.
7. Discussion on City Housing RFP Process.
 - Consider action on proposal received from Central MN Housing Partnership.
 - Discussion on new solicitation process.
8. Mayor’s Comments & Open Forum
9. Department Reports:
 - City Attorney – Ashley Bukowski
 - ECE Franchise Agreement.
 - Police Department –Katie McMillin
 - City Engineer – Jarod Griffith
 - Public Works/Fire – Mark Pappenfus
 - Approve Pay Application #25 for Wastewater Project.
 - Administration – Sarah Brunn
10. Old Business
11. New Business
12. Adjourn Regular Meeting.
13. Workshop Session – Goals/Priorities – Next Steps?

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – January 7, 2025

The Foley City Council held its regular meeting on Jan. 7, 2025, at 5:30 p.m. at Foley City Hall.

Members Present: Councilmembers Jeff Gondeck, Deb Mathiowetz, Gary Swanson, and Brandon Voit.

Members Absent: Mayor Jack Brosh (in the audience but not seated at the council table)

Councilmember Gondeck called the meeting to order at 5:30 p.m.

The pledge of allegiance was recited.

Gondeck presented outgoing mayor, Jack Brosh, with a service award and thanked him for his time on the council.

Councilmember Stephanie Lloyd took the Oath of Office.

Mayor Brandon Voit took the Oath of Office and accepted the gavel from Gondeck.

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

Motion carried, unanimous.

Motion by Gondeck, seconded by Lloyd, to approve the consent agenda.

- Approve minutes of December 3, 2024.
- Approve minutes of December 20, 2024.
- Approve City of Foley Audit Proposal – Schlenner & Wenner.
- Approve sale of #0602 – Chevrolet ½ Ton 4 Wheel Drive Pickup with snow plow.
- Approve payment of bills.

Motion carried, unanimous.

Mayor's Comments and Open Forum

Debra Olson, 600 Dewey Street, addressed the council and stressed the importance of community engagement and citizen involvement. She also reminded the council of their responsibility to the citizens and to listen respectfully to different opinions. She also suggested the city consider open a municipal liquor store and/or cannabis shop as possible revenue options.

City Council Request to Review Charges – 11/26/24 Natural Gas Leak

The resident did not attend the meeting to make their request to the council. No discussion took place and no action was taken.

2025 Annual Appointments – Discuss and Approve

Sarah Brunn, City Administrator, gave an overview to the council. Staff has reached out to

individuals for yearly re-appointments. She reminded the council that if people are interested and contact City Hall they can be appointed at any time. Discussion and questions followed.

Brunn stated the appointments are only for existing members. There are still open positions available. Brunn also explained the Library Board has a current member that needed to be rotated off, but since no one has stepped forward to volunteer for the position the city has allowed the current member to remain on the board. The city has posted communications asking for volunteers for the open positions on the many communication outlets. Discussion and questions continued.

The discussion shifted to councilmember assignments. Voit will be assigned to the Benton Economic Partnership (BEP), and Mathiowetz will move to the Personnel Committee.

Motion by Gondeck, seconded by Swanson, to approve the annual appointments list as presented in the council packet.

Motion carried, unanimous.

Official Newspaper: Benton County News
Official Process Server: Benton County Sheriff

Health Officer: Integracare Clinic, Foley – Shana Nelson, NP
Health Board Members: Charlotte Monroe, Jeannie Rajkowski

City Engineering Firm: Short Elliott Hendrickson, Inc.
City Attorney: Rinke-Noonan
City Building Inspector: AllSpec Services
City Auditor: Schlenner & Wenner

Benton Economic Partnership – City Administrator & Brandon Voit
Board of Equalization: Authority directed to Benton County.
Acting Mayor: Jeff Gondeck (2025)

Official Depository: City Administrator - approve the depositories for City Funds (Frandsen & Falcon Bank)

Approve Collateral & City Investments: *City Administrator* - approve the collateral and authorize investment of City funds per state statute.

Approve bonding of the City Administrator – annual renewal

Emergency Manager: Foley Police Chief
Gilmanton Joint Planning Board: Jeff Gondeck, Gary Swanson

Library Board (5 Members, 3 Year Term)

2025-2027: Rosalie Musachio, Deb Mathiowetz (council rep).

Dawn Magnuson's term was up beginning of 2024 but she is allowed to continue to serve until a replacement is found – cannot be officially re-appointed due to state statute limitations. No one else has expressed interest at this time.

Planning Commission (7 – 10 Members, 3-year terms, staggered, no majority of council)

2025- 2027: Bill Bronder

2025 - 2027: Rosalie Musachio

Economic Development Authority (5 Members, 4 year term) – 2 council, 3 at large

~No members currently up

Personnel Committee (2)

2025: Jeff Gondeck, Deb Mathiowetz

Staff authorized to initiate EFT receipts/payments – Sarah Brunn, Monica Shaw, Sara

Judson-Brown, Stacy Graham

Mayor's Comments & Open Forum

This item was mistakenly included on the agenda. No one spoke.

Department Reports

Police Department

Chief Katie McMillin gave an overview on the stat report for December and for the year as compared to last year's stats. The department responded to 357 calls in December. Equipment and speed violations were up. Theft calls were up. Harassment was down. Parking tickets were down. There were 63 more calls in December than from the year before. On Jan. 23, McMillin will give a presentation to the Girl Scouts on safety and also give them a tour of the department. Discussion and questions followed. McMillin stated the new squad will begin construction in February with estimated delivery in April.

Voit asked how many officers have been added since 2018. McMillin said the SRO was added in 2018 as a full-time position. Brunn confirmed the city has an open permanent part-time officer position and the SRO was the last full-time position added.

City Engineer

Jarod Griffith gave an update on the two design construction projects for next year. The plans about 80 % complete. He also shared that staff is still working through the in home site visits for the 2025 lead service project.

Public Works and Fire Department

Mark Pappenfus, Public Works Director, presented Payment Estimate #24 for \$205,596.21 from Bolton & Menk for work completed through Dec. 27 and recommended for approval. The dollar amount includes a portion of retainage. The project is at 95% completed. He stated that most of the punch list items are complete. There is still some computer programming needed on St. Cloud's end. The system is working well.

Motion by Voit, seconded by Mathiowetz, to approve Payment Estimate #24.

Motion carried, unanimous.

Discussion and questions followed. Swanson asked about the timeline to decommission the sewer pond. Pappenfus stated the engineers have submitted a decommission plan to the MPCA who must review and approve the plan before the city can move forward. He said the hope was the decommissioning could be completed by the spring of 2026.

Administration

Brunn updated the council on several items. The new mics and equipment to update the sound system for the council room was ordered. The hope is to have the equipment installed in the next couple months.

She also gave an overview of the proposed contract from the Tri-County Humane Society and asked for council direction. There are some changes to the new contract including another price increase. The city paid \$1,425 in invoices last year. It would have been more by five animals that were dropped off were reclaimed by the owners. The concern from staff is that more and more animals are taken to the shelter that the city must then pay for. Tri-County no longer asks residents for a portion of the fee and the city must pay the full amount each time an animal is brought in increasing city costs. Brunn said she spoke to the city attorney and the city isn't under an obligation to have a contract with the shelter, but does have an obligation to house dangerous dogs in a bite situation. Brunn said she asked Tri-County if the city could continue to use their services without a formal contract. She was told by the director that there would then be a 3-4 week waiting period and residents wanting to drop off animals would be told to contact city hall or the police department. Brunn also said that Tri-County even with a new contract would not confirm if the animal was actually found in city limits or in the county before accepting which could result in billing disputes. There aren't a lot of options for other shelters. Brunn said she didn't want the city to be in charge of its own shelter. The council will take a couple weeks to think about what they wish to do with the contract.

Discussion and questions followed. Mathiowetz expressed support for requiring residents to license their cats. Brunn suggested if a new contract was signed with Tri-County to put a cap in the budget and once it's reached then the city would no longer pay for additional animals. Gondeck stated he didn't support using city services to take animals to the shelter.

Old Business

No old business.

New Business

Voit addressed the council to discuss meeting times and workshop sessions. He suggested holding a 30-minute workshop prior to regular council meetings in hopes that would shorten the meeting times. Gondeck asked if that would be prior to every meeting or only as needed. Discussion and questions followed regarding the value of the workshops and when they would be appropriate to schedule.

Voit stated he believed regular workshops would encourage council members to bring up additional items or ask about certain topics above and beyond the regular council meeting agenda. It would give the council more time to discuss topics and find out what else is going on. There's a lot to be said about doing more than the status quo.

Brunn asked if it would be possible to reserve a spot on the agenda before or after the meeting for workshops. More discussion and comments followed. Brunn suggested using the 2nd meeting of the month time slot for workshops. Sometimes the EDA meets on those dates so it would be something to keep in mind. The council decided to leave it as is and have the workshop as an agenda item.

Discussion turned to community engagement. Voit expressed an interest in getting more input from residents and finding out how other cities do engagement.

Brunn said that when the city has done engagement sessions it's usually to work with existing events such as Party in the Park. It's hard to get people to come on a separate day. More discussion and questions followed.

Mayor's Comments & Open Forum

No one spoke.

Motion by Gondeck, seconded by Mathiowetz, to adjourn.

Motion carried, unanimous.

Meeting adjourned 6:30 p.m.

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

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – January 21, 2025

The Foley City Council held a closed session at 5:30 p.m. on Jan. 21, 2025, at Foley City Hall in order to conduct the performance review of the City Administrator. The regular open meeting was convened at 6 p.m.

Members Present: Councilmembers Jeff Gondeck, Deb Mathiowetz, Gary Swanson, and Brandon Voit.

Members Absent: None

Brandon Voit convened the regular public meeting at 6 p.m. and stated for the record that the City Administrator's performance review was completed and found to be satisfactory.

The pledge of allegiance was recited.

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

Mathiowetz asked if items 7 and 8 on the agenda could be swapped as she needed to leave the meeting early.

Motion by Voit, seconded by Lloyd, to swap items 7 and 8 on the agenda.

Motion carried, unanimous.

Consider Approval of Site Plan for Foley Family Restaurant

Brunn gave an overview to the council. The Planning Commission discussed the site plan for the Foley Family Restaurant at their meeting last Monday and are recommending approval of the proposed sketches. It is a small breezeway on the front of the entrance to the restaurant. No significant change in drainage or parking. Staff has no concerns and Planning approved it with no conditions.

Motion by Mathiowetz, seconded by Gondeck, to approve the site plan.

Motion carried, unanimous.

