



**City Council – Meeting Agenda
February 18, 2025 – 5:30 P.M. Regular Meeting
Foley City Hall**

1. Call the meeting to order.
2. Pledge of Allegiance
3. Approve the agenda.
4. Approve consent agenda.
 - Approve minutes of February 4, 2025.
5. 2025 Southside Improvements
 - Overview of project plans.
 - Consider approval of Resolution #2025-02 Approving Plans-Specs to Advertise for Bids.
6. Old Business
 - Continue discussion on council priorities/goals.
7. New Business
8. Mayor’s Comments & Open Forum
9. Adjourn

CITY OF FOLEY, MINNESOTA
CITY COUNCIL MEETING – February 4, 2025

The Foley City Council held its regular meeting at 5:30 p.m. on Feb. 4, 2025, at Foley City.

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

Members Absent: None

Brandon Voit convened the meeting at 5:30 p.m.

The pledge of allegiance was recited.

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

Motion carried, unanimous.

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

Mathiowetz had a question regarding the list of Planning Commission members in the minutes.

- Approve minutes of January 7, 2025.
- Approve minutes of January 21, 2025.
- Adopt Resolution #2025-01 Approve Transfers Between Funds.
- Approve payment of bills.

Motion carried, unanimous.

Public Hearing – Consider Administrative Site Plan Approval Process

Voit recessed the regular meeting at 5:31 p.m. for the public hearing on Ordinance #492 Amending Zoning to Allow for Administrative Site Plan Approval.

No one spoke.

Voit reconvened the regular meeting at 5:32 p.m. The ordinance has been reviewed by the Planning Commission who is recommending approval.

Motion by Gondeck, seconded by Mathiowetz, to approve Ordinance #492 Amending Zoning to Allow for Administrative Site Plan Review.

Motion carried, unanimous.

Discussion/Action on Tri-County Humane Society Contract

Sarah Brunn, City Administrator, confirmed that Tri-County is unwilling to add a participation fee for residents dropping off animals. Brunn stated that the only choice for the city is to take the

contract or reject it. Staff has looked for other options for stray animals and was unable to find any.

Swanson asked for staff to talk to Purple Cat who works with the Milaca Veterinarian Clinic who might be a possible option to help with the stray cat problem.

Discussion and questions followed. Brunn stated that Tri-County wants a contract as soon as possible and won't negotiate on the participation fee. Ashley Bukowski, City Attorney, stated her only concern would be any dangerous dog situations that would might come up if the city chose not to sign the contract with Tri-County. A dangerous dog bite situation might require the dog be quarantined for a period of time. Brunn added that Benton County was able to negotiate with Tri-County on some contract items but they only have their staff take in animals. Discussion and questions continued. Brunn shared that without a contract residents could have to wait to relinquish an animal up to a few weeks according to Tri-County.

Voit suggested working with the county on the potential dangerous dog situations. Burkowski said it would require a joint powers agreement with the county. More discussion followed.

Motion by Gondeck, seconded by Swanson, to reject the Tri-County Humane Society contract.

Further discussion with Mathiowetz expressing concern that no contract would have a negative impact on the community and citizens.

Lloyd expressed support for a maximum dollar amount per year with Tri-County. Gondeck stated he would support a cap. Brunn said she was not certain Tri-County would accept a cap. More discussion followed.

Brunn said that if the council was in agreement on a cap they could approve the contract with that condition, but Tri-County could still reject it.

Gondeck amended his motion, seconded by Mathiowetz, stating the council would accept the Tri-County contract with a cap of \$2,000.

Voit stated the city could continue to explore other options in the meantime.

Motion carried, unanimous.

Discussion on City Housing RFP Process

Brunn stated the council needed to take official action on the current RFP. The council was in agreement to reject the current proposal and return to the RFP process.

Motion by Voit, seconded by Gondeck, to reject the current housing RFP.

Motion carried, unanimous.

Discussion turned to the new solicitation process for a new RFP.

Brunn outlined the changes for the RFP in the council packet. The new criteria would not require the development to be workforce housing. The city would offer developers water/sewer infrastructure pipe. There are some ARPA funds also available. The developer would need to cooperate with the city for compliance reporting. Brunn stated the request was also shortened and rearranged to make it easier to read and submit. Brunn also stated developers would be given 2-3 months to submit a proposal and the goal was to still get the work done this year. Discussion and questions followed. Staff recommended the end of April for a deadline for the proposals. Council agreed.

Motion by Voit, seconded by Gondeck, to solicit for an RFP and update the deadline to end of April along with a developer agreement and platting being required by the end of 2025.

Motion carried, unanimous.

Mayor's Comments and Open Forum

No one spoke.

