

City of East Bethel

City Council Agenda

Regular Council Meeting – 7:30 p.m.

Date: March 5, 2014



Item

7:30 PM 1.0 Call to Order

7:31 PM 2.0 Pledge of Allegiance

7:32 PM 3.0 Adopt Agenda

7:40 PM 4.0 Public Forum

7:55 PM 5.0 Consent Agenda

Any item on the consent agenda may be removed for consideration by request of any one Council Member and put on the regular agenda for discussion and consideration

- | | | |
|------------|----|---|
| Page 6-9 | A. | Approve Bills |
| Page 10-29 | B. | Meeting Minutes, February 19, 2014, Regular Meeting |
| Page 30 | C. | Resolution 2014-07 Declaring 2006 Jacobsen Wide Area Mower Surplus Property |
| | D. | Approve Purchase of John Deere 1600 Wide Area Mower |
| Page 31 | E. | Resolution 2014-08 Declaring April 26, 2014 Arbor Day in East Bethel |
| Page 32 | F. | Resolution 2014-09 Amending the 2014 Fee Schedule |

New Business

6.0 Commission, Association and Task Force Reports

- A. Planning
- B. Economic Development Authority
- C. Park Commission
- D. Road Commission

8:00 PM 7.0 Department Reports

- A. Community Development
 - 1. Traffic and Motor Vehicles Ordinance, Section 70-111
 - 2. Manufactured Home Ordinance, Section 34-183

8:25 PM B. Engineer

- 1. Johnson Street Service Road

C. Finance

8:35 PM Page 51-59 1. 2013 Finance Report

D. Public Works

E. Fire Department

9:00 PM F. City Administrator

- 1. Ice Arena Management Contract RFP
- 2. SRWMO 2015 Budget

9:20 PM 8.0 Other

- A. Staff Report
- B. Council Reports
- C. Other

9:30 PM 9.0 Adjourn



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 5.0 A-F

Agenda Item:

Consent Agenda

Requested Action:

Consider approving the Consent Agenda

Background Information:

Item A

Bills/Claims

Item B

Meeting Minutes, February 19, 2014 City Council Meeting

Meeting minutes from the February 19, 2014 City Council Meeting are attached for your review and approval.

Item C

Resolution 2014-07, Declaring 2006 Jacobsen HR 6010 Mower Surplus Property

The 2006 Jacobsen HR 6010 mower has outlived its useful scheduled service life. Because it often requires numerous repairs and the difficulty associated with obtaining replacement parts, the mower is no longer a reliable and efficient piece of turf maintenance equipment. This is a scheduled replacement and budgeted for in the Equipment Replacement Fund.

Staff recommends adoption of Resolution 2014-07, Declaring Jacobsen HR 6010 Mower Surplus Property and directing the equipment to be used as trade-in value.

Item D

Purchase John Deere 1600 Mower-Equipment Replacement Schedule

As part of the City's Equipment Replacement Program, the 2006 Jacobsen HR 6010 wide area mower is scheduled for replacement in 2014. This is a regular replacement for this item. This piece of equipment has reached the stage in its service life where the maintenance costs of this mower are becoming excessive and are approaching the value of the machine. Due to the lack of a local dealer, replacement parts are expensive and take longer to receive compared to other models. Due to higher maintenance costs, increased down time and lower productivity of this machine, City staff recommends that we replace the 2006 Jacobsen HR 6010 wide area mower.

This mower is the main piece of equipment for maintaining the City's parks and public grounds.

Staff has checked state contracts for wide area mowers with a minimum specification of an eleven foot mower deck. This is consistent with our needs and similar to the replaced piece of equipment. From a review of the State Contracts for this type of mower, we have identified the John Deere 1600 as the unit that best matches our requirements. With numerous local vendors, access to parts and service is also the best match for the City's needs.

Funds for this acquisition are provided for in the Equipment Replacement Fund. Funding was budgeted at \$44,000 for replacement of this mower in 2013. Staff decided to push the replacement date out an additional year to 2014. The salvage/trade in value of the Jacobsen HR 6010 is \$5,000. The cost for the new John Deere 1600 is \$48,913.60 on the state contract. The total cost for this machine less the trade in of \$5,000 is \$43,903.60. Funding is available from the City's Equipment Replacement Fund.

Staff recommends the purchase of the John Deere 1600 wide area mower. This equipment will meet our current and future needs and has a projected service life of ten years.

Item E

Resolution 2014-08 Declaring April 26, 2014 Arbor Day in East Bethel

The Park Commission and staff are continually working on ways to improve the City's park system. The Park Commission has recommended applying for a Tree City USA award. One of the requirements for the award is to have an Arbor Day resolution from the City Council and an event held to celebrate the occasion. Applying for the award would not require any additional funding or City resources with the exceptions of staff time to fill out the application and the cost of a tree to plant on Arbor Day.

The Park Commission and staff have discussed holding an Arbor Day celebration in Booster Park on April 26, 2014 at 10:00 am which is also the Spring Recycle Day. The local scout group that has adopted Booster Park would be invited to attend and help with a tree planting to replace trees that have been lost to disease and wind within the park.

Staff recommends adoption of Resolution 2014-08 Declaring April 26, 2014 Arbor Day in East Bethel.

Item F

Fee Increase for Prime Ice Time for the City Ice Arena

Even though the Arena Fund is now in a positive cash position as a result of the cell tower lease fees and improved management, revenue from the Arena has declined over the past three years. Revenues, excluding concessions and tower lease payments, have fallen from \$224,824 in 2011 to \$209,382 in 2012 and to \$202,102 in 2013 while hourly rates for ice rental have remained constant at \$185/hr. for prime time rental and \$140 for non prime time rental.

The rates for arenas in neighboring Cities are as follows:

<u>City or Entity</u>	<u>Prime Rate</u>	<u>Non-Prime Rate*</u>
Isanti	\$190/hr.	\$140/ hr.
Andover	\$192/hr.	\$145/hr.
Forest Lake	\$200/hr.	\$140/hr.
National Sports Center	\$200/hr.	

*Non-prime rate hours vary but generally cover the times between 6-8 AM to 2-4 PM on Monday through Friday.

Due to the need to generate additional revenue to cover expenses at the Arena, Staff recommends the adoption of Resolution 2014-09 which would increase the prime time hourly rate for ice rental to \$192/hr.

Fiscal Impact:

As noted above.

Recommendation(s):

Staff recommends approval of the Consent Agenda as presented.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



Payments for Council Approval March 5, 2014

Bills to be Approved for Payment	\$299,414.80
Electronic Payroll Payments	\$26,074.28
Payroll City Staff - February 27, 2014	\$40,726.15
Total to be Approved for Payment	\$366,215.23