Topics of Discussion/Goals/Priorities – Review and Discuss

Voit introduced the topic to the council. This is a continuation of the discussion from the last meeting of what other topics need to be discussed as a group in a workshop session. Some of these topics are forward thinking and may not require action for years to come.

Gondeck stated he'd like to hear from the Police Department and Public Works on their priorities first as citizens.

Mark Pappenfus, Director of Public Works, stated he'd like to see the city grow their tax base and find some way to help keep taxes in line. He also said he'd like to expand items for the community.

Chief Katie McMillin agreed that the city should work to expand their tax base with new housing. For the department, she said given the increasing call volume more staff will be needed. The pool is a good attraction, but adding a waterpark would also be nice. If you bring in attractions, more people will come to visit and support other businesses while they're in town.

Voit asked for the council and staff to do more forward goal planning and focus on the growth of the city and look at where we're heading. What do we want and how do we prioritize? Housing development is important as it will help with taxes. We have a proposal on the table for development. We could ask for another RFP now that we have more time and we're not so rushed.

Voit asked the council to discuss the Southside housing project. Discussion and questions followed. Swanson said he saw the development as a priority. Swanson asked if Public Works, Fire, Police Departments would require additional buildings in the next 2-3 years. Discussion turned to city building needs such as a new Public Works building and more space for the Police Department. There is also an item in the budget for a City Hall remodel in order to add an office this year.

Brunn explained a formal facilities plan would look at the needs of all the departments and how they would need to grow as the city population grows over the next decade or more. The council had previously tabled the discussion on developing a formal facilities plan due to the cost. Voit said that with the growth of the city a facilities plan should be part of the discussion sooner than later. More discussion and questions followed.

Gondeck stated with the housing development the council needs to decide what is the city willing to do to help the process more forward? We can't give away the farm. Discussion continued. Gondeck agreed with sending out another RFP for the Southside development. Lloyd agreed. Discussion continued.

Gondeck stated his biggest concern is the WAC/SAC fees. He didn't think the city should budge on those since the project still needs to be paid for. He would be open to TIF financing. The council should also look at their parking ordinances. Information from staff says there has been interest in downtown properties, but the parking ordinances are a hindrance to getting new development. Swanson agreed. Discussion continued. Voit agreed the council should look at how the downtown parking ordinances could be modernized. The council agreed this would be a good topic to explore. Discussion continued.

The discussion turned to the industrial park and industry in general. Gondeck stated that industry goes hand in hand with housing and asked what would the council be willing to do? Voit said he thought that TIF could play a huge role with industrial development. A letter of intent from a manufacturer would allow the city to apply for grants to help with infrastructure. Voit also stated the city's collaboration with the Benton Economic Partnership (BEP) was also very helpful. Tax

abatement could also be another option for the industrial park. Brunn added that some grants are tied to the bonding bills so that means state legislators need to constantly hear from the council and staff. The state can sometimes go more than two years without passing a bonding bill. Discussion and questions continued. Questions followed regarding infrastructure for the industrial lot. A letter of intent would be preferred first step. Unknown if the city can do design work before applying for a grant. Brunn said she would look into it.

Voit stated with the TIF districts some buildings might be too far gone to repair and it might be better to rebuild completely.

Swanson asked if the new well project would begin in the near future. Pappenfus confirmed that was the plan. The funding is pending. Voit added he saw this project as a priority. Brunn said the rate study will help. The priority list at the state keeps growing. State mandates are tough.

Foley's 125 Year Anniversary

Discussion turned to the 125th year anniversary. Brunn asked the council for their thoughts. A few ideas: fireworks, invite the sister city of Colstrip, MT, to Foley. Staff will work with the Civic Group. Brunn asked the council's interest in a possible council panel event for Q&A during Foley Fun Days. Voit expressed support for an informal council panel or game idea. Discussion and questions continued regarding fireworks.

Animal Shelter Contract

Discussion turned to the dog/cat shelter agreement – shelter vs. rescue. Mathiowetz visited Ruff Start in Princeton. There is also an animal impound in Milaca. Ruff Start does not think they'd be interested. Mathiowetz suggested trying to negotiate with Tri-County. Swanson said the city will have to budget more. Brunn will try to work with Tri-County and come back with contract to review. The city can push more communication and education on licensing dogs. Discussion and questions continued.

Mathiowetz had to leave the meeting early.

Park and Recreation Improvements

Discussion on priority items that would rank high among citizens. Pickle ball and tennis court resurfacing will be finished this spring. Residents want more trails and connections. Brunn asked the council for more ideas and priority list.

Gondeck indicated we have good parks and trails. What do we want for the future? Gondeck suggested a municipal cannabis and liquor store to help with revenue. Foley used to have a municipal liquor store. Discussion and questions continued. Brunn added that Sauk Rapids has brought in a lot of revenue with money from their municipal. Swanson expressed support for off-sale municipal liquor. Voit added that Sauk Rapids net profit for their municipal liquor store in 2023 was over \$800,000. The funds could be used for upgrades, equipment, and parks and trails. Brunn suggested a municipal liquor/cannabis store could be located in the new industrial park area. Discussion and questions followed. The council expressed support for staff to research what it would look like. Discussion continued. Brunn said there are still a lot of questions the

state has to answer on the cannabis regulations. Voit said he would put this in the top five in priorities to at least explore the idea of a municipal liquor/cannabis store in the future.

Discussion turned to other park issues. There is some older equipment that should be removed. Gondeck said he'd like feedback from residents on what they would like to see improved or changed in terms of the parks. Swanson said there is definitely some equipment that should be replaced. Brunn asked if staff should take down old equipment if it will take a year to replace it? Council agreed that issue should be discussed further.

Media and Live Council Meetings

Brunn shared that the new mics for the council room have been ordered. She recommended waiting for the mics to be in place before doing a live broadcast of the council meeting. Brunn stated her main concern with the live broadcast is you need people to run it. Staff will need to research how to make that happen.

Benton County New Building

Gondeck stated that the city should support Benton County with their plans to build a new building. Voit agreed as it will benefit the city. Discussion and questions continued. Brunn added that the county is getting ready to launch their community engagement sessions to get more feedback from the public on their new facility. The new building is a push by the county to get more employees working on site instead of remotely. This will benefit the city by having more people working in the downtown area.

Four-Way Stop

Swanson added that a problem he's heard about is the need for a four-way stop at the post office. Brunn explained that it is a county road so the city would not be able to make that decision to add the four-way stop. Discussion and questions continued. Brunn said staff could reach out to the county to see if they would consider it. It's been brought up before.

Other City Needs

Gondeck asked as the city grows what additional needs will the Fire Department have? Pappenfus said as apartment buildings get taller a ladder truck would eventually be needed.

Brunn asked if the council was supportive of Public Works moving to the gray storage shed area and City Hall and the Police Department staying in the same building. Council agreed. Discussion and questions continued on city facilities.

Vacant Houses

Discussion turned to the issue of vacant houses that are not being marketed. Sauk Rapids is buying old houses and redeveloping the land. Topic turned to budgeting for possible facilities plan. Discussion and questions about other priorities.

Community Feedback/Engagement

Lloyd expressed interest in getting a survey for community feedback. Voit agreed and would like to see a community engagement event.

Lion's Park Pond

Gondeck said the Lion's Park pond decommissioning and what's next should be a priority. Still waiting for state to approve plan for decommissioning.

City Staffing and Other Issues

Brunn asked the council for thoughts on other department needs such as staffing, equipment, space, and technology.

Housing Project

Brunn asked the council for next steps on housing. Voit said next step is to figure out the RFP – reject the current. There was discussion to simplify the RFP and put it out again. Suggested another discussion with the council and the attorney. Discussion and questions continued.

Council Training

Brunn gave an overview of annual council training. Foley is a statutory A city. The city administrator and staff takes care of day-to-day things. The mayor has limited authority on making decisions on own. Council provides direction on goals and priorities and delegate to staff to carry out things. Mayor can call an emergency meeting. The city has a communication plan. Enterprise funds such as water/sewer must be self-sustaining. The budget is prepared as a draft at the staff level and reviewed in the summer. A preliminary levy is approved in September and approved in December. Special meetings require a three-day notice unless emergency meeting. The official posting is at City Hall. The rules for remote attendance are different. You can attend remotely, but not all the time. You have to do roll-call vote if members are attending remotely. You have to disclose where you are calling in from (e.g. hotel). Do not respond "Reply All" to emails. You can't conduct business outside of a council meeting. Staff can help communicate to all the councilmembers if you want to share info with the entire council. The mayor controls the meeting. The council does not have to allow for public comments during the meeting. The attorney recommends limiting time and topics for public comments. It's recommended that council doesn't respond to comments during open forum. Brunn explained the difference between motions, resolutions, and ordinances. Brunn explained conflict of interest. Council should not accept gifts over \$5. The council will not always agree on the final decision, but should always respect the individuals and decisions of the council. Brunn encouraged the council to check out the resources through the League of Minnesota Cities.

Old Business

None

New Business

New workshop topic for Feb. 4 meeting. The housing RFP at this meeting.

Mayor's Comments & Open Forum

Debra Olson, 600 Dewey Street, addressed the council about the complaints she has about the parking. She believes the city doesn't follow state statutes. Drivers are not supposed to park up to the crosswalks.

Motion by Gondeck, seconded by Swanson, to adjourn.

Motion carried, unanimous.

Meeting adjourned 7:50 p.m.

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

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA
RESOLUTION 2025 - 01

A RESOLUTION PROVIDING FOR TRANSFERS BETWEEN FUNDS

WHEREAS, in conjunction with closing the books for 2024, transfers need to be accomplished; and

WHEREAS, funds are proposed to be transferred to be incorporated into the equipment and streets funds as budgeted;

WHEREAS, funds are proposed to be transferred from enterprise funds to debt service funds as budgeted;

WHEREAS, funds are proposed to be transferred to provide an interfund loan to the fire department from the expendable trust fund;

NOW THEREFORE BE IT RESOLVED that the Foley City Council hereby approves the following transfer to be incorporated into the 2024 audit report.