Department Reports

City Attorney

Burkowski gave an overview on the progress on the franchise agreement with East Central Energy (ECE). The challenge is how the city can rectify the agreements with Xcel Energy and ECE and their very different systems and clients. They have different ways of measuring energy usage as well. ECE gave staff a proposal yesterday so hoping to have something for the council next month. Discussion and questions followed. Burkowski stated the charges for both Xcel and ECE must be similar based on state regulations. Staff is hoping to avoid having to do a new contract with Xcel.

Police Department

Chief Katie McMillin gave an overview of the January stat report. Officers responded to 390 calls. Medical calls were up including for mental health. Civil calls are also higher. In January 2024, the department responded to 364 calls. McMillin also shared the department received calls from metro area officers who were following up on a theft case. Discussion and questions followed with Gondeck asking about TZD hours. McMillin stated there are opportunities for the officers if they are interested in doing more TZD hours.

City Engineer

Jarod Griffith, City Engineer, updated the council on two projects that are in the design phase for 2025. Staff is working with residents on the lead service project. There are only 12 inspections left. The hope is these will be done in February and sent to the state for review. Discussion and questions followed. Staff's goal is to have plans to the Department of Health for review by the end of March so construction can begin this summer in June/July.

Staff is also working on the street project for the north side. Griffith had hoped to have plans for approval tonight, but they aren't ready yet. He asked the council for a special meeting in

February to approve the plans in order to meet process deadlines for bid opening on March 27. The project bids would be then be brought to the council for approval in April and construction to begin in mid to late May. Tree clearing for the project should be done by the end of March and can be handled by Public Works. Discussion and questions followed. Gondeck asked the reason for the delay in presenting the plans. Griffith stated his office had been on schedule, but he'd underestimated the production loss over the holidays. The plans weren't where he wanted them to be in order to be ready to bring to the council. More questions and discussion followed.

Brunn talked through some options on a date for a special meeting. She said that staff's goal is to have it go to bid as early as possible. Griffith stated his office is waiting to hear back from the county early next week with the goal of having it buttoned up by the 13th. Brunn stated the city will need three days for posting for a special meeting. The project is also a two-part process because there is a county state aid road included in the project. Griffith added that a state aid review takes 4-6 weeks. The city would be approving the plan contingent on the state aid review. Discussion continued on possible dates for a special meeting.

Public Works and Fire Department

Jarod Voge, Bolton & Menk, gave an overview of the wastewater project and presented Pay Estimate #25 for \$245,542.22 to the council with recommendation for approval. The estimate includes work completed through Jan. 24 and represents 96% of the project completion. The contractor is working on punch list items and collaborating with St. Cloud to make sure the flow meters are working correctly. Questions and discussion followed.

Motion by Gondeck, seconded by Mathiowetz, to approve Pay Estimate #25 for \$245,542.22.

Motion carried, unanimous.

Mark Pappenfus, Director of Public Works, directed the council to their packet and gave an overview of the bid for the chassis for the snow hauler. The bid came in higher than planned for the dump box purchase and he asked the council for a funding amendment to the CIP. He clarified he was not asking the council for additional funds. He asked the council to move \$25,000 from the park play structure to pay for the dump box since the decision was made to hold the playground expense till next year. No additional funds would be needed for the purchase at this time. Discussion and questions followed. Pappenfus added that for the dump box purchase the vender will require \$10,000 this month as a down payment. Discussion continued.

Motion by Voit, seconded by Swanson, to approve the purchase for the dump box and the down payment for this month's bills.

Motion carried, unanimous.

Pappenfus thanked the council for attending the Fire Banquet.

Administration

Sarah Brunn, City Administrator, gave an overview to the council regarding lead services notices. Additional notices will need to be sent for information that was missed in the original communication to residents. The city has approval from the Department of Health to send out the notices so the city will be in compliance. Discussion and questions followed.

Brunn also mentioned her discussion with the Civic Group on Foley's 125th Anniversary celebration this summer during Foley Fun Days. Juanita Beauchamp had a quote for fireworks, but the Civic Group may not have enough funds to cover the entire amount. Brunn asked the council if this is something they would like to move forward with. The quote includes an insurance policy. The council was in agreement that they would like staff to look into it. They also expressed interest in getting feedback from residents on what they would like to see for the celebration. Discussion and questions followed.

Old Business

Gondeck asked Pappenfus what the wastewater flow rate was currently. 193,000 gallons per day.

New Business

Mathiowetz addressed the council regarding her concerns for the nursing home residents and how they can be included more in Foley Fun Days activities. She also asked for the parade route to change so that it would go past the nursing home. Discussion and questions followed.

Brunn stated that the planning and logistics for the parade have always been handled by the Civic Group. The permits are the same route as last year.

Brunn asked the council if they would like to move the planned workshop originally scheduled for after the meeting to be included with the special meeting later this month. The council agreed.

Motion by Gondeck, seconded by Mathiowetz, to adjourn.

Motion carried, unanimous.

Meeting adjourned 7:09 p.m.