City of East Bethel

March 5, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Arena Operations	Bldg/Facility Repair Supplies	9361364442	Grainger	615	49851	\$350.41
Arena Operations	Bldgs/Facilities Repair/Maint	101980	Rogers Electric	615	49851	\$247.16
Arena Operations	Gas Utilities	401891661	Xcel Energy	615	49851	\$3,606.71
Building Inspection	Motor Fuels	2333995	Lubricant Technologies, Inc.	101	42410	\$370.46
Building Inspection	Telephone	332373310-147	Sprint Nextel Communications	101	42410	\$18.63
Central Services/Supplies	Office Equipment Rental	1704914	Loffler Companies, Inc.	101	48150	\$23.57
Central Services/Supplies	Office Supplies	698049667001	Office Depot	101	48150	\$54.37
Central Services/Supplies	Office Supplies	700246484001	Office Depot	101	48150	\$53.28
Central Services/Supplies	Postage/Delivery	021814	Reserve Account	101	48150	\$1,000.00
City Administration	Small Tools and Minor Equip	332373310-147	Sprint Nextel Communications	101	41320	\$12.85
City Administration	Telephone	332373310-147	Sprint Nextel Communications	101	41320	\$5.09
City Administration	Travel Expenses	022514	Jack Davis	101	41320	\$143.92
Fire Department	Conferences/Meetings	1224502928	MN Chapter IAAI	101	42210	\$95.00
Fire Department	Gas Utilities	401891661	Xcel Energy	101	42210	\$2,450.83
Fire Department	Motor Fuels	2333995	Lubricant Technologies, Inc.	101	42210	\$589.34
Fire Department	Motor Fuels	2333996	Lubricant Technologies, Inc.	101	42210	\$488.96
Fire Department	Professional Services Fees	022414	MBFTE	101	42210	\$75.00
Fire Department	Safety Supplies	1110017877	Allina Health System	101	42210	\$642.33
Fire Department	Small Tools and Minor Equip	8876-IN	GearGrid Corporation	101	42210	\$1,182.00
Fire Department	Small Tools and Minor Equip	332373310-147	Sprint Nextel Communications	101	42210	\$51.43
Fire Department	Telephone	332373310-147	Sprint Nextel Communications	101	42210	\$42.42
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	46618	Menards Cambridge	101	41940	\$282.99
General Govt Buildings/Plant	Bldg/Facility Repair Supplies	46717	Menards Cambridge	101	41940	\$7.64
General Govt Buildings/Plant	Gas Utilities	401891661	Xcel Energy	101	41940	\$1,049.76
Park Maintenance	Clothing & Personal Equipment	1182145939	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182157375	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182168728	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Motor Fuels	2333995	Lubricant Technologies, Inc.	101	43201	\$505.15
Park Maintenance	Motor Fuels	2333996	Lubricant Technologies, Inc.	101	43201	\$940.32
Park Maintenance	Small Tools and Minor Equip	332373310-147	Sprint Nextel Communications	101	43201	\$51.43
Park Maintenance	Telephone	332373310-147	Sprint Nextel Communications	101	43201	\$69.92
Payroll	Insurance Premiums	5428673	Delta Dental	101		\$41.55
Payroll	Insurance Premiums	5428673	Delta Dental	101		\$748.20
Payroll	Insurance Premiums	5428673	Delta Dental	101		\$41.55
Payroll	Insurance Premiums	5428673	Delta Dental	101		\$41.55
Payroll	Insurance Premiums	03 2014	NCPERS Minnesota	101		\$128.00
Payroll	Union Dues	02 2014	MN Public Employees Assn	101		\$458.00
Planning and Zoning	Dues and Subscriptions	195605	League of MN Cities	101	41910	\$20.00
Planning and Zoning	Legal Notices	74206	ECM Publishers, Inc.	101	41910	\$92.25
Planning and Zoning	Legal Notices	76187	ECM Publishers, Inc.	101	41910	\$71.75
Police	Professional Services Fees	S140214D	Anoka County Treasury Dept	101	42110	\$256,538.00
Recycling Operations	Bldg/Facility Repair Supplies	46414	Menards Cambridge	226	43235	\$112.00
Recycling Operations	Gas Utilities	401891661	Xcel Energy	226	43235	\$325.62
Recycling Operations	Postage/Delivery	479013	Gregory Cardey	226	43235	\$200.00
Recycling Operations	Professional Services Fees	02 2014	Cedar East Bethel Lions	226	43235	\$1,000.00

City of East Bethel

March 5, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Recycling Operations	Professional Services Fees	021914	Cedar East Bethel Lions	226	43235	\$3,716.00
Recycling Operations	Repairs/Maint Machinery/Equip	707217	Ver-Tech Inc.	226	43235	\$245.83
Sewer Operations	Auto/Misc Licensing Fees/Taxes	4400114584	MPCA	602	49451	\$1,450.00
Sewer Operations	Bldg/Facility Repair Supplies	265694	USA BlueBook	602	49451	\$104.73
Street Maintenance	Auto/Misc Licensing Fees/Taxes	2014	MN State Patrol, CMV Section	101	43220	\$30.00
Street Maintenance	Bldgs/Facilities Repair/Maint	1182145939	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182157375	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182168728	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Clothing & Personal Equipment	1182145939	G&K Services - St. Paul	101	43220	\$63.77
Street Maintenance	Clothing & Personal Equipment	1182157375	G&K Services - St. Paul	101	43220	\$17.96
Street Maintenance	Clothing & Personal Equipment	1182168728	G&K Services - St. Paul	101	43220	\$17.96
Street Maintenance	Conferences/Meetings	195605	League of MN Cities	101	43220	\$20.00
Street Maintenance	Gas Utilities	401891661	Xcel Energy	101	43220	\$1,596.86
Street Maintenance	Motor Fuels	2333995	Lubricant Technologies, Inc.	101	43220	\$218.89
Street Maintenance	Motor Fuels	2333996	Lubricant Technologies, Inc.	101	43220	\$2,332.01
Street Maintenance	Motor Vehicles Parts	FP154819	Crysteel Truck Equipment	101	43220	\$66.02
Street Maintenance	Motor Vehicles Parts	1539-270963	O'Reilly Auto Stores Inc.	101	43220	\$53.09
Street Maintenance	Motor Vehicles Parts	1539-271079	O'Reilly Auto Stores Inc.	101	43220	(\$30.00)
Street Maintenance	Motor Vehicles Parts	1539-272071	O'Reilly Auto Stores Inc.	101	43220	\$102.51
Street Maintenance	Small Tools and Minor Equip	454050	Ham Lake Hardware	101	43220	\$39.47
Street Maintenance	Small Tools and Minor Equip	263626	S & S Industrial Supply	101	43220	\$43.73
Street Maintenance	Small Tools and Minor Equip	332373310-147	Sprint Nextel Communications	101	43220	\$64.28
Street Maintenance	Telephone	332373310-147	Sprint Nextel Communications	101	43220	\$167.50
Water Utility Capital Projects	Architect/Engineering Fees	163770	Bolton & Menk, Inc.	433	49405	\$5,885.00
Water Utility Capital Projects	Architect/Engineering Fees	164303	Bolton & Menk, Inc.	433	49405	\$3,081.50
Water Utility Capital Projects	Due From Other Governments	163770	Bolton & Menk, Inc.	433		\$3,088.50
Water Utility Capital Projects	Due From Other Governments	164303	Bolton & Menk, Inc.	433		\$2,233.50
Water Utility Operations	Gas Utilities	021414	CenterPoint Energy	651	49401	\$174.59
Water Utility Operations	Gas Utilities	021414	CenterPoint Energy	601	49401	\$249.04
Water Utility Operations	Surcharge Remittance	021914	MN Dept of Health	601		\$82.00
						\$299,414.80

City of East Bethel

March 5, 2014

Payment Summary

Department	Description	Invoice	Vendor	Fund	Dept	Amount
Electronic Payroll Payments						
Payroll	PERA					\$6,180.88
Payroll	Federal Withholding					\$5,940.40
Payroll	Medicare Withholding					\$1,536.06
Payroll	FICA Tax Withholding					\$6,567.86
Payroll	State Withholding					\$2,398.93
Payroll	MSRS/HCSP					\$3,450.15
						\$26,074.28

EAST BETHEL CITY COUNCIL MEETING

February 19, 2014

The East Bethel City Council met on February 19, 2014 at 7:30 PM for their regular meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Ron Koller
 Heidi Moegerle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney
 Craig Jochum, City Engineer

Call to Order **The February 19, 2014 City Council meeting was called to order by Mayor DeRoche at 7:33 PM.**

Adopt Agenda **DeRoche motioned to adopt the agenda with no additions. Koller seconded; all in favor, motion carries unanimously.**

Sheriff's Commander Shelly Orlando presented the January 2014 Sheriff's Report.

Department
Report

DWI's: There were 7 DWI's in January. One was the result of a personal injury accident where the impaired driver rear ended another vehicle traveling in the same direction on Hwy 65. One DWI involved a male who went to a residence at 2 a.m. reporting he had been run off the road and needed help getting his vehicle out of the ditch. The homeowner, smelling alcohol, contacted 911. Deputies found the suspect to be impaired. His bac was a .27. (He had not been run off the road). One DWI was the result of being stopped for speeding – driver was traveling 93 in a 65 mph zone. A second driver, also being stopped for speeding (83/55) decided he did not want to cooperate with the deputy and began being uncooperative and trying to get away. The suspect was taken into custody and ended up with a gross misdemeanor obstructing with force charge as well.

Thefts: There were 7 thefts reported. Four of the thefts involved vehicles. An old plow truck was taken from a business. One vehicle had been missing since April 2013, but the owner had not reported it, believing it had been repossessed by a loan company. The owner learned that the company had not repossessed it and reported it stolen. One theft report involved an acquaintance being allowed to use a vehicle then refusing to return it. There was a theft of a pop-up trailer that had been converted into an ice-fishing house. There was also a theft from a business, where the suspects came back to the business later in the day, and were arrested.