1. Transfer \$375,000 from General Fund (Fund 100) to Equipment Fund (Fund 425).
2. Transfer \$150,000 from General Fund (Fund 100) to Streets Fund (Fund 410).
3. Transfer \$20,000 from Water Fund (Fund 601) to 2008 (2012) Refunding Bond Fund (Fund 208).
4. Transfer \$63,000 from Sewer Fund (Fund 602) to 2008 (2012) Refunding Bond (Fund 208).
5. Transfer \$10,000 from Water Fund (Fund 601) to 2015 Bond Fund (Fund 215).
6. Transfer \$10,000 from Sewer Fund (Fund 602) to 2015 Bond Fund (Fund 215).
7. Transfer \$38,000 from Water Fund (Fund 601) to 218 Bond Fund (Fund 218).
8. Transfer \$27,000 from Sewer Fund (Fund 602) to 2018 Bond Fund (Fund 218).
9. Transfer \$40,000 from Fire (Fund 699) to Expendable Trust (Fund 609).

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 4th day of February, 2025.

Brandon Voit, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

BILLS LIST 2-4-2025

Gross Salaries - Bi-Weekly & Semi-Annual	Payroll - 1/10/25	\$75,124.07
EFTPS	Federal Withholding	\$13,978.26
MN Dept of Revenue	State Withholding	\$2,138.67
State Treas. PERA	PERA	\$7,670.17
Nationwide	Deferred Comp	\$1,230.51
Pacific Life Ins	Roth IRA	\$90.00
Health Equity	HSA Contribution	\$1,990.08
MN Dept of Human Services	Child Support Garnishments	\$329.48
Gross Salaries	Payroll - 1/24/25	\$39,190.81
EFTPS	Federal Withholding	\$7,400.12
MN Dept of Revenue	State Withholding	\$1,624.10
State Treas. PERA	PERA	\$7,509.57
Nationwide	Deferred Comp	\$1,244.03
Pacific Life Ins	Roth IRA	\$100.00
Health Equity	HSA Contribution	\$1,990.08
MN Dept of Human Services	Child Support Garnishments	\$329.48
LELS	PD Union Dues	\$219.00

Already Paid 2/4/25

TOTAL **\$0.00**

To Be Paid 2/4/25

ALLSPEC	01/25 INSPECTION FEE'S	\$717.30
AMERICAN LEGION	FFD ANNUAL BANQUET	\$1,399.49
ARROW BUILDING CENTER	BOBCAT TRAILER MAINTENANCE	\$155.34
AUDIO VIDEO EXTREMES	ADDITIONAL EQUIPMENT (COUNCIL ROOM AUDIO UPGRADE)	\$4,759.35
AUTO VALUE	2201 VEHICLE MAINT/PW SHOP EQUIP & VEC MAINT	\$97.22
BENTON COUNTY HIGHWAY DEPT	12/24 FUEL	\$1,446.80
BOLTON & MENK	WASTE WATER EXPANSION	\$31,920.00
BRAUN INTERTEC CORPORATION	2025 STREET IMP	\$4,752.50
BRITE	POLICE CAMERAS - PUBLIC SAFETY \$\$ OUT OF CIP	\$41,505.00
CENTRAL MCGOWAN INC	O2	\$14.12
CENTRAL MN MUTUAL AID ASSOC	FD DUES 2025	\$50.00
CINTAS CORPORATION	UNIFORMS	\$489.10
CITY OF ST. CLOUD	2025 CMWEA MEMBERSHIP FEE DUES	\$220.00
CITY OF ST. CLOUD	ST CLOUD METRO FORCEMAIN DESIGN	\$4,917.38
CITY OF ST. CLOUD	ST CLD WW TREAT CHARG - NOV 24&DEC 24 DEBT SERVICE&CAP (\$58,831.56
CIVIC SYSTEMS, LLC	CIVIC SYSTEMS (CASELLE) SUPPOT - FIRST 1/2 2025	\$4,824.00
COBORNS, INCORPORATED	MISC OFFICE SUPPLIES	\$48.45
DSC COMMUNICATIONS	RADIO EQUIP	\$115.00
EAST CENTRAL ENERGY	01/25 UTILITIES	\$2,025.61
FERGUSON WATERWORKS #2518	WATER METER REPLACEMENT	\$10,527.89
FIRST NATIONAL BANK OF OMAHA	01/25 CC INVOICES - CH, FD POSTAGE, NEW HOLL	\$541.05
FOLEY HARDWARE	CITY HALL MAINTENANCE,FD MISC SEWER MAINT	\$94.52
GALLS, LLC	PD UNIFORM	\$578.80
GEISLINGER AND SONS, INC.	WW EXPANSION PAY APP 25	\$245,542.22
HANDYMANS INC	INDOOR THERMOMETERS	\$43.96
HAWKINS, INC.	WELL # 5 CHEMICALS	\$1,482.81
HEALTHPARTNERS	01/25 PD MEMBER & NON-MEMBER EAP DAT	\$21.00
HIGHWAY 23 COALITION	2025 ADVOCATE MEMBERSHIP HWY 23 COALITION 12-31-25	\$1,500.00
IIMC	2025 ANNUAL MEMBERSHIP FEE	\$195.00
JERRY LIN N	2024 CHRISTMAS LIGHTS WINNER	\$100.00
JM TRUCK & TRACTOR REPAIR	FD UNIT 2 MAINTENANCE	\$1,108.00
K&K TIRE & AUTO CENTER INC	2019 CHEV TAHOE OIL CHANGE	\$84.87
LAKE REGION FIREFIGHTER ASSOC.	2025 LAKE REGION DUES	\$40.00
MACQUEEN EQUIPMENT	SEWER VAC TRUCK NOZZLE REPAIR	\$175.02
MARCO INC	1/25 COPIER LEASE	\$299.03
MN DEPT OF NATURAL RESOURCES	WATER PERMIT INVOICE 1978-3348 2024	\$315.79
MN DEPT OF PUBLIC SAFETY	POOL HAZMAT FEE	\$100.00
MN DEPT OF REVENUE	12/24 WATER SALES AND USE TAX	\$415.00
MN GOVT FINANCE OFFICERS ASSOC	2025 MGFOA MEMBERSHIP RENEWAL	\$70.00
MN PUBLIC FACILITIES AUTHORITY	WW LOAN INTEREST MPFA-CWRF-L-001-FY23	\$121,500.37
MOTOROLA SOLUTIONS, INC.	SQUAD CAM EQUIP	\$220.00
NORTHLAND SECURITIES INC	CONTINUING DISCLOSURE - 218	\$550.00
RINKE-NOONAN	ARPA FUNDS - GEN LEGAL, ECE FRANC, GEN LGL	\$2,743.50
RMB ENVIRONMENTAL LABORATORIES	MONTHLY WATER ANALYSIS/ SC WWTP SAMPLING	\$443.96
SHIFT TECHNOLOGIES, INC	12/24 ANTISPAM/CH,PD IT	\$3,740.43
SHORT ELLIOT HENDRICKSON, INC	2025 LEAD SERVICE/2025 STR IMP/ SOUTHSIDE HOUSING	\$59,437.41
SILT SOCK INC - TIF	SILT SOCK PRIN & INTER	\$24,543.94
SUN LIFE FINANCIAL	1/25 LTD INS	\$332.64
TRI-COUNTY HUMANE SOCIETY	10/24-12/24 ANIMAL SURRENDER	\$450.00
TRIMARK MARLINN, LLC	CITY HALL SUPPLIES	\$434.84
USABLE LIFE	2/25 LIFE INSUR	\$297.00
VERIZON	01/25 FD/SWS/PD CELL PHONE	\$816.80
VOSS LIGHTING	STORAGE SHED LIGHT REPLACEMENT	\$1,583.91
XCEL ENERGY	01/25 UTILITIES	\$9,408.08
ZARNOTH BRUSH WORKS INC	906 CAT TRAIL BROOM REPLACEMENT	\$693.00

Total **\$810,877.49**

Site Plan Review

Prior to any building permit issuance involving new development or alteration of multi-family, commercial, industrial, or non-residential structures, a site plan review must be applied for at City Hall.

The site plan review is approved in one of two ways: reviewed by the Planning Commission and approved by the City Council or administratively approved by the Zoning Administrator.

A site plan can be approved administratively by planning staff if they comply with all of the following conditions:

1. The development will not cause an increase in need for parking spaces.
2. The existing development is in compliance with all zoning or other regulations.
3. The proposed development will not change the drainage patterns.

Information Required for a Site Plan Review

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- One copy of the full-scale Plan Set, One 11x17 Copy of the Plan Set. One Digital 11x17 copy.
- Certificate of Survey – same submittals as full-scale plan (one full, one 11x17, one digital).
- Other necessary information as required by the Zoning Administrator.
- Plan Set Materials
 - Building Location and Dimensions
 - Adjacent Roadways and Proposed Entrances
 - Grading Plan
 - Drainage Plan
 - Utility Plan
 - Parking Layout
 - Landscape/Tree Plan
 - Easement Locations
 - Snow Storage Area
 - Elevations and Proposed Materials
 - Lighting Plan (exterior only)

Process for Approving Site Plan

Step 1: Schedule a pre-application meeting with the Zoning Administrator to go over preliminary site plans and proposal. At this meeting, staff will determine if the application meets the criteria to approve administratively or if public meetings are required.

Step 2: Applicant submits application, and required information (see list above).

Step 3: Staff will review the submission and make a determination of whether the application is complete. Staff has up to 15 days to determine if additional information is needed and will notify applicant if additional information is needed. If an application is deemed incomplete, the 60-day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. The 60-day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

Step 4: Once a complete application has been received, the Zoning Administrator will send the request to all relevant review agencies for comment. Agencies include the city engineer, public works director, fire chief, building official, city attorney, county and state transportation departments, etc. *If staff determines administrative approval criteria are met, skip Steps 5 through 8.

Step 5: Staff will place the item on the next available Planning Commission meeting. Applications must be received 10 business days before the meeting to provide time for agency review.

Step 6: The Applicant or their representative attends the Planning Commission meeting. The Planning Commission shall consider if the proposed use is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. They will measure the request against the criteria stated above. At this time the Planning Commission at their discretion may ask the Applicant or their representative to speak to their request. They may also allow testimony for citizens in favor or against the request.

Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting.

Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.

Additional Information

Planning Commission, is an appointed board of community residents/business owners. Meetings are held the first Monday of the month at 6:30 pm in the Council Chambers at City Hall.

City Council meets the first Tuesday of the month @ 5:30pm.

**Keep in mind, some requests require additional processes such as conditional use permits, variances, etc., in which public hearings are necessary and could increase the time between the planning and council meetings to allow for proper publication.*

Additional information can be obtained or a preliminary meeting with staff scheduled by calling the City of Foley at 320-968-7260 or check us out online at www.ci.foley.mn.us.