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

CITY OF FOLEY
COUNTY OF BENTON
STATE OF MINNESOTA

RESOLUTION 2025 - 02

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council June 4, 2024, the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the 2025 Northside Improvements which includes existing 3rd Avenue from John Street to Murphy Street, existing 4th Avenue N (CSAH 20 & CR 43) from John Street to Norman Avenue N, existing Broadway Avenue N from State Hwy 23 to Penn Street, existing Murphy Street from 3rd Avenue to Broadway Avenue N, existing Parent Street from 4th Avenue N to Broadway Avenue N, and on existing 13th Avenue, and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FOLEY, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper (and on Quest CDN) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on March 20, 2025, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 5:30 p.m. on April 1, 2025, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five percent of the amount of such bid.

PASSED AND ADOPTED by the City Council of the City of Foley, Minnesota, this 18th day of February, 2025.

Brandon Voit, Mayor

ATTEST:

Sarah A. Brunn, City Administrator

From: [Katie McMillin](#)
To: [Sarah Brunn](#)
Subject: My Ideas for Priorities
Date: Friday, February 14, 2025 11:43:40 AM

Here are my thoughts for city priorities for what it is worth:

These two go hand in hand in my mind:

Housing
Industrial

Parks/Pool : trying to think of attractions to bring people into town to go to local businesses.

With growth there also will be the increase for the need in employees and equipment for all departments.

Roads.

For the PD:

Working on new squad computers now
Updated Equipment/Squads
Another full time officer
Radios – in squad and portables
Park Cameras
Updated Computers/double monitors

For Emergency Management:

I still have the new siren on my radar. I believe it is on the CIP.
It will be really needed when the development on Co.Rd 51 takes off.

Council Priorities/Discussion Topics/Goals - 20205

<p>Housing Development (Southside, Other, what are we willing to contribute? What are the next steps?)</p>	<p>Top Priority – Another RFP? We could give them some but not everything – no to WAC/SAC/Trunk but TIF’s and similar programs are good options.</p>
<p>Municipal Cannabis</p>	<p>Top 5 Priority ?Should we research this further? Could we do it out in the industrial park and be the first tenant? 2-5 year project?</p>
<p>Municipal Liquor</p>	<p>Should we research this further? Where can we put it, no on-sale just off-sale 2-5 year project?</p>
<p>Park & Rec Improvements (dog park, walking/bike paths, signage on trails, scout house rental options, ADA/inclusive playground, other additions)</p>	<p>What are the lists for amenities and priorities? Questionable equipment – coming up with consistent funding source. What is the plan – future discussion?</p>
<p>125 Year City Celebration (2025) (party, fireworks, Fun Days council panel, other ideas to celebrate)</p>	<p>Invite our sister city mayor – Colstrip Would consider a council panel/event Work with Civic Group on activities Fireworks – check with Sartell</p>
<p>Dog/Cat – stray animals’ agreement, shelter vs. rescue, what to do?</p>	<p>Was told about an impound in Milaca, CA reached out with no response, might not be other options other than Tri-County Humane Society, check in other options</p>
<p>Business and Industrial Park Development (what are we willing to give to attract?)</p>	<p>TIF is a great tool. State DEED Grant – need the state to refund this pot of \$\$ in bonding bill. How much are we willing to give? Can you do the design work ahead of time?</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>TIF Redevelopment, work on parking requirements – see if we have other options available? Expand upon downtown façade.</p>
<p>City Facilities Planning:</p> <ul style="list-style-type: none"> • Public Works • Police • City Administration • Library • Fire 	<p>We should look into this - Estimated around 20k for study, would look at all departments Fire – will need ladder truck at some point</p>
<p>Development Zoning Ordinance and Code of Ordinance Changes (Parking Downtown with Housing Above)</p>	<p>Concerns of downtown parking options, where do these people park and what are options?</p>

Broadcast Live Meetings and Engage Live via GoTo Meeting	Open to it – need to install new mics/equipment and then work with staff on how to manage it (takes staff person to run)
Vision/Long Term Goals of: <ul style="list-style-type: none"> • Administration • Public Works • Police • Fire • Library 	Continue to grow/add amenities (also have to invest to grow), attractions for families Staffing, equipment, space, technology
What is our most pressing issue/priority? We need to rank these projects/ideas.	Housing Budgeting for Facilities Plan Industrial/Downtown Water Treatment – Well #6 Lion’s Park Pond Decommissioning – what do we want to see? Park & Rec – Improvements/Priorities (need feedback from community – poll or survey) Community Engagement – asking for input from residents
Water Treatment/Well #6	In progress – work with state on getting funding, rate study will help with planning
Benton County New Government Center	We should support this – great opportunity for economic impact for our downtown
Four Way Stop @ Dewey & Broadway	We need see if additional options working with County on making this happen
Vacant Houses	Less than a dozen that are unoccupied – but current on taxes, and comply with codes – can we do a vacant house ordinance?
Budgeting Priorities	