Burglaries: There were 2 reports of burglary. One report involved a house that was for sale where appliances and copper pipes had been taken from the residence. There were no signs of forced entry. The second report involved an intoxicated male who had assaulted his girlfriend as she was driving. She kicked him out of the vehicle and he then went to a house and entered into a vehicle that was parked in the driveway. The owner, seeing his brake lights come on, went to confront the male, who was getting out of the vehicle and began heading towards the house. The homeowner went back into his residence and the male suspect barged through the door. The male approached the homeowner in a threatening manner. The homeowner grabbed a baseball bat and threatened to hit the male with it. The male then left the house and was stopped by a passerby on the road. The passerby kept the male there until deputies arrived.

Arrest Breakdowns:

Felony: 6

Possess 5th Degree Controlled Substance -2 people arrested (same incident)

Criminal Sexual Conduct – 2 charges (same incident)

Burglary/Attempted Theft of Vehicle – 2 (same incident)**Gross Misdemeanors: 1****Obstruct Legal Process with Force****Misdemeanors: 11****7 from same incident (3 people arrested) 2 – theft, 3 –receiving stolen property, 2 – possess drug paraphernalia****1 – Assault****3 – Possess marijuana / possess drug paraphernalia/ dar (same incident)**

DeRoche, “Were the two speeding tickets recent?”

Shelly, “I don’t have the exact dates. The one was when the schools were closed. My children told me about all the squad cars parked.”

DeRoche, “I thought maybe they were racing each other? That is kind of fast.”

Shelly, “Yes. Drinking alcohol makes people do things they might not normally do.”

DeRoche, “In January we started with seven new deputies out in this area. They may be more apt to look at traffic, so you might see a change in that.”

Public Forum

Pat Schwartzwald, 4516 Fawn Lake Drive, East Bethel – “I have a few questions to ask here. Davis gave me some information. I would like to ask questions on the contract with Oak Grove. Regarding outsourcing to Oak Grove. Do we have a different agreement with the City of Bethel?”

Davis, “Yes we have a different contract. The one with Bethel started out with assisting them because they didn’t have anyone to do it. We have been doing it with Bethel since 2010.”

Schwartzwald, “When did you take the one on with Oak Grove?”

Davis, “We started it in 2013.”

Schwartzwald, “There is a labor agreement here that you gave me. Is there are any other agreements with the employees, such as a pension. You also told me that it generated about \$150,000.”

Davis, “That is the only agreement with employees. The income generated from Oak Grove was about \$120,000. Bethel was \$5,000. The expense for Oak Grove was about \$67,000. The total amount received was \$187,000.”

Schwartzwald, “In the transcripts it shows it was about \$100,000 annually. There is language in the agreement that talks to the transportation; etc will be responsible for East Bethel. You hired a finance guy, did you include this revenue in a different fund. Is it out of a different fund?”

Davis, “Yes, the Finance Director is paid out of a different fund.”

Schwartzwald, “What other people did you hire?”

Davis, “A receptionist, who replaced someone who was promoted.”

Schwartzwald, “That is under a different fund. I am trying to figure out where we have the money for this and where we keep doing this. I don’t want to see anyone lose their job.”

Davis, “They were all positions that replaced other people who had left. We did cut the replacement costs. These people were hired in at a lesser salary. It was determined that we needed the

positions.”

DeRoche, “The Public Works guy was replaced by someone who got a better job. The receptionist was promoted. You need to have a financial person. If you are looking at the budget, over the last three years the general levy has gone down about a million. The City is down three staff people. When you get to a certain point, you start cutting services. There were twenty budget meetings last year. What do you want to cut? Someone said let’s cut the overtime on public works. If you don’t have someone working overtime, then you won’t be able to plow the snow.”

Schwartzwald, “I live on a County road, and I am the last one plowed.”

DeRoche, “You cut the public works guy and you cut our part time, and we have very little. He would rather pay someone quite a bit less to pay someone full time to do something else. If you didn’t have the receptionist, no one would be at the counter.”

Schwartzwald, “You cut the inspectors a few years back.”

Davis, “We generated more for building permit fees since 2009. We can now keep two employees busy. There are some things you can outsource. You can’t outsource a receptionist. You can’t outsource a finance position and it’s the same with the public works employees.”

Schwartzwald, “You have your hands full, and there has to be other ways to generate revenue.”

DeRoche, “Before the water and sewer, we are down three people since that was implemented. People are paying for services and most won’t get these services. We had talked about outsourcing for building official. Other cities found out it was more of a headache than it was worth.”

DeRoche, “If anyone has ideas where to cut, bring them in.”

Harley Hanson – “I got an email from Charlie an old resident of the City. You will know who he is after a bit. He would like to share some of the thoughts that he had and some keynotes. There has to be a little humor in this thing. Charlie tells of many early days in East Bethel and we all loved it. The only smoke in East Bethel was from the fireplaces. Met Council came charging into the City and made tracks all over the place with the phantom express that came in with it. The blue smoke had visions with hundreds of houses. It would be a Lakeville north. The smoke got so bad here; so a few years ago we had to replace the cigar smokers here. He didn’t know if we replaced the conductor or not. The conductor showed up again, get on board and said sit back and relax, have a lunch, it won’t cost you a dime, we’ll do a little bonding and the City will take care of your expenses and away we went. We were in a place where we could look down the track and see the inclines and what not. A couple old codgers, like me, we could see how the curves were built, and if they were built to withstand the momentum. The RPM light came on, 1.1 million interest, interesting I should say.”

DeRoche, “Are you talking about the sewer and water system?”

Hanson, “The conductor says let’s tighten our seatbelts, so we raised the taxes. Anyway he goes on, we will have to ride it out. A lot of us resident’s are looking at a crash coming up. There are more curves and more inclines. So anyway, the residents woke up. They thought they were on the Soo Line, boy we were on the sewer line. There is no rip cord on this thing. So where is the Council, they are back in the caboose. They can’t reach the throttle. They don’t know whom they are signaling. We can’t blame the Council. If you recall, many years ago there was a song sung by the Kingston Trio. Under the Streets of Boston. Old Charlie needs help. Anyway, it goes on to say. The Council is not at fault. They have had a headache ever since you got on.”

DeRoche, “From the way the story is going , do you think this Council has sat back and let it go in

the hopes that it will work out?

Hanson, "If the shoe fits, wear it. The Council has to bring in a doctor for the extra seat. A real doctor. The City should have their head examined for what they put us through. Last Wednesday morning he gambled and took a chance at the vacant seat. He lost. He might have lost to four good friends in the crowd. He recognized the dealer and the marked cards. He is the guy with the big money, and he is playing the game."

Moegerle, "Who is the big dealer and who has the marked cards? I am looking at the song lyrics. Could you call me up and be direct?"

Hanson, "The story we had in the paper, is not a very good image. I don't respect people who bring up images to me, but I respect them now. The thing that was in the paper was right next to the obituary column. I wonder when the City will disappear."

DeRoche, "Hopefully not."

Council
Interviews for
Vacant Council
Seat,
Appointment
and Oath of
Office

At the February 13, 2014 Special Meeting, the City Council selected three applicants to be interviewed for the Council vacancy. The three applicants invited for interviews on February 19, 2014 are Mr. Randy Plaisance, Mr. Tim Harrington, and Mr. Brian Bezanson.

Interviews will be limited to 20 minutes each. This will include up to five minutes at the beginning of the interview for applicants to provide a brief introduction and overview of their qualifications. The remaining 15 minutes will be designated for City Council questions. Interview times can be extended but if this is considered then all candidates should have an equal time for interviews. Candidates for the position will be sequestered and interviewed individually.

After the interviews are completed, a vote will be taken to select the person to fill the Council vacancy. Per Minnesota Statute 412.02 Subd. 2a, the Mayor may fill the vacancy on Council if the Council vote to fill the vacancy is tied.

Upon the selection of a candidate to fill the vacancy, a motion to appoint the Council member shall be in order. The motion should be in the form of: "I move to appoint _____ to the position of Council member for the City of East Bethel for the term ending December 31, 2014." Upon the receipt of a second, a vote shall be taken on the motion.

The applicant appointed will take their Oath of Office at this time and commence their position as an East Bethel City Councilperson.

Staff recommends City Council interview Mr. Randy Plaisance, Mr. Tim Harrington and Mr. Brian Bezanson and make an appointment to fill the Council vacancy.