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

ORDINANCE NUMBER 492

AN ORDINANCE AMENDING THE CITY OF FOLEY'S ZONING ORDINANCE TO
ALLOW FOR AN ADMINISTRATIVE SITE PLAN REVIEW PROCESS

WHEREAS, the City of Foley wishes to amend its Zoning Ordinance by making revisions to Sections 4, 14, 15, 16, 17 and 18 of the Zoning Ordinance; and

WHEREAS, the City of Foley issued a public hearing notice regarding this ordinance amendment and said public hearing was held on February 4, 2025.

NOW, THEREFORE, the City of Foley ordains as follows:

Section 1. The following additions shall be made to Section 4 of the City of Foley's Zoning Ordinance:

Subdivision 2: Definitions

Site Plan Review. Prior to any building permit issuance involving new development or alteration of multi-family, commercial, industrial or non-residential structures, a site plan review must be applied for at City Hall.

The site plan review is approved in one of two (2) ways: reviewed by the Planning Commission and approved by the City Council or administratively by the Zoning Administrator. A site plan can be approved administratively if they comply with all of the following conditions:

- A. The development will not cause an increase in need for parking spaces.
- B. The existing development is in compliance with all zoning and other regulations.
- C. The proposed development will not change the drainage patterns.

Section 2. The following amendments shall be made to Section 14 of the City of Foley's Zoning Ordinance:

The zoning ordinance shall be revised with insertions depicted with underline and deleted language by ~~striketrough~~:

Subdivision 6: Site Plan - Certificate of Survey

Prior to the issuance of a permit for any building with a foundation, a site plan for the property must be approved by following the site plan review process. ~~the City Council after review and recommendation by the Planning Commission.~~

Section 3. The following amendments shall be made to Section 15 of the City of Foley's Zoning Ordinance:

The zoning ordinance shall be revised with insertions depicted with underline and deleted language by ~~striketrough~~:

Subdivision 6: Site Plan - Certificate of Survey

Prior to the issuance of a building permit for any building within a B-1 District, a site plan for the property must be approved by following the site plan review process. ~~the City Council after review and recommendation by the Planning Commission.~~ ~~The site plan must contain at a minimum the following:~~

Section 4. The following amendments shall be made to Section 16 of the City of Foley's Zoning Ordinance:

The zoning ordinance shall be revised with insertions depicted with underline and deleted language by ~~striketrough~~:

Subdivision 6: Site Plan - Certificate of Survey

Prior to the issuance of a building permit for any building within a B-2 District, a site plan for the property must be approved by following the site plan review process. ~~the City Council after review and recommendation by the Planning Commission.~~ ~~The site plan must contain at a minimum the following:~~

Section 5. The following amendments shall be made to Section 17 of the City of Foley's Zoning Ordinance:

The zoning ordinance shall be revised with insertions depicted with underline and deleted language by ~~striketrough~~:

Subdivision 6: Site Plan - Certificate of Survey

Prior to the issuance of a building permit for any building within a I-1 District, a site plan for the property must be approved by following the site plan review process. ~~the City Council after review and recommendation by the Planning Commission.~~ The site plan must contain at a minimum the following:

Section 6. The following amendments shall be made to Section 18 of the City of Foley’s Zoning Ordinance:

The zoning ordinance shall be revised with insertions depicted with underline and deleted language by ~~striketrough~~:

Subdivision 6: Site Plan - Certificate of Survey

Prior to the issuance of a building permit for any building within a I-2 District, a site plan for the property must be approved by following the site plan review process. ~~the City Council after review and recommendation by the Planning Commission.~~ The site plan must contain at a minimum the following:

Section 3. 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 ORDINANCE AMENDING THE CITY OF FOLEY’S ZONING ORDINANCE TO ALLOW FOR AN ADMINISTRATIVE SITE PLAN REVIEW PROCESS”

The ordinance amendment incorporates an administrative site plan review process.

Approved this 4th day of February, 2025.

ATTEST:

Brandon Voit, Mayor

Sarah A. Brunn, Administrator



November 20, 2024

Dear Municipal Administrator,

Tri-County Humane Society's animal impound partnership with local municipalities positively impacts the health, safety, and well-being of all members of our shared community. Thank you for seeing the importance of this partnership for the welfare of both pets and people. We look forward to our partnership with you in 2025.

We understand how important reliable, effective, and efficient impound services are for you and the people you serve. We take pride in the services we provide and strive to continuously add process improvements. Below are a few updates to our services and fee schedule that we would like to highlight as we move into the new contract year:

1. To make things more efficient for both you and our staff, rather than calling, we will inform designated authorities via email within 24 hours of an animal's impoundment with the location found and animal information. Should you wish to dispute an animal impoundment (i.e. found location is outside of your jurisdiction), please email csm@tricityhumanesociety.org within the animal impound holding period.
2. We have added an additional fee of \$500 for all bite quarantines. We would encourage you to follow the State of Minnesota guidelines and only require quarantines for animal-on-human bites, not animal-on-animal bites, and for animals with a known owner, that you allow them to quarantine in home or at their own veterinary clinic rather than bringing them to us.
3. Animals birthed within the holding period of an impounded animal will be added to that animal's intake and billed accordingly.
4. See new fee structure for provided services.
5. Trap, Neuter, Return (TNR) and Return To Field (RTF) programs have become widely accepted as an effective means of managing feral community cat colonies world-wide. Rather than impoundment, TCHS will be offering Return to Field (RTF) services to people struggling with outdoor feral community cat colonies on their property. This will include spaying/neutering, ear tipping, administering rabies and distemper vaccines, and returning the cat to their property. Cats may qualify if they are deemed feral, unsocial and healthy appearing. We will work with the person harboring the cats to arrange live-trapping and transportation to and from our shelter



when feasible. If you would like to learn more about our RTF services for controlling feral community cat colonies in your municipality, or if you thought your residents would like more information about using this program, please reach out to TCHS for more details. ***Please note:** If a feral cat is trapped whose ear has been tipped, it has likely already been through an RTF program and has an outdoor "home."

Please review the attached Agreement and sign and return it by mail or email to TCHS by December 31, 2024. Handwritten edits to this contract will not be accepted. If you have any questions regarding the contract, please reach out to me directly.

We appreciate your partnership as we seek to serve the people and animals of central Minnesota.

Sincerely,

Kari Boehmer
Customer Service Manager
(320) 252-0896 ext. 22
csm@tricountyhumanesociety.org



ANIMAL IMPOUND AGREEMENT

This agreement is between the municipality of City of Foley and Tri-County Humane Society, effective **January 1 - December 31, 2025.**

A. THE FOLLOWING IS MUTUALLY AGREED UPON BY THE PARTIES:

1. That Tri-County Humane Society (TCHS) agrees to:
 - a. Provide an appropriate animal shelter with competent staff to adequately and properly house and handle impounded animals. The shelter shall be open to the public to receive inquiries regarding lost or found animals or to reclaim animals seven days a week (excluding holidays) during the hours of noon to 6:00 pm on weekdays and noon to 5:00 pm on weekends apart from alternate hours due to inclement weather.
 - b. Receive and impound domestic companion animals found or legally seized within the municipality by the municipality's community service officer (CSO), animal control officer (ACO), or other authorized municipal representative during the shelter's operating hours.
 - c. Receive and impound domestic companion animals found and verified to be within the municipality by private citizens during the shelter's operating hours.
 - d. Notify via email all designated municipal personnel of animal impoundment within 24 hours of animal intake.
 - e. Hold stray animals for up to five business days per Minnesota State Statute and publicize them upon intake on www.tricountyhumanesociety.org.
 - f. Receive and offer bite quarantine services for animals without a known owner, or when the animal's owner is unable to provide such services. Animals will be held on bite quarantine for 10 business days, plus 1 full business day to allow for reclaim by owner.
 - g. Receive and hold seized animals for up to 10 business days per Minnesota State Statute, or longer upon request of a person claiming an interest in a seized animal, which request must be made within ten days of the date of seizure, TCHS agrees to hold seized animals for an extended period as deemed necessary per fee schedule below.
 - h. Perform humane euthanasia as deemed necessary by TCHS' licensed veterinarian.
 - i. Provide proper and adequate shelter, food, water, and other humane care treatment for impounded domestic animals.
 - j. Assess all impounded animals, vaccinate and de-worm all dogs and cats upon intake when feasible, and provide additional veterinary care within the shelter's capacity as necessary.
 - k. Handle all inquiries that are received by TCHS in respect to the impounded animals, keeping a log of lost and found reports and cross-referencing each list regularly to facilitate reclaims.
 - l. Assume ownership for unclaimed impounded animals beyond the times provided in this contract (i.e. on the 1st day after stray or safekeeping hold is complete or on the 2nd day after a bite quarantine is complete.)



m. Invoice the municipality clerk quarterly (April, July, October, January) for impounded animals not returned to their owner per the schedule below.

2. That the municipality agrees to:

- a. Deliver seized animals within the municipality to TCHS.
- b. Seek alternative veterinary care for animals if it is deemed beyond the capacity of TCHS or agree to humane euthanasia if deemed necessary by TCHS licensed veterinarian.
- c. Provide a list of names and email addresses of those who will be notified of animal impound within 24 hours of impoundment.
- d. Notify TCHS within the legal holding period of 5 business days for stray animals or 10 business days for seized animals of any intake disputes.
- e. Pay TCHS quarterly within 30 days of receiving invoice for impound services per detailed fee schedule.
- f. Pay a \$30 late fee to TCHS for any payments received after the listed payment date.

B. FEE SCHEDULE*

1. Stray animals held for up to 5 business days: \$100 per animal (see cap on litters below)
 - a. Additional \$20 per day beyond the 5-day holding period
 - b. Stray litters (3 or more) of puppies, kittens, or other animals under 10 weeks of age will be capped at \$250
2. Seized Safekeeping or Bite Quarantine animals held for up to 10 business days: \$200 per animal
 - a. Additional \$20 per day beyond the 10-day holding period
 - b. Additional \$500 surcharge for animals needing bite quarantine
3. Holding and disposal of animals who are dead on arrival (DOA): \$75 per animal

*Owners reclaiming their pet within the stray or seized holding period will be charged the impound fee per the fee schedule. These animals will appear with a zero balance on your invoice.

C. TERM

1. The term of this Agreement shall begin on the Effective Date of January 1, 2025, and end December 31, 2025, unless terminated sooner in accordance with the terms of this Agreement.
2. Either party may terminate this Agreement for convenience at any time. Termination shall be effective at the end of the month following the party's receipt of thirty (30) days written notice to the other party.
3. Either party may terminate this Agreement if the other party is in breach of any material obligation contained in this Agreement, which is not remedied by the other party within ten (10) days of written notice.
4. The parties may voluntarily terminate this Agreement at any time by mutual agreement.
5. In the event of termination, the municipality shall only be responsible to pay for the services satisfactorily performed to TCHS to the effective date of termination, as described in the final invoice to the municipality.