First interview – Randy Plaisance:

Randy Plaisance, "Mayor and Council, I appreciate you allowing me to come and interview for this important responsibility. It is a responsibility. I started this when we had this difficulty and trying times for us all. When considering those issues and the needs of the City and I thought long and hard about my responsibility and availability to the City. As being a candidate in the previous election and receiving the votes, it was incumbent upon me to fulfill that promise. Going forward is going to be difficult. My qualifications – all the interviews and demonstrations to go through and state our positions, I have since been a member of the East Bethel Planning Commission. I have also spent time on the Website Committee. I present myself to you for question."

DeRoche, "In light of everything that has gone on the last three years, and the last month or two, why on earth would anyone want to become a Council member in East Bethel?"

Plaisance, "No matter who it lies with, there has to be someone who takes up that mantle. I took that promise when I ran for Council. Yes it will be difficult. The decisions we will have to make will be difficult. I am not going to shrink from my responsibilities to the people who did vote for me. To the City, I promised I would help. I am willing to step up to the plate."

Koller, "What would you do to promote economic growth and what is the City's role?"

Plaisance, "I think we are already going along good in that path. We have hired a Community Development Director, Colleen Winter and we have started an EDA. Even more important is improving our image in the City. The recent events don't speak so well to that. When we are constantly in the newspapers, that doesn't want to make people come here. We haven't had the chance to get away from this. These are things we haven't been able to control, but we should try. We should continue to try to find new ways to promote our city. We should try to provide access to where we want to go. That may include providing tax incentives for people to come here. We can only do so much. But we should continue to try."

Ronning, "What are the most important issues facing our community in the next year, or five years?"

Plaisance, "This is one of the most simplest issues and most complex, sewer and water bonds, sewer and water bonds, and sewer and water bonds, will define the City for the next the years. That is the most difficult. Both of the people that came here and spoke at open forum spoke about the financial problems. We should also be looking at our ordinances, we have had a couple instances that have dealt with things we haven't been able to help the residents with. People who have had sewer issues, and building issues. Those issues we can only help so much. Especially with the Coon Lake Beach area. We have had some people who have had to give up their property and merge it with another."

Ronning, "Could you elaborate with the ordinances?"

Plaisance, "There was a property, where we were trying to help the resident with trying to put in a septic system. Their system could only be put in at one location. We were not able to say yes to that project because of it."

DeRoche, "They were told they could put a holding tank in the front. The system that was put on the property was actually on the neighbor's property. As a Planning Commission and Council member, you are bound by the County, State and MPCA rules. The option was given if the house remains, you can put in holding tank. It isn't a political issue."

Ronning, "The one on Maple Street is the one I think you are talking about."

Moegerle, "What strengths and abilities would you bring to the City Council?"

Plaisance, "My analytical way of looking at things would be a good benefit. I look at them, study them, weigh them, I don't get upset about things. I don't let my emotions rule me. My experience in my work life, and dealing with finances and staff, I have learned things. My jobs have always required you to consider other peoples positions. That is what I would bring to the Council."

DeRoche, "You mentioned the media, how would you suggest controlling what the media does?"

Plaisance, "You can't, they can do what they want. Looking at our own behavior we should do what we can to control it. There are things that are out of our hands. Working with the media, and doing what you can to have a positive relationship would help. It would not solve all our problems."

DeRoche, "The microphone is always on and for the last month and half things have gone on. Was

it in our control, sure it was. Put your self in that situation. How would you deal with situations like that? You don't let your emotions get involved, so everything is fact based."

Plaisance, "I do try to watch my emotions. I don't let them get involved. There would have been some things I would have considered. You can't control the other Council members. We can do what we can to help others."

DeRoche, "Since Heidi, Richard and I came in, there have been a lot of contentious issues. Someone has to make the decisions with common sense, facts and emotions. You are here to represent people. You have to make decisions that may not be popular. What situations have you been in where decisions are important but unpopular?"

Plaisance, "Each situation is different. How you deal with each event will be dictated by the circumstance. Some of these questions are stating that. One example of this was a gentleman who came to the Planning Commission and tore down his house but hadn't come to the City before doing that. You have to consider what the options are, you have listen and then you have to make the decision. We provided the gentleman with multiple choices. He wanted his original option. He brought that on himself. He made the choices. It was hard to feel sorry for him. There is another situation in my family. I had a family member who had an illness. Trying to explain to her that she had to go to the hospital instead of going home. Nothing would be as hard as that. That one was a choice where it was thrust upon you. Sewer and water that was thrust upon you. The choices were limited. You do the best you can with the options you have."

Ronning, "Before we end the interview, do you have any questions for us, or is anything you want to add."

Plaisance, "I would like to add, I think first and foremost, I am really appreciative when you considered who was going to come back for an interview. Each and every one of you requested I come back for an interview. I want to thank you all for that."

Moegerle, "If you are selected, to be on the Council shortly we will be appointing Liaisons, do you have a particular interest on an assignment and what would they be?"

Plaisance, "First of all, I am willing to do whatever the Council would wish me to do. My hours with my other commitments are three to four days a week. I have three to four days a week to devote to City business. EDA, Planning Commission, Finance, these are all issues I have already talked about. As the person who is coming in, selected by you, I am willing to do what it takes to fill the roles to move the City along."

Moegerle, "I understand that."

Plaisance, "I think I answered that. They all have their own importance."

Davis, "The time is up."

Ronning, "You have offered your help a number of times, the web committee and commissions. You had a conflict with your work schedule to make certain meetings, could you explain. I am sorry I am taking the extra time."

Plaisance, "I work three to four days a week, six a.m. to six p.m. My supervisor would be willing work with me to work other hours. I still do have commitments."

Ronning, "Do the days rotate?"

Plaisance, "Yes they do rotate. I'll get you a schedule if you want one."

Second Interview – Tim Harrington

Tim Harrington, "I live at 4887 201st Avenue NE. I have lived in East Bethel for ten years. I am on the second year on the Road Commission. I have attended the City Council meetings for the last year and half, the Town Hall meetings, and Planning Commission meetings. I have seen a lot of downs. I think a new voice could help us get through the downs."

DeRoche, "In light of everything that has gone on the last three years, and the last month or two, why on earth would anyone want to become a Council member in East Bethel?"

Harrington, "I want to find new development, new businesses, get the City going forward. I would like the City to go forward again."

Koller, "What would you do to promote economic growth and what is the City's role?"

Harrington, "Well the City has sewer and water along the Hwy 65 corridor. We have businesses along the corridor. We have a couple nice golf courses."

Ronning, "What are the most important issues facing our community in the next year, or five years?"

Harrington, "I think reducing the levy and trying to pay off the bonds and getting better interest rates. Help to reduce the levy for the residents and businesses in the City."

Moegerle, "What strengths and abilities would you bring to the City Council?"

Harrington, "Listening to and representing the ideas of the residents of East Bethel."

DeRoche, "You said you have been to a lot of Council meetings, needless to say there have been a lot of tough decisions. What do you think the best way to deal with those kinds of things? I understand there could be a lot of things that could come up over the next year that decisions might have to be made. Think you could do it."

Harrington, "I would like to try, a new voice, a little change."

Koller, "Promoting economic growth, what kind do you think would be the easiest to get in?"

Harrington, "I know some developers that won't touch East Bethel because of the levy. They would consider it once it was fixed. We would need a big business, a Costco, Home Depot. We need to find some business or manufacturing."

Moegerle, "How do you suggest we do that? Where are the ideas how we do that, how we explore. Fill out your answer a little more."

Harrington "Would have to find people to talk to."

Moegerle, "How do you do that? This is something that is near and dear to my heart."

Harrington, "Talk to the business and ask them."

DeRoche, "It was brought up that a newspaper article came out and some thought it was good and some thought it was bad, being honest with people helps, what do you think?"

Harrington, "We need to get rid of the negativity. People read the newspaper articles. Something has to change."

Ronning, "Do you have any questions for us or is anything you have to add?"

Harrington, "Thank you Mayor and Council for the opportunity to interview. I want you, the City employees, residents, and business and I will work with everyone to make the City a better city and move it forward."

Moegerle, "Do you have a particular interest in a committee?"

Harrington, "I like the Road Commission, and I like people on the Commission. The people have a lot of experience. Booster Days, I don't mind working on that. If I get appointed. I will work hard on whatever I am assigned to."