6. Should any of the terms of this agreement need to be amended by Tri-County Humane Society, Tri-County Humane Society will provide a 30-day written notice.

IN WITNESS WHEREOF the Parties have caused this Agreement to be approved on the effective date above.

TRI-COUNTY HUMANE SOCIETY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY BILLING / CLERK CONTACT INFO

Clerk of Municipality: _____ Clerk Phone Number: _____

Clerk Email Address: _____

Billing Address: _____

Please list the names and email addresses of those who should be notified of animal impound intakes:

Name: _____ Email: _____



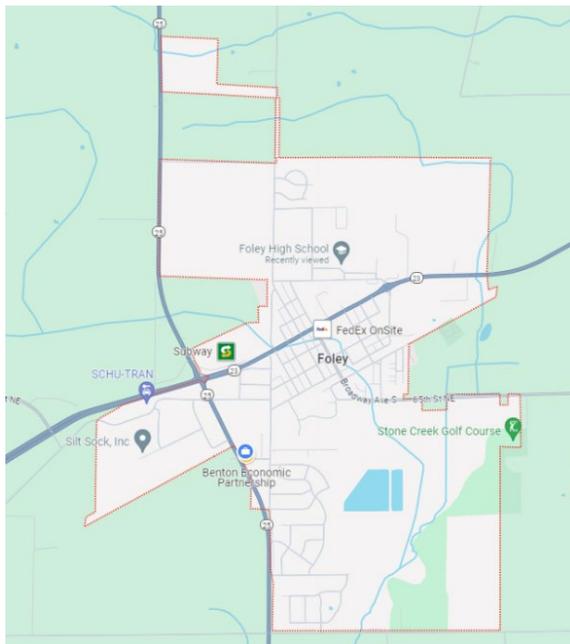
Request for Proposal for Single Family and Multi-Family Housing Development on City-Owned Land

The City of Foley (the “City”) is a thriving rural community with traditional family values located 50 minutes north of Minneapolis. It is the Benton County seat, centrally located in one of the original nine counties of the first territorial legislature.

Our diversified economic base, strong educational system, and many area recreational activities make the town a great choice whether you are looking to open a business, raise a family, or a new place to call home.

You’ll find us one hour from the northern lakes area of Brainerd, or, if big city life is what you crave, the Twin Cities and St. Cloud are only a short drive away. Highways 23 and 25 intersect in Foley, making travel in any direction easy.

Looking to stay close? We offer two city parks with playgrounds, a ball field, and park shelters, perfect for family gatherings. We also have a Municipal Swimming Pool, golf course, walking trails, and our historic movie theater! With so much to offer, our town is a great place to live and visit!



251 4TH AVE N
PO BOX 709
FOLEY MN 56329

320-968-7260 (p)
320-968-6325 (f)
www.ci.foley.mn.us

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Introduction

The City is exploring the potential sale and development of a portion of real property owned by the City consisting of approximately 23 acres (the “Property”). The Property is guided for residential development. As such, the City is requesting proposals (the “Proposals”) from a housing developer with experience in single-family and multi-family development in rural communities, coupled with professional management capacity or in partnership with a professional management firm. The Property will not be sold for speculative purposes. Proposals will be evaluated on a number of factors, including, but not limited to: (1) the best offer price for the Property; (2) the proposed increase in the City’s tax base as a result of the development; and (3) the quality of the development offered in the Property proposal.

The Property is located next to Stone Creek Golf Course and near other housing developments. The location is well suited for housing and should be well received by the general public and businesses.

The City, in collaboration with Benton County and Benton Economic Partnership, Inc., has invested in a housing study, conducted by Maxfield Research in 2023.

The housing study recommends, “[t]he study projects housing demand from 2022 through 2035 and provides recommendations on the amount and type of housing that could be built in Benton County and the individual submarket to satisfy demand from the current and future residents over the next decade and beyond. The study identifies a potential demand for about 3,800 new housing units.”

The City prides itself as a bedroom community for individuals and families who choose to live in Foley and work in nearby cities such as the City of St. Cloud.

About Foley

The City in Benton County, MN is located about an hour north of Minneapolis and just 18 minutes north of St. Cloud — offers families and retirees an opportunity to own a home for less than nearby major metros like the Twin Cities. Our median home value is just \$171,296 — well below the national average. Compared to the rest of the country, the City's cost of living is 13.6% lower than the U.S. average. The City has a strong economic base and many of Foley's residents have a college education and work in sectors like public administration and healthcare.

The three largest employers in Foley are Foley Public Schools (400 employees), Benton County (260), and Blow Molded Specialties (100).

Major roads are U.S. Trunk Highway 10, a four-lane divided highway connecting St. Cloud to the west and Mora to the west; and Minnesota State Highway 25, a two-lane secondary road running north and south from the city.

Market Feasibility Study

In 2023, Benton County engaged Maxfield Research and Consulting, Inc. to conduct a housing, market feasibility study for Benton County area housing supply and demand, completing an analysis of the area, conducting interviews with local housing professionals and implementing in-depth research on the local economy & demographics, Maxfield Research and Consulting, Inc. concluded the demand was divided between general-occupancy housing (65%) and age-restricted senior housing (35%). Our inventory of general-occupancy rental housing found a vacancy rate of under 2% indicating pent-up demand for rental units while senior housing properties posted a vacancy of just above 6% (at market equilibrium) however service-intensive product has elevated vacancies since the pandemic. The vacant lot

supply is low in most submarkets, whereas the Sauk Rapids and St. Cloud submarket have available lots in the short-term. As a result, new platted lots are needed immediately in most of the county. A copy of this study is available upon request.

Financial Incentives

The City is able to provide the following financial incentives to assist with the development of this project.

Land Subsidies

The City has offered reductions and land subsidies to housing developers creating housing that:

- Includes options for seniors or those 55+;
- Is moderate to higher density.

American Rescue Plan Act Funding

- Funding through the American Rescue Plan Act is available.

In July of 2021, the City received Federal funds through the American Rescue Plan Act (ARPA). The City (in partnership with Benton County) has purchased water and sewer infrastructure pipe for development in this area. In addition, the City has committed up to \$625,000 ARPA funds to assist with additional costs of development or redevelopment of new housing. The City recognizes the high cost and logistics challenges in the current development market; the ARPA funds are intended to fill financing gaps and enable the development of these housing units by providing funds to assist with the cost of sanitary sewer and water infrastructure. The City is interested in proposals that include residential development with as many housing units as possible targeting workforce; for the purpose of this RFP, the term “workforce” means unit rents that are no more than 30% of a household’s income that is 80% or less of the area median

household income, as published annually by Minnesota Housing Finance Agency (<https://www.mnhousing.gov/sites/multifamily/limits>)

Proposal Process

Objective for the Site

The City and the Foley Economic Development Authority are looking for an experienced rural housing developer for the 22-acre site in the City of Foley. The site is located adjacent to Stone Creek Golf Course (see Figure 2) and is owned by the City of Foley.

Proposals should include the following:

Identifying Information – A completed and signed letter which includes background information such as developer name, address, contact and key personnel.

Proposal Narrative with Conceptual Site Plan – A written and graphic summary of the proposed development, which shall include an explanation of how the proposed development is intended to be integrated into its surroundings and will support broad principles of neighborhood development. The City does not expect detailed design or architectural documents.

Statement of Qualifications – Include descriptions of relevant example projects completed within the past 5 years that are comparable in scope to the project, as well as financial capacity to ensure project success. Include references of previous clients/projects.

Development/Building Programming - including type, size, and mix of proposed dwelling units. Conceptual-level renderings

and/or preliminary elevations of proposed structures.

Budget and Pro Forma – Securing estimates from local companies is encouraged.

- Selected proposals must cooperate with the City to ensure compliance and reporting requirements of ARPA funding are met.
- Selected proposals must enter into a development agreement and are subject to requirements of city code.

Design and Architecture

Design Approval:

The design concepts submitted by the Developer will be reviewed by City consultants who will make a recommendation to the City Council.

Statement of Qualifications:

Please submit a statement of qualifications and portfolio samples for a project of this nature.

Construction & Architect:

Please provide the names of the proposed developer, architect and any and all contractors that you intend to work with on this project.

Site Plan

Development Size:

Provide a site plan showing units and unit counts, number of bedrooms and bathrooms, square footage of each room by type and approximate square footage.

Architecture & Site:

Please provide as much information as possible about proposed plans including site map, floor plans, parking plan, landscape & lighting plan, amenities and exterior and interior renderings. Also include a narrative outlining the proposed use of the Property.

Business Plan

Rates and Occupancy:

Please provide information related to your business plan for the development including expected average rent rate and occupancy, if applicable.

Property Management:

Please provide information about the proposed property management company.

Financial Qualifications:

Please include financial qualifications for the developer and the developer’s financial capability to complete the proposed development. Additionally, please include a proposed budget based on contractor estimates, sources and uses, and 15-year income projection.

Schedule:

Please include information on proposed timing information on the preliminary schedule, including timing for site plan development, regulatory approvals, and construction activities. Please also be sure to include timing for platting, construction, and buildout process.

Capital Structure and Financing:

Please include information concerning the proposed capital structure, including amount of cash equity contribution, and information concerning construction and permanent financing for the proposed project.

Offer of Payment

Please include an offer of payment for the Property, including all payment terms. The City may consider offers below market value. Any Proposal accepted below market value may be subject to business subsidy laws and agreements with the City. If the Property is conveyed to a Developer with a Purchase Agreement that is subject to a business subsidy agreement with the City, the City will also require a right of reversion in favor of the City upon the Property.

Additionally, please include a statement indicating how your proposal represents the highest price and/or highest value to the City in terms of direct or indirect financial, economic, or community benefits.

Proposed Incentive

Please provide a narrative of any proposed incentive, assistance, or discounts that you would seek from the City as part of the development, including whether you have the ability to pay for standard platting fees, trunk charges, parkland dedication fees, infrastructure costs, sewer and water connection fees, and any other development or construction fees or expenses.

No Press Release

The parties hereto expressly agree that there shall be no press release or other publicity originated by the parties hereto, or any representatives thereof, concerning the subject without prior consent of both parties.

RFP Process and Timeline

Process

Submit specific, sealed proposal outlining responses to each section below, along with a vision and qualifications to Sarah Brunn, City Administrator at City Hall. Proposals will be reviewed and presentations arranged for a short list of finalists.

Proposal must be received on or before the INSERT DATE

Proposals received after this date will not be considered.

Developers shall submit one (1) clearly marked written and one (1) electronic version (either via email or on a flash drive) of their proposal package (the "Proposal Package"). Proposal Packages must be received in one envelope or box marked "PROPOSAL -- Housing Development on City-Owned Land" and address to the City Administrator at the address under Submittal.

Submittal:

If you have questions regarding the RFP, please contact:

City of Foley
Sarah Brunn, City Administrator
sbrunn@ci.foley.mn.us
Office: 320-968-7260
251 4th Ave N
PO BOX 709
Foley, MN 56329

Please review the evaluation criteria when responding. Failure to provide any of the above requested information may result in disqualification of the proposal. The City reserves the right to request additional information pertaining to the applicant's proposal, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the applicant.

Timeline

INSERT DATE – RFP Release Date

INSERT DATE - Questions due by 1:00 p.m.

All questions must be submitted in writing to Sarah Brunn at sbrunn@ci.foley.mn.us. Questions after this date will not be answered so that all applicants have the same opportunity to review questions and answers for consistency in information.

INSERT DATE - Questions and answers will be posted publicly at <https://www.ci.foley.mn.us>.

INSERT DATE - Proposals due by 4:00 p.m.

Developers with complete, qualified proposals under consideration will be notified.

After review, the City Council will consider a recommendation for sale. NOTE: If the City Council decides to proceed with a proposal, such decision shall be subject to the negotiation and execution of a mutually satisfactory Purchase Agreement.

During the evaluation process, the City may, at its sole discretion, request one or more firms to make presentations to staff, consultants, the Foley Economic Development Authority, or to the City Council. Such presentations will provide firms with an opportunity to answer any questions the review committee may have on a firm's proposal and may be virtual or in-person. Not all firms may be asked to make such presentations.

Method of Award and Selection Criteria

Complete responses to this RFP will be evaluated by City staff and consultants and will be reviewed by the City Council based upon City subcommittee review and recommendation. Decision to sell the Property are at the sole discretion of the City Council. This RFP process shall not create a binding obligation on the part of the City Council to sell or transfer the Property unless and until a Purchase and Sale Agreement has been executed. The City reserves the right to reject any and all Proposals.

The selection criteria will include, but not be limited to, the following:

- Completeness of the proposal package;
- Proposal recognizes the highest price and/or highest value to the City;
- Proposal meets or exceeds City standards for development;
- Proposal timing for development is achievable and favorable.
- Developer/development team responsiveness to this RFP and demonstrated understanding of the City's goals and objectives;
- Level and number of workforce units;
- Status of site control at proposed project location;
- Project timeline and ability to complete proposed project by no later than October 31, 2026.
- Financial capability, including resources available as equity for the project and strength of financial commitments;
 - Demonstrated ability to procure financing and complete projects on schedule and within budgetary assumptions;

- The quality of the proposed site layout and the relation of the layout to the surrounding neighborhood context (parking, pedestrian impacts, activation of street levels, access, etc.);
- Qualifications and experience of the Developer and team members with projects of similar scale and magnitude;
- Past performance of the Developer/development team as verified by references of previous clients/projects;
- Demonstrated success in embracing and implementing the highest standards of sustainability and environmental sensitivity;
- Past successes in dealing with elected officials, municipal boards and commissions, community advisory committees, and neighborhood residents;
- History of legal actions and disputes;
- Quality, creativity, and feasibility of development proposal.

Property Inspection

Applicants are encouraged to inspect the Property, but to protect the peace and enjoyment of neighboring property owners, you are asked to schedule your inspection with the City.

Terms and Conditions

All information contained within this RFP and supporting documents is based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Developer shall be responsible for their own due diligence in preparing a proposal. No representation or warranty is made by the City with respect to the condition of the Property, the suitability of the Property for a Developer's potential use or the information provided herein. Additionally:

- A. Developer's shall be responsible for the accuracy of the information provided to the City in connection with this RFP.
- B. The City Council reserves the right to reject any

- and all Proposal Packages, to waive any irregularities or defects in any proposal, to issue additional RFPs, and to either substantially modify or terminate the proposed sale at any time prior to final execution of a purchase agreement.
- C. The City may to cancel, revise, or extend this solicitation.
 - D. The City shall not be responsible for any costs incurred by a Developer in connection with the preparation, submission, or presentation of its proposal.
 - E. Nothing contained herein shall require the City to enter into exclusive negotiations with any Developer, and the City reserves the right to amend, alter, and revise its own criteria to the selection of an applicant without notice.
 - F. The City reserves the right to request clarification of information submitted in a proposal and to request additional information from any Developer.
 - G. The City will not accept any Proposal Packages after the time and date specified in this RFP.
 - H. The City Council retains the sole discretion in the selection of a successful Proposal Package, if any.
 - I. The City reserves the right to request clarification of information submitted and to request additional information from any Respondent.
 - J. The City reserves the right to select the proposal it deems is in the best interests of the City, even if it is not the highest purchase price nor provides the greatest financial benefit to the City.
 - K. Upon selection of a Proposal Package, the City shall enter into negotiations with the successful Developer for a Purchase Agreement and Development Agreement, which may include business subsidy provisions, with terms and conditions acceptable to the City. Until the execution of a contract, the City is under no obligation to sell the Property and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same "AS IS" by quit claim deed and without warranty as to quality, physical condition or environmental condition.

- L. The successful Proposal Package will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received.
- M. The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Minnesota.

This Request for Proposals does not obligate the City of Foley to pay any costs incurred by any Developer or respondent to the RFP in the submission of qualifications and/or proposals or in making necessary studies or designs for the preparation of any proposal, or for procuring or contracting for the services to be furnished under this request. Any proposal accepted by the City shall be subject to approval by the Foley City Council.

The City of Foley appreciates your consideration of this Request for Proposals and welcomes all responsible Developers.

Additional Information surrounding Benton County housing market and resources includes:

<https://www.bentonpartnership.org/housing/benton-county-housing-study>

Thank you for your interest in doing business with the City of Foley.

Exhibits:

Figure 1 – Existing Conditions – Utilities

Figure 2 – Development Area

Figure 3 – Potential Mixed-Use Concept

Figure 4 – Wetland Delineation

Save: 8/20/2024 6:57 AM jgriffith Plot: 8/20/2024 7:52 AM X:\F\FOLEY\177600\5-final-dsgn\51-drawings\10-Civil\lead\dwg\exhibit\FO177600\Fig1.dwg



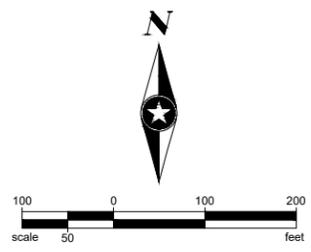
55TH STREET NE

18" CMP CULVERT
ELEV = 1111.88

15" CMP CULVERT
ELEV = 1114.67

18" CMP CULVERT
ELEV = 1113.06

15" CMP CULVERT
ELEV = 1114.96



 PROJECT NO.
FO177600
DATE:
8/20/2024

**SOUTHSIDE DEVELOPEMENT
EXISTING CONDITIONS
FOLEY, MINNESOTA**

**FIGURE
NO. 1**

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2.84 Acres
(PRIVATELY OWNED)

1.74 Acres

Forcemain Easement

21.77 Acres

55TH STREET NE

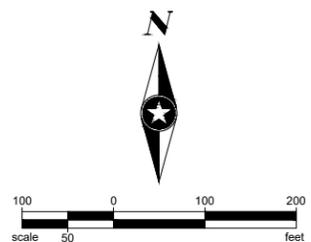


PROJECT NO.
FO177600
DATE:
8/20/2024

**SOUTHSIDE DEVELOPMENT
DEVELOPMENT AREA
FOLEY, MINNESOTA**

**FIGURE
NO. 2**

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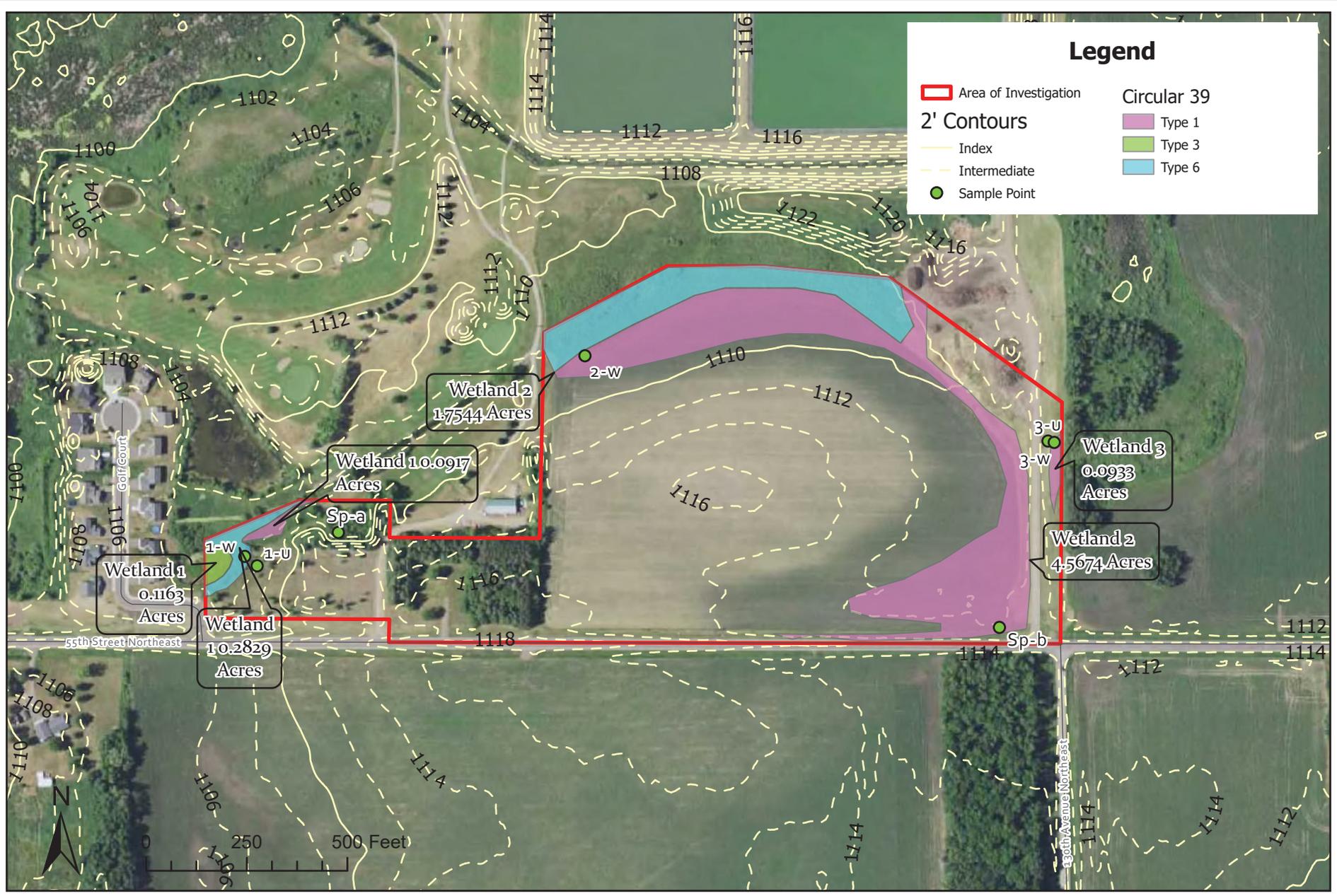