Ronning, "What is your work schedule, do you have any conflicts on meeting times and dates?"

Harrington, "I am retired and have the time. I didn't want to get involved when I was employed. Time isn't a problem for me."

Moegerle, "You are Tom's brother-in-law?"

Harrington, "We are just friends."

Third interview – Brian Bezanson

Brian Bezanson, "I have spent 35 years living in the City. I have served on every committee that they had back in those days and a couple that are no longer there. We no longer have a Horse Committee in East Bethel. I am interested in doing this because my wife and I had a long and hard discussion about it. I see this as a caretaker position. This is not to get a leg up to run. I know how to pay the money down to file. I have had people offer to pay the money when I didn't run. We have gone through some tough times both internally and our shots at bad publicity. Both on a situation that created this vacancy and also on our municipal services. I was asked to do this by a few citizens. Maybe we should go back to the old days when things weren't so complicated. I remember when I voted for the first million dollar budget the City had. In August am I going to file? I don't think so, but I don't know. Right now I wish I hadn't walked away in 2002. If I had paid the money. I had no idea someone was going to get on the Council. In summation, the reason I put my name out here is we need a caretaker for a certain degree and someone to do the right thing for 10 months."

DeRoche, "The adoption of the City budget is very important. What are the key factors when the Council reviews the budget? We had twenty meetings this year on it."

Bezanson, "This is want versus needs. You can't strip City services away. You have to plow the roads, police and fire protection. We are doing a better job now. If we get six inches of snow my road will be plowed by 8 or 9 a.m. It took a long time. Our staff is doing a good job. So to me, the challenge is wants versus needs. Put the money in the right places. We know we have huge nut on that budget. We had it back in the old days, back then we had the bonds for Whispering Aspen (Castle Towers)."

Koller, "What would you do to promote economic growth and what is the City's role?"

Bezanson, "I am not a build it and they will come. I have a construction background. I have sold jobs. I think we need to be able to sell the good points of the City of East Bethel. Our land is reasonably cheap, we have no soil correction and we have City services. This sounds like a pitch I have given to others. We have a skilled work force for manufacturing. Kids coming out of St. Francis and Forest Lake have manual dexterity skills. They take pride in craftsmanship. We can have light industrial manufacturing. We do have a good transportation arterial in the City."

Ronning, "What are the most important issues facing our community in the next year, or five years?"

Bezanson, "I think the perception that is being posted that we are an expensive place property tax wise is something we have to work on. We have to function smoothly as a City Council. We cannot fumble with a possible business owner. We have a fair amount of debt we have to pay off."

Moegerle, "What are your strengths and abilities that you would bring to this City Council?"

Bezanson, "Experience, leadership, experience, integrity, experience."

Moegerle, "What experience do you think is so important?"

Bezanson, "187th Lane you when were talking with Senator Benson and Representative Hackbarth, I am not sure we had enough traction on how close we were to being signaled at one time. I have talked with Craig and Larry at that time when that was going in. We were looking at a long, right where the Meadowmore is located. We almost took some land in the back for the whole east side. When you have made the decision that you have, it is nice to know what has been done before because you don't want to repeat the same mistakes or you want to do the right thing you saw happen before."

DeRoche, "Some of the actions the City Council and meetings are not always popular, I am actually going to add this in with it, not only City Council but also staff. On some of these keys issues, what are the roles of the Councilperson in directing staff to do? How much do you trust what your staff does?"

Bezanson, "We didn't have a City administrator when I was on Council, we had a City Clerk. On the day to day, the decision in management is Jack's job. This is the board of directors. This is not a management team."

DeRoche, "I would agree with that 100%. If you cant' trust your staff you shouldn't have them."

Bezanson, "What about the real hard question that has to be made. I have been involved with two employee discharges. They both became resignations so they were protected by the Data Privacy Act. One was in the court system. When you take and are dealing with a long time employee of the City, whose wife has long service time and you have cause to discharge them. What was really tough for me, we all knew what this individual had done. He had confessed his crimes or sins to every one of us. When we went around for the Council items, I wanted to see what was going to happen in this situation. When you have to sit up there and want to have someone be put on paid administrative leave with due cause, effective immediately, that gets peoples attention. The next council meeting was a crowded meeting and a very different Council meeting."

DeRoche, "On January 5, 2011 we went through that situation."

Bezanson, "We are all meeting on a weekly basis and we all work out a schedule together. I hold people accountable. You are never going to be the most popular guy. If you aren't the most respected person, you are failing your employer and your subcontractors."

Koller, "What type of businesses do you think East Bethel should bring in first?"

Bezanson, "A viable one. On EDA we were looking to coin buzz words or a mission statement. Mine was solid, sensible, sustainable solutions. I would like to see what Paul Johnson, Aggressive Hydraulics. What drew him here besides the fact that he is an East Bethel resident. Does he know anyone else in his industry that would move here? I don't want to see us chew up our developable land with low-density uses. Why would we want to have a use car lot chew up a lot by the movie theater? I would love to see a family type restaurant to come here. Carols would get enough business to put out a satellite store."

Ronning, "What work schedule do you have?"

Bezanson, "I am a carpenter. I am a retired carpenter. I am at the point that I am retired. I don't have anything coming up. I just got back from a vacation. No conflicts at all."

Moegerle, "At the end of this meeting we will have appointments to committees and commissions, what appeals the most to you to dig into."

Bezanson, "I would like to stay on EDA and as a council member there would be another opening created. I have no preference one way or the other."

Moegerle, "Do you have strengths you could give you any of the Commissions?"

Bezanson, "I think our Commissions are in good shape and I have no preference. I don't have any questions. I just want to thank you all for your consideration."

Follow up questions to Plaisance and Harrington:

DeRoche, "The adoption of the City budget is very important. What are the key factors when the Council reviews the budget? We had twenty meetings this year on it."

Plaisance, "Whenever you are looking at a budget, you need to prioritize what is in the budget. What can we work with what can we get rid of. Then take that and further separate it. We can do anything with these and then study if changes can be made, weigh those and make recommendations and changes."

DeRoche, "Have you looked at the East Bethel budget?"

Plaisance, "Yes, I have. I don't see much room to maneuver at this point."

DeRoche, "The adoption of the City budget is very important. What are the key factors when the Council reviews the budget? We had twenty meetings this year on it."

Harrington, "You look at everything in the budget. I wouldn't touch maintenance, fire and police. Whatever else you look at and if you can cut you can cut and if you can't then you can't."

Moegerle, "What do we need to spend more money on?"

Harrington, "I just want to make sure, I would give the Fire Department whatever they need. The streets department I would give them the same and the same with the maintenance department."

The interviews concluded and the Council voted by ballot on the candidates.

Davis, "Randy Plaisance had one vote, Tim Harrington had two votes, Brian Bezanson had one vote."

Ronning, "This is not an easy thing to do. It is kind of one of those things that you would like to see everyone come out ahead."

Davis, "Tim if you could come up here and take your seat and take your oath of office."

Harrington, "I, Tim Harrington, do solemnly swear or affirm that I will support the Constitution of the United States of America and the State of Minnesota, and faithfully discharge the duties as a member of the City of East Bethel City Council in the County of Anoka and the State of Minnesota, to the best of my ability. So help me God."

Davis, "Tim you are officially sworn in as the new City Council person".

Consent
Agenda

Item A

Bills/Claims

Item B

Meeting Minutes, October 23, 2013, City Council Work Meeting
Meeting minutes from the October 23, 2013 City Council Work Meeting are attached for your review and approval.

Item C

Meeting Minutes, February 5, 2014, City Council Meeting
Meeting minutes from the February 5, 2014 City Council Meeting are attached for your review and approval.

Item D

Meeting Minutes, February 5, 2014, City Council Special Meeting
Meeting minutes from the February 5, 2014 City Council Special Meeting are attached for your review and approval.

Item E

Approve Advertisement for Seasonal Public Works Positions

Increased demands for road and park maintenance in the spring and through the summer have traditionally required hiring of seasonal personnel to support these activities. The increased work load during this time on park and street projects along with scheduled leave time for full time employees creates a situation where seasonal workers provide additional manpower to assist in project and maintenance activities.

These positions are limited to 67 days for each seasonal employee. Funding for one position in the amount of \$5,900 is provided for in the 2014 General Fund under the Parks Department budget. The other seasonal position is the amount of \$5,900 is provided for in the 2014 General Fund under the Street Department. First year seasonal employees are proposed to be paid \$10.00/hr. and seasonal employees with previous employment with the City would be paid \$11.00/hr. There will be no benefits paid for these positions.

Staff is recommending approval to advertise for two seasonal employees for the period of mid-May to the end of August 2014 with each position not to exceed 67 working days.

Item F

Approve Advertisement for Website/Office Intern

Staff is requesting approval to advertise for the position of Website/Office Intern. The City used an intern in this position in 2013 and was able to transfer most of the information from the old to the new website and address some of the functionality and navigation concerns identified by City Council and the Website Committee. This position would provide support service for continued Website update and development. We would need this position for up to 240 hours and the proposed rate of pay would be \$12/hour with no benefits. Funds are available in the City Clerk's 2014 Budget for this position.

DeRoche made a motion to approve A) Approve Bills; B) Meeting Minutes, February 5, 2014, City Council Work Meeting; C) Meeting Minutes, February 5, 2014, City Council Meeting; D) Meeting Minutes, February 5, 2014, City Council Special Meeting; E) Approve Advertisement for Seasonal Public Works Positions F) Approve Advertisement for Website/Office Intern. Ronning seconded.

DeRoche, "In the 2014 supplemental bills, Andover Husky Youth Hockey Association is applying to set up a booth at Route 65 Liquor Store. I had a question on the form. It listed the owner, but Brad had himself listed."

Davis, "That was on the State form. The name of the legal owner is Brad."

There was no further discussion.

Deroche made the motion to approve the Consent agenda with the additions, Koller seconded the motion; DeRoche, Koller and Ronning-Aye; Moegerle-Nay

New Business
Kirkeby IUP
Renewal

Request for an Interim Use Permit RENEWAL in the Rural Residential District (RR) for a pavement maintenance and restoration business, DBA Pavement Resources at 23310 Monroe St

Consider Granting an Interim Use Permit (IUP) to Jeff Kirkeby, DBA Pavement Resources at 23310 Monroe Street NE, East Bethel, MN 55005, for a period of three years.

Property Owner/Applicant
Jeff Kirkeby
23310 Monroe St. NE
East Bethel, MN 55005
PIN 31-34-23-13-0013

The property owner/applicant is requesting a Renewal for his existing Interim Use Permit. The original IUP was granted in December, 2012. The IUP is for an asphalt maintenance/equipment sales business for the parcel located at 23310 Monroe St. NE. This application is similar to a temporary IUP that was granted to Gordon Hoppe at 189th Avenue for an excavation business on February 4, 2004. At the time of approval of Mr. Hoppe's IUP, there were 3 employees, not counting Mr. Hoppe, working from that residence and his business traffic accessed the property through a residential area.

Mr. Kirkeby's business would generate a lower volume of traffic and the traffic from the business would flow directly to Jackson Street, a MSA and a City arterial street. There would be no traffic through a residential area from Mr. Kirkeby's business.

Mr. Kirkeby was unable to find a suitable location for his business in 2013 and is working on finding an alternative location for the majority of his business by this summer. However he would still like to keep his IUP at his residence for purpose of utilizing his accessory building for storage of business equipment. He is currently in compliance with the conditions that were outlined in his original IUP. Mr. Kirkeby employs two full time and five part-time employees at this location. However, upon relocation of the home occupation to another site, the number of employees will be reduced to less than the stipulated amount required by the Home Occupation Ordinance. For this reason, in December, 2012 the City Council granted an IUP to Mr. Kirkeby. Upon relocation to a new site, Mr. Kirkeby proposes to continue to utilize the Monroe Street address for equipment storage inside his existing facility.

Home occupations are a permitted use in the Rural Residential District as long as the applicant can meet the requirements of the City Code and complies with the conditions of the IUP. This proposed home occupation would meet requirements of the ordinance if the IUP conditions were approved. In the event the conditions are not being met, the IUP would be revoked.

Staff recommends City Council consider approval for an Interim Use Permit Renewal in the RR-Rural Residential District for an asphalt maintenance/equipment sales business for the property known as 23310 Monroe St. NE, East Bethel, PIN 31-34-23-13-0013 with the following conditions:

1. Signage must comply with East Bethel City Code, Chapter 54, which states “for home occupations, one identification sign is permitted, and the sign shall not exceed two square feet.” Signs must be placed on the business property as directional signs are not allowed.
2. The structure must be inspected by the Fire Inspector on a yearly basis.
3. Business street parking shall be prohibited and business parking must be on the driveway.
4. The Interim Use Permit shall expire at the time the property changes hands and/or any of the prescribed stipulations have been violated.
5. Conditions must be met and an IUP Agreement executed no later than 30 days from the date of City Council approval of the IUP. Failure to comply will result in the revocation of the IUP.
6. The IUP will be issued for a period of three years from the date of Council approval. The IUP could be renewed for an additional term with the limits and conditions subject to City Council approval.
7. There will be no expansion of the current accessory building on the site.
8. There will be no additional employees utilized in the business from this site.
9. No additional equipment can be stored outside on the property.
10. Outside storage is limited to essential business related material and personal possessions and is to be in compliance with Ordinance, 26-40, 26-52 and 26-110.
11. Business must not emit odors or noise to the extent that surrounding property owners are affected with the exception of vehicle back up alarm systems.
12. Hours of operation shall be from 6 a.m. to 7 p.m.

Davis, “The IUP is listed for three years. There is an issue with the home occupation requirement as it relates to employees. You may want to table this so we can look at changing the ordinance.”

Moegerle motioned to table the request for an Interim Use Permit RENEWAL in the Rural Residential District (RR) for a pavement maintenance and restoration business, DBA Pavement Resources at 23310 Monroe St. DeRoche seconded.

Moegerle, “I want to add to my motion to extend the expired permit for a time period to be determined. How long will it take to fix the ordinance? It could be on the March 5 agenda. That is if we don’t have any hang up with the home occupation ordinance.”

Koller, “Go to 90 days.”

Vierling, “I would say to put a date out there.”

Moegerle, “60 days.”

Ronning, “A lot of this is perception and I like to help everyone. We are looking at changing an ordinance for one. Could there be damage or harm?”

Davis, “The business was looking at closing on a building in the City. Unfortunately he was unsuccessful in finding a location. We want to keep him in the City of East Bethel. He is a very valuable business. His along with all businesses is important to the City. He works in civic activities and represents the City well.”

DeRoche, “There haven’t been any problems.”

Davis, “Mr. Kirkeby has 2 employees and five part time employees.”

Moegerle added to her motion the extension of the existing IUP for an additional 60 days. DeRoche accepted the amendment; all in favor, motion carries unanimously.

2014 Class V
Projects

Consider approving the recommended 2014 Class 5 projects for advertising for bids

The following streets were resurfaced as Class 5 projects in 2013:

1.) Buchanan St	3,540'
2.) Quincy St	3,198'
3.) 216 th Ave	2,424'
4.) 241 st and London St (second)	2,500'

In 2012, we began the repeat cycle of gravel road resurfacing. The previous cycle was completed in 6 years, however, with the increase in material and trucking costs and a budget that has remained the same over that timeframe, the next cycle will need to be extended out to 8+ years unless budgets for this activity are amended to cover the increased costs.

The recommended roads for 2014 Class 5 resurfacing includes:

1.) Naples St	2,700'
2.) 197 th Ave	1,886'
3.) 225 th Ave	1,058'
4.) 245 th Ave	1,833'
5.) 189 th Ave	2,656'
6.) 196 th Ave	2,715'

\$35,000 has been budgeted in 2014 for gravel road maintenance. The costs for these projects are for material and delivery. The City conducts the grading, compaction and finishing of this material. Prior to the placement of any new Class 5 materials, staff will reclaim the shoulders and reshape the existing road surface.

It is estimated that 3,100 tons of Class 5 materials along with delivery will cost approximately \$11/ton for a total project cost of \$34,100. Attached is a map that lists the streets proposed for resurfacing.

\$35,000 was budgeted for Class 5 gravel road resurfacing projects in the 2014 budget

The Road Commission and staff recommend approving Naples St, 197th Ave, 225th Ave, 245th Ave, 189th Ave, and 196th Ave for Class 5 resurfacing projects in 2014 and to solicit for bids.