 PROJECT NO.
FO177600
DATE:
8/20/2024

**SOUTHSIDE DEVELOPMENT
POTENTIAL MIXED USE CONCEPT
FOLEY, MINNESOTA**

**FIGURE
NO. 3**

Path: X:\F\FOLEY\1776005-final-dsgn\51-drawings\90-GIS\FOLEY_177600\FOLEY_177600.aprx



2351 Connecticut Avenue, Suite 300
 Sartell, MN 56377-2485
 320.229.4300
 800.572.0617 toll free
 888.908.8166 fax
 www.sehinc.com

Project: FOLEY 177600
 Print Date: 5/16/2024
 Map by: amack
 Projection: NAD83 UTM Zone 15N
 Source: SEH, ESRI, MN DNR,
 USGS, MnGEO, Benton County

DELINEATION RESULTS
 2024 SOUTHSIDE CONCEPT
 FOLEY, BENTON COUNTY, MN

Figure
8

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

1/28/2025

Sarah Brunn
City Administrator
City of Foley
251 4th Ave. N
Foley, MN 56329

RE: Wastewater Regionalization Project
City of Foley, Minnesota
Project No.: R21.120226

Dear Sarah,

Please find enclosed Payment Estimate No. 25 for the above referenced project. The estimate includes work completed through January 24th, 2025. We have reviewed the estimate and recommend approval. If you agree, please sign and date three copies and return one with payment to Geislinger & Sons, Inc., one copy to me for our records, and retain one for yourself.

Please contact me if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

Contractor's Application for Payment

Owner: <u>City of Foley</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>R21.120226</u>
Contractor: <u>Geislinger and Sons, Inc.</u>	Agency's Project No.: _____
Project: <u>Wastewater Regionalization Project</u>	
Contract: <u>Wastewater Regionalization Project</u>	

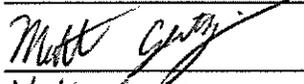
Application No.: <u>25</u>	Application Date: <u>1/28/2025</u>
Application Period: From <u>12/28/2024</u> to <u>1/24/2025</u>	

1. Original Contract Price	\$	16,548,705.51
2. Net change by Change Orders	\$	546,569.88
3. Current Contract Price (Line 1 + Line 2)	\$	17,095,275.39
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	16,369,481.58
5. Retainage		
a. <u>2.5%</u> X <u>\$ 16,369,481.58</u> Work Completed	\$	409,237.04
b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	409,237.04
6. Amount eligible to date (Line 4 - Line 5.c)	\$	15,960,244.54
7. Less previous payments	\$	15,714,702.32
8. Amount due this application	\$	245,542.22
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	725,793.81

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Geislinger and Sons, Inc.</u>	
Signature: <u></u>	Date: <u>1-28-25</u>
Name: <u>Matt Geislinger</u>	Title: <u>Project Manager</u>

<p>Recommended by Engineer</p> <p>By: <u></u></p> <p>Name: <u>Jared Voge, PE</u></p> <p>Title: <u>Principal Engineer</u></p> <p>Date: <u>1/28/2025</u></p>	<p>Approved by Owner</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
--	--

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Foley	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	No.:	R21.120226
Contractor:	Geislinger and Sons, Inc.	Agency's Project No.:	
Project:	Wastewater Regionalization Project		
Contract:	Wastewater Regionalization Project		

Application No.:	25	Application Period:	From 12/28/24 to 01/24/25	Application Date:	01/28/25
------------------	----	---------------------	---------------------------	-------------------	----------

A	B	C	D	E	F	F1		F2		G		H	I	J	K	L
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)					
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Previous Estimate		Work Completed		Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / K)	Balance to Finish (F - J)			
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)							
Original Contract																
1	MOBILIZATION	1.00	LUMP SUM	570,000.00	570,000.00	1.00	570,000.00	1.00	570,000.00		570,000.00		570,000.00	100%		-
2	CLEARING AND GRUBBING	1.70	ACRE	31,000.00	52,700.00	3.60	111,600.00	3.60	111,600.00		111,600.00		111,600.00	212%		(58,900.00)
3	CLEARING AND GRUBBING	27.00	TREE	1,100.00	29,700.00	49.00	53,900.00	49.00	53,900.00		53,900.00		53,900.00	181%		(24,200.00)
4	DECOMMISSION BIRCH LIFT STATION	1.00	LUMP SUM	7,500.00	7,500.00	1.00	7,500.00	1.00	7,500.00		7,500.00		7,500.00	100%		-
5	SALVAGE AND REINSTALL SIGN	14.00	EACH	510.00	7,140.00	45.00	22,950.00	45.00	22,950.00		22,950.00		22,950.00	321%		(15,810.00)
6	SALVAGE AND REINSTALL PIPE CULVERT	252.00	LIN FT	20.00	5,040.00	523.00	10,460.00	523.00	10,460.00		10,460.00		10,460.00	208%		(5,420.00)
7	AGGREGATE SURFACING FROM STOCKPILE (CV)	4,164.00	CU YD	21.00	87,444.00	225.00	4,725.00	225.00	4,725.00		4,725.00		4,725.00	5%		82,719.00
8	DEWATERING	1.00	LUMP SUM	0.01	0.01	1.00	0.01	1.00	0.01		0.01		0.01	100%		-
9	GEOTEXTILE FABRIC, TYPE 5	8,053.00	SQ YD	2.00	16,106.00	14,149.00	28,298.00	14,149.00	28,298.00		28,298.00		28,298.00	176%		(12,192.00)
10	COMMON EXCAVATION (P)	4,082.00	CU YD	15.00	61,230.00	4,082.00	61,230.00	4,082.00	61,230.00		61,230.00		61,230.00	100%		-
11	AGGREGATE SURFACING, CLASS 2 (CV)	908.00	CU YD	50.00	45,400.00	827.00	41,350.00	827.00	41,350.00		41,350.00		41,350.00	91%		4,050.00
12	AGGREGATE SURFACING, CLASS 5 (CV)	1,519.00	CU YD	40.00	60,760.00	1,257.30	50,292.00	1,257.30	50,292.00		50,292.00		50,292.00	83%		10,468.00
13	AGGREGATE BASE, CLASS 5 (CV)	2,747.00	CU YD	35.00	96,345.00	3,068.56	107,399.60	3,068.56	107,399.60		107,399.60		107,399.60	112%		(11,254.60)
14	BITUMINOUS PATCH - DRIVEWAY	450.00	SQ YD	90.00	40,500.00	470.50	42,345.00	470.50	42,345.00		42,345.00		42,345.00	105%		(1,845.00)
15	BITUMINOUS PATCH - STREET	796.00	SQ YD	85.00	67,660.00	1,274.50	108,332.50	1,274.50	108,332.50		108,332.50		108,332.50	160%		(40,672.50)
16	12" PIPE APRON	4.00	EACH	250.00	1,000.00	4.00	1,000.00	4.00	1,000.00		1,000.00		1,000.00	100%		-
17	15" PIPE APRON	6.00	EACH	310.00	1,860.00	10.00	3,100.00	10.00	3,100.00		3,100.00		3,100.00	167%		(1,240.00)
18	18" PIPE APRON	4.00	EACH	375.00	1,500.00	-	-	-	-		-		-	-		1,500.00
19	24" PIPE APRON	4.00	EACH	525.00	2,100.00	8.00	4,200.00	8.00	4,200.00		4,200.00		4,200.00	200%		(2,100.00)
20	30" PIPE APRON	1.00	EACH	950.00	950.00	-	-	-	-		-		-	-		950.00
21	12" PIPE CULVERT	80.00	LIN FT	30.00	2,400.00	76.00	2,280.00	76.00	2,280.00		2,280.00		2,280.00	95%		120.00
22	15" PIPE CULVERT	76.00	LIN FT	32.00	2,432.00	180.00	5,760.00	180.00	5,760.00		5,760.00		5,760.00	237%		(3,328.00)
23	18" PIPE CULVERT	143.00	LIN FT	36.00	5,148.00	-	-	-	-		-		-	-		5,148.00
24	24" PIPE CULVERT	282.00	LIN FT	45.00	12,690.00	494.00	22,230.00	494.00	22,230.00		22,230.00		22,230.00	175%		(9,540.00)
25	30" PIPE CULVERT	20.00	LIN FT	65.00	1,300.00	-	-	-	-		-		-	-		1,300.00
26	CONNECT TO EXISTING SANITARY MAIN	8.00	EACH	7,500.00	60,000.00	7.00	52,500.00	7.00	52,500.00		52,500.00		52,500.00	88%		7,500.00
27	8" SANITARY SEWER PIPE	221.00	LIN FT	125.00	27,625.00	133.00	16,625.00	133.00	16,625.00		16,625.00		16,625.00	60%		11,000.00
28	12" SANITARY SEWER PIPE	1,995.00	LIN FT	135.00	269,325.00	1,892.00	255,420.00	1,892.00	255,420.00		255,420.00		255,420.00	95%		13,905.00
29	15" SANITARY SEWER PIPE	285.00	LIN FT	140.00	39,900.00	298.00	41,720.00	298.00	41,720.00		41,720.00		41,720.00	105%		(1,820.00)
30	18" SANITARY SEWER PIPE	40.00	LIN FT	165.00	6,600.00	75.00	12,375.00	75.00	12,375.00		12,375.00		12,375.00	188%		(5,775.00)
31	27" SANITARY SEWER PIPE	38.00	LIN FT	250.00	9,500.00	47.00	11,750.00	47.00	11,750.00		11,750.00		11,750.00	124%		(2,250.00)
32	FORCE MAIN (MIN. I.D. 11.65 INCHES)	70,839.00	LIN FT	100.00	7,083,900.00	71,024.00	7,102,400.00	71,024.00	7,102,400.00		7,102,400.00		7,102,400.00	100%		(18,500.00)
33	24" CASING (MIN. DIAM)	374.00	LIN FT	250.00	93,500.00	354.00	88,500.00	354.00	88,500.00		88,500.00		88,500.00	95%		5,000.00
34	TRENCHLESS FORCE MAIN - (MIN. I.D. 11.65 INCHES)	10,692.00	LIN FT	115.00	1,229,580.00	10,129.00	1,164,835.00	10,129.00	1,164,835.00		1,164,835.00		1,164,835.00	95%		64,745.00
35	TRENCHLESS FORCE MAIN & CASING-SIMULTANEOUS PULL-	1,386.00	LIN FT	250.00	346,500.00	971.00	242,750.00	971.00	242,750.00		242,750.00		242,750.00	70%		103,750.00
36	TRENCHLESS 30" CASING (DIRECTIONAL DRILL)	110.00	LIN FT	850.00	93,500.00	95.10	80,833.30	95.10	80,833.30		80,833.30		80,833.30	86%		12,666.70
37	GATE VALVE AND BOX	12.00	EACH	5,500.00	66,000.00	9.00	49,500.00	9.00	49,500.00		49,500.00		49,500.00	75%		16,500.00
38	METERING & OUTFALL MANHOLES - FOLEY	1.00	LUMP SUM	40,000.00	40,000.00	1.00	40,000.00	1.00	40,000.00		40,000.00		40,000.00	100%		-
39	METERING MANHOLE - SAUK RAPIDS	1.00	LUMP SUM	45,000.00	45,000.00	1.00	45,000.00	1.00	45,000.00		45,000.00		45,000.00	100%		-
40	CONSTRUCT 8" OUTSIDE DROP	4.30	LIN FT	650.00	2,795.00	4.30	2,795.00	4.30	2,795.00		2,795.00		2,795.00	100%		-
41	CONSTRUCT SANITARY SEWER MANHOLE - DESIGN 4007 48"	178.00	LIN FT	550.00	97,900.00	171.93	94,561.50	171.93	94,561.50		94,561.50		94,561.50	97%		3,338.50
42	CONSTRUCT SANITARY SEWER MANHOLE - 60" DESIGN	23.90	LIN FT	650.00	15,535.00	25.90	16,835.00	25.90	16,835.00		16,835.00		16,835.00	108%		(1,300.00)
43	FIBERGLASS-REINFORCED MANHOLE	1.00	EACH	40,000.00	40,000.00	1.00	40,000.00	1.00	40,000.00		40,000.00		40,000.00	100%		-
44	CASTING ASSEMBLY	14.00	EACH	1,000.00	14,000.00	13.00	13,000.00	13.00	13,000.00		13,000.00		13,000.00	93%		1,000.00
45	AIR & VACUUM RELEASE MANHOLE	42.00	EACH	25,000.00	1,050,000.00	42.00	1,050,000.00	42.00	1,050,000.00		1,050,000.00		1,050,000.00	100%		-
46	LOCATE EXISTING UTILITY	468.00	EACH	125.00	58,500.00	185.00	23,125.00	185.00	23,125.00		23,125.00		23,125.00	40%		35,375.00
47	CONSTRUCT LIFT STATION - BROADWAY	1.00	LUMP SUM	350,000.00	350,000.00	1.00	350,000.00	1.00	350,000.00		350,000.00		350,000.00	100%		-
48	BROADWAY LIFT STATION ELECTRICAL, GENERATOR, &	1.00	LUMP SUM	125,000.00	125,000.00	1.00	125,000.00	1.00	125,000.00		125,000.00		125,000.00	100%		-
49	CONSTRUCT LIFT STATION - GOLF	1.00	LUMP SUM	400,000.00	400,000.00	1.00	400,000.00	1.00	400,000.00		400,000.00		400,000.00	100%		-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Foley	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	No.:	R21.120226
Contractor:	Geislinger and Sons, Inc.	Agency's Project No.:	
Project:	Wastewater Regionalization Project		
Contract:	Wastewater Regionalization Project		