The Road Commission and staff recommend approving Naples St, 197th Ave, 225th Ave, 245th Ave, 189th Ave, and 196th Ave for Class 5 resurfacing projects in 2014 and to solicit for bids.

Ronning motioned to approve Naples St, 197th Ave, 225th Ave, 245th Ave, 189th Ave, and 196th Ave for Class 5 resurfacing projects in 2014 and to solicit for bids; Koller seconded the motion.

Moegerle, "Question about 245th Street, is this the one that is in Athens?"

Davis, "This is east of Hwy 65. East Bethel and Athens Township share responsibility. East Bethel maintains 245th east of Hwy. 65 and Athens maintains 245th east of University Ave." This is a road that is separated in three locations in the City"

With no more discussion, Mayor DeRoche called for the vote: All in favor; motion carries unanimously.

The Fire Chief has provided reports of Fire Department emergency calls, fire inspections, and emergency medical calls from the previous month.

We responded to 44 calls, 25 of them were medical. Of those 22 were transported to the hospital. We did have a couple minor fires. One fire loss was an outside boiler. There was also a cooking fire. We did answer a mutual aid call to Linwood.

Koller, "I see there are three checks on burn permits for the same address."

DuCharme, "They were called in by separate people. They were concerned there was a structure on fire. We did send a full contingency on the first call and then the next two just the duty officer went."

Koller, "It must have been a big fire."

DuCharme, "When they are at night, they look really big. He is not saying we are using accelerants we shouldn't be. If you are going to start a permit burn, if you let your neighbor know it helps a bit. With snow on the ground it is a great time to burn up brush permits."

Set Work
Meeting Dates
for Presentation
of the
Emergency
Operation Plan

Chief, "We need the City Council to consider a work session on February 26, 2014 for review and comments on the Emergency Operations Plan (EOP) for the City of East Bethel."

Moegerle, "How long will it take?"

Chief, "An hour and a half to two hours, we will also go over the mitigation plan. We have to get the work done."

Davis, "Can we get it done in one meeting or two?"

Chief, "It might go faster, but a couple of hours."

DeRoche, "That date is fine for me."

Moegerle, "Can we do it before a Council meeting? Like March 5."

DeRoche, "If we think we can get it done in an hour and half. March 5th at 6:00 p.m."

Ronning, "5th is fine"

Koller, "I'm there."

The City Council will have a work session on March 5, 2014 at 6:00 p.m. for review and comments on the Emergency Operations Plan (EOP) for the City of East Bethel.

Appointments
by the Mayor
with the
approval of
City Council
for Council
Liaison
Commission/
Committee
assignments for
2014

Appointments by the Mayor with the approval of City Council for Council Liaison Commission/Committee assignments for 2014

Background Information:

Attached is a spreadsheet with the Commission/Committee assignments for 2010-2013. The following are the Commission, Authority, Committee and appointed positions for consideration:

Acting Mayor

The Acting Mayor performs the duties of the Mayor in his absence. Tom Ronning has been appointed Acting Mayor for 2014.

Commission Assignments

The Planning, Parks and Roads Commissions have traditionally had a Council Member assigned as a liaison non-voting member. The purpose is to provide guidance and historical perspective to issues and items that come before these Commissions.

Fire Department: Traditionally, a member of the City Council is assigned as the liaison to the Fire Department and attends at a minimum the quarterly informational meetings.

Police Department: Traditionally, a Council Member is assigned as the liaison to the Anoka County Sheriff's Department.

Economic Development Authority: Per EDA By-Laws, two Council members are appointed to this Commission. Council Member Moegerle was appointed to a two year term on January 9, 2013. Her appointments to the EDA will expire on December 31, 2014. There is currently one Council vacancy on the Authority.

Water Management Organizations (WMO's)

Sunrise River and Upper Rum River WMO: The City is statutorily required to participate in the watershed management organizations (WMO's) to review, develop and approve water management plans and budgets for the basin area. These organizations have authority to review surface water discharge plans as proposed by developers to ensure they comply with WMO plans. These organizations are contractually managed by the Anoka Conservation District (ACD). The City belongs to both the Upper Rum River WMO and the Sunrise River WMO.

The WMO's meet quarterly with notices provided in advance of the meeting with agenda materials.

Committee Assignments

Cedar Creek Joint Advisory Committee: This is a committee of City and University of Minnesota representatives that meet periodically to discuss uses of Cedar Creek Ecosystem and Scientific Reserve (CCESR) Property as part of the Memorandum of Understanding between the City and the University. The City and University appoint three members each to serve as representatives on this Committee. Of these three appointees, a Council person has traditionally been appointed as a member. The Council has only appointed one of its own members with the other two appointments remaining vacant since at least 2006. Due to a change in CCESR directorship, Council may desire to continue the appointment of only a Council member to this committee and consider the additional members at the time that the Committee becomes more active.

Sandhill Crane Committee: This is a Joint Powers Organization composed of the City of East Bethel, Anoka County, DNR and the MPCA. The group collectively plans for public uses within this area. Traditionally, one City Council Member is appointed to this Committee.

Finance Committee: This committee meets in April or as is necessary to provide recommendations for budget development. From the guidelines set by this Committee, the preliminary budget is developed for presentation to City Council by the first Council meeting in July of each year. In the past, two Council Members have been appointed to this Committee but Council may desire to have the full Council comprise this Committee.

Ordinance Committee: This Committee is composed of two appointed Council Members and meets as required to review City Ordinance revisions or new proposals with City Staff for recommendation to the full City Council.

Website Committee: This Committee was created on June 6, 2012 and is composed of two Council Members, a member from the EDA, a member from the Planning Commission and two citizen members. There were no terms associated with these appointments. Staff is requesting direction from Council as to appointments or continuance of this Committee as it has completed its designated function.

Booster Day Committee: Traditionally, two Council members have been assigned as the liaisons to the Booster Day Committee to assist with coordination of the annual event. The full committee consists of members of several organizations and residents interested in this event.

GRE Work Group: The GRE Work Group was created on September 1, 2010. The Work Group's responsibility was to meet with GRE, the applicant for a CUP, to review the proposed project and alternatives for the proposed locations of an electric transmission line. By Ordinance, Section 74-Article VI/ Permits for Transmission Lines, the work group must consist of the applicant, city planner, one council member, one member of each of the city's commissions, and up to two city residents appointed by the City Council.

The GRE Work Group was originally appointed as follows: Council Member Bill Boyer, Planning Commission Chair Eldon Holmes, Parks Commission Member Tim Hoffman, Roads Commission Member Tanner Balfany and Lou Cornicelli and Jeff Criswell as Citizen Members. Jeff Corney, Cedar Creek ESR Executive Director, served as an advisory member. Councilperson Moegerle and Mayor Lawrence joined the group in 2011. Ex-Councilperson Boyer is no longer included in the group.

The Work Group has completed its directed duty and Council may wish to consider the de-designation of GRE Work Group.

Anoka County-Blaine Airport Advisory Commission

The City is a member of the Anoka County-Blaine Airport Advisory Commission. Membership on the Commission enables the City to keep abreast of developments at the airport as they relate to economic development through access to general aviation facilities and as part of the overall transportation element. The Commission is advisory only and there are no dues or costs to the City to belong. Current municipal members on the Commission include Circle Pines, Blaine, Mounds View, Lexington, Lino Lakes and Anoka County. This Commission meets quarterly.

City Council appointed Ed Fiore as the official City member with a term of two years and Jack Davis as an alternate member. Mr. Fiore's appointment expired on January 18, 2014 and he has expressed a desire for re-appointment.

The Mayor recommends the appointments to the Commissions, Committees and Authorities for Council approval.

Payments to Commission members approved for reimbursement are included in the 2014 Budget.

DeRoche, "I want to abolish the GRE and ordinance committee and here are my recommendations for 2014:

Acting Mayor – Tom Ronning

Planning Commission – Ron Koller

Roads Commission – Tim Harrington

Parks Commission – Tim Harrington

Fire Department – Ron Koller

Police Department – Heidi Moegerle

Economic Development Authority – Bob DeRoche and Heidi Moegerle

Sunrise River WMO – Ron Koller

Upper Rum River WMO – Heidi Moegerle

Cedar Creek Joint Advisory Committee – Heidi Moegerle

Sandhill Crane Committee – Heidi Moegerle

Finance Committee – Bob DeRoche and Tom Ronning

Booster Day Committee – Ron Koller and Tim Harrington

Anoka County-Blaine Airport Advisory Commission – Ed Fiori"

Moegerle, "At the EDA, we have had some discussions on that the website. I can see where there might be some benefit to meeting one more time about those proposed changes."