Application No.: 25 Application Period: From 12/28/24 to 01/24/25 Application Date: 01/28/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
50	GOLF LIFT STATION ELECTRICAL, GENERATOR, & CONTROLS	1.00	LUMP SUM	140,000.00	140,000.00	1.00	140,000.00	1.00	140,000.00		140,000.00	100%	-
51	CONSTRUCT LIFT STATION - MAIN	1.00	LUMP SUM	500,000.00	500,000.00	1.00	500,000.00	1.00	500,000.00		500,000.00	100%	-
52	MAIN LIFT STATION ELECTRICAL, GENERATOR, & CONTROLS	1.00	LUMP SUM	140,000.00	140,000.00	1.00	140,000.00	1.00	140,000.00		140,000.00	100%	-
53	LIFT STATION ALTERATIONS - LANGE	1.00	LUMP SUM	200,000.00	200,000.00	1.00	200,000.00	1.00	200,000.00		200,000.00	100%	-
54	LANGE LIFT STATION ELECTRICAL, GENERATOR, & CONTROLS	1.00	LUMP SUM	55,000.00	55,000.00	1.00	55,000.00	1.00	55,000.00		55,000.00	100%	-
55	CONSTRUCT ODOR CONTROL BUILDING	1.00	LUMP SUM	600,000.00	600,000.00	1.00	600,000.00	1.00	600,000.00		600,000.00	100%	-
56	ODOR CONTROL BUILDING ELECTRICAL & CONTROLS	1.00	LUMP SUM	50,000.00	50,000.00	1.00	50,000.00	1.00	50,000.00		50,000.00	100%	-
57	PUBLIC WORKS SCADA/ELECTRICAL & PROGRAMMING	1.00	LUMP SUM	51,000.00	51,000.00	1.00	51,000.00	1.00	51,000.00		51,000.00	100%	-
58	CHAIN LINK FENCE	427.00	LIN FT	50.00	21,350.00	427.00	21,350.00	427.00	21,350.00		21,350.00	100%	-
59	TRAFFIC CONTROL	1.00	LUMP SUM	50,000.00	50,000.00	1.00	50,000.00	1.00	50,000.00		50,000.00	100%	-
60	EROSION AND SEDIMENT CONTROL	1.00	LUMP SUM	60,000.00	60,000.00	1.00	60,000.00	1.00	60,000.00		60,000.00	100%	-
61	RIPRAP, CLASS III	178.00	CU YD	65.00	11,570.00	46.21	3,003.65	46.21	3,003.65		3,003.65	26%	8,566.35
62	SEED 25-141, FERTILIZER, HYDRAULIC MATRIX	305,376.00	SQ YD	0.50	152,688.00	323,459.49	161,729.75	323,459.49	161,729.75		161,729.75	106%	(9,041.75)
63	SEED 25-141, FERTILIZER, EROSION CONTROL BLANKET	54,312.00	SQ YD	2.50	135,780.00	24,343.04	60,857.60	24,343.04	60,857.60		60,857.60	45%	74,922.40
64	SEED 34-171	39,905.00	SQ YD	0.50	19,952.50	9,472.50	4,736.25	9,472.50	4,736.25		4,736.25	24%	15,216.25
65	GENERAL CONSTRUCTION ALLOWANCE	1.00	ALLOWANCE	120,000.00	120,000.00	1.03	123,537.60	1.03	123,537.60		123,537.60	103%	(3,537.60)
66	COMPUTER ALLOWANCE	1.00	ALLOWANCE	10,000.00	10,000.00	0.78	7,823.20	0.78	7,823.20		7,823.20	78%	2,176.80
67	ST. CLOUD FLOW METERING ALLOWANCE	1.00	ALLOWANCE	500,000.00	500,000.00	1.00	500,000.00	1.00	500,000.00		500,000.00	100%	-
68	UTILITY SERVICE ALLOWANCE	1.00	ALLOWANCE	400,000.00	400,000.00	0.46	182,408.00	0.46	182,408.00		182,408.00	46%	217,592.00
A.1	JACK & AUGER 24" CASING (MIN DIAM) & FORCE MAIN	490.00	LIN FT	1,200.00	588,000.00	277.49	332,988.74	277.49	332,988.74		332,988.74	57%	255,011.26
Original Contract Totals					\$ 16,548,705.51		\$ 15,822,911.70		\$ 15,822,911.70	\$ -	\$ 15,822,911.70	96%	\$ 725,793.81

TO: FOLEY CITY COUNCIL
FROM: SARAH BRUNN, CITY ADMINISTRATOR
SUBJECT: 02-04-25 –COUNCIL MEETING
DATE: JANUARY 31, 2025

Transfers Resolution

A resolution is in your packet which summarizes needed transfers to close the books for 2024. These are very similar each year and primarily focus on transferring needed funds to cover debt payments and support interfund loans.

Administrative Site Plan Review Process

The planning commission has discussed and recommends approval of a zoning ordinance change to allow for an administrative site plan review process. The zoning ordinance amendments are included in your packets as well as the summary policy. This will allow for minor commercial, industrial and multi-family building modifications to approved at the staff level, so long as the project meets the criteria identified in the policy.

Tri-County Humane Society Contract

I will update the council at the meeting on Tuesday of my communications related to the animal contract.

Housing RFP

The council will need to make an official action if they wish to reject the proposal received from the Central MN Housing Partnership. I've also provided an amended RFP in the packet. I've highlighted the main changes and want the council to discuss with the attorney and Amanda from BEP also present.

ECE Franchise Fees Agreement

We are getting close finalizing this agreement and if we are able to come to consensus, we will get this on the agenda for Tuesday. If not, the attorney will provide an update.

Snow Dump Body Purchase

Mark & I are working on some equipment scheduling in order to fund the purchase for a snow dump body to go with the truck purchased last fall. We may be adding this item for Tuesday, and if so, will send that info by email early next week.

Council Goals/Priorities

We would like to continue this discussion from last meeting and talk next steps.

Upcoming Reminders:

February 17, 2025 – City Hall Closed – Holiday