Ronning, "What does Dan Butler think?"

Butler, "I think there is some improvements that need to be had. Such as linking to the East Bethel Chamber site. The businesses should be on there. There should be a new welcoming photo. I would be more than happy to sit down to make the changes. We could fund it out of the EDA. There are some things that need to be done."

DeRoche, "We always wind up discussing them at the City Council."

Butler, "Too many cooks are going to spoil the broth. If one of the people from the City Council, along with me, and Davis doing it, we could make change."

DeRoche, "Maybe make a liaison for the website."

Davis, "We approved the advertising for a website office intern. We are hoping to convince the one we had to return. Perhaps if we had a small adhoc group as part of the EDA."

DeRoche, "I don't want things to happen which have happened in the past to happen again. Certain suggestions by a person, maybe, it turns into a big thing. If the EDA were to do it, it would hold more credence. It is connected to the Chamber of Commerce and City businesses."

Davis, "The EDA does have ownership, since it is being funded from the EDA budget."

Butler, "No more than 3 people or 4."

Davis, "The EDA could appoint a small group."

Davis, "One other position we didn't make the nomination for is the EDA."

Vierling, "There should be a motion for the appointments to the commission and committees."

DeRoche motioned to approve the following appointments, Harrington seconded.

Acting Mayor – Tom Ronning

Planning Commission – Ron Koller

Roads Commission – Tim Harrington

Parks Commission – Tim Harrington

Fire Department – Ron Koller

Police Department – Heidi Moegerle

Economic Development Authority – Bob DeRoche and Heidi Moegerle

Water Management Organizations (WMO's)

Sunrise River WMO – Ron Koller

Upper Rum River WMO – Heidi Moegerle

Cedar Creek Joint Advisory Committee – Heidi Moegerle

Sandhill Crane Committee – Heidi Moegerle

Finance Committee – Bob DeRoche and Tom Koller

Booster Day Committee – Ron Koller and Tim Harrington

Anoka County-Blaine Airport Advisory Commission – Ed Fiori

Moegerle, "Sunrise is where I live. Ron lives in the Upper Rum River. Maybe we should change so we represent the WMO we live in."

DeRoche, "I had set it up that way for a reason."

Moegerle, "If you know your back yard"

DeRoche, "It is good to go outside your back yard."

With no additional discussion, Mayor DeRoche called for the vote: All in favor, motion carries unanimously.

DeRoche motioned to abolish the website committee and have the EDA choose three people as a subcommittee, to put their suggestions together, Koller seconded.

Moegerle, "There are some other technical remnants that are left to do that could benefit with input from previous members. Maybe the solution is to invite them to be part of that at some point."

With no additional discussion, Mayor DeRoche called for the vote: DeRoche, Koller, Harrington and Ronning-Aye; Moegerle-Nay

Vierling, "When a vote to fill a position is a written ballot, traditionally you conduct a vote to recognize the appointment, welcome the new member and demonstrate unanimity on the issue."

Ronning motioned to recognize the appointment of Tim Harrington to the East Bethel City Council. Koller seconded; DeRoche, Koller, Moegerle, Ronning-Aye; Harrington-Abstain;

Council

Member Heidi
Moegerle

Moegerle, "Parks made some good steps in planning for the trails. Ken Langmade was reappointed as chairperson of the commission. We did have some good discussions with the snowmobile clubs.

We need some more bump signs along Wild Rice Drive.

We were discussing having a dirt bike racing ordinance tweaked. When would that be coming before Council? The snow will be melting and we should be getting in front of that."

Davis, "Considering RVs on recreational property and also the ordinance you were referring to will be on March 5, 2014 agenda."

Moegerle, "Comp plan update, what is the status of it? When will we start working on it?"

Davis, "There have been a number of issues. Hopefully it will be an item on the Planning Commission agenda."

Moegerle, "Thank you to all the candidates that applied for the vacant Council position. Loved it that a lot of women applied. Hope to see you in August. It was very inspiring."

Council
Member Tom
Ronning

Ronning, "No report, today is my wife's birthday and I am here."

Council
Member Ron
Koller

Koller, "Not a whole lot to report. Budgets are in line for next year. The Fire Department had one person who resigned. Booster Day Committee meeting is tomorrow at 6:30 p.m. at the City hall."

Council
Member Bob
DeRoche

DeRoche, "Nice to see the meetings are going more smoothly. Thank you everyone who came in and applied for the Council position. It's a decision you have to make and it is a whole different ball game on this side of the desk. Sometimes the decisions you make up here affect everyone. It is a juggling act. It has to be fact based. You have to have compassion and common sense. People move up here. They like it up here. They sure as heck didn't plan on big development. With the project in, get the corridor developed should mean the rest of the City should remain the same."

Adjourn **Koller made a motion to adjourn at 9:45 p.m. Harrington seconded; all in favor, motion carries unanimously.**

Submitted by:

Jill Anderson
Recording Secretary

DRAFT

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2014-07

RESOLUTION DESIGNATING SURPLUS PROPERTY

WHEREAS, the City of East Bethel owns and operates a fleet of trucks and equipment for the purposes of maintaining its city streets and parks; and

WHEREAS, the City of East Bethel has adopted a plan for the replacement of trucks and equipment; and

WHEREAS, the 2006 Jacobsen HR6010 wide area mower has come to the end of its useful service life as a reliable and dependable piece of equipment; and

WHEREAS, the City Council of East Bethel has approved the purchase of replacement equipment pursuant to the Equipment Replacement Schedule; and

WHEREAS, the City of East Bethel has been offered a \$5,000 in trade allowance for 2006 Jacobsen HR 6010 wide area mower.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the 2006 Jacobsen HR 6010 wide area mower is hereby declared as surplus property and direction to dispose of the property is hereby authorized.

Adopted this 5th day of March, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Mayor

ATTEST:

Jack Davis, City Administrator

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2014-08

RESOLUTION DESIGNATING APRIL 26TH, 2014 ARBOR DAY

WHEREAS, Arbor Day has been an occasion for recognizing the value of trees and woodlands to human welfare since 1872; and

WHEREAS, trees in our city increase property values, provide shade and wind barriers that conserve energy, provide habitat for wildlife, enhance the economic vitality of our business areas and create beautiful landscapes in our parks to make our community even more livable; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, we gratefully acknowledge the vision of leaders past who gave us the gift of the trees we enjoy today; and

WHEREAS, Arbor Day is an opportunity for us to plant and maintain trees for the future, and we urge all of our citizens to plant trees, celebrate Arbor Day and support efforts to protect our trees and urban forest.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: April 26, 2014 be recognized as Arbor Day in the City of East Bethel.

Adopted this 5th day of March, 2014 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Robert DeRoche, Mayor

ATTEST:

Jack Davis, City Administrator

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2014-09

**A RESOLUTION MODIFYING FEES TO BE COLLECTED BY THE CITY OF
EAST BETHEL IN 2014**

WHEREAS, The City Council of the City of East Bethel is the governing body of the City of East Bethel; and

WHEREAS, the 2014 Fee Schedule, originally adopted on January 8th, 2014

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: Resolution 2014-09 Establishing 2014 Fee Schedule is hereby modified to the following starting March 1, 2014:

RECREATIONAL FEES

ICE ARENA

ICE ARENA ICE RENTAL - PRIME TIME	\$192/HR
ICE ARENA ICE RENTAL - NON PRIME TIME	\$140/HR
LOCKER ROOM RENTAL	\$7,500
ADVERTISING	NEGOTIABLE
DRY FLOOR EVENTS	NEGOTIABLE

Adopted this 5th day of March, 2014 by the City Council of the City of East Bethel.

Bob DeRoche, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 A.1

Agenda Item:

Traffic and Motor Vehicles Ordinance, Section 70

Requested Action:

Consider Amending Division 2 Use, Sections 70-109 to 70-113

Background Information:

On October 2, 2013 Becky Knisley, 23250 Sunset Road, requested City Council to consider amending Traffic and Motor Vehicles Ordinance, Section 70 to address noise and hours of operation of dirt bikes. The City has received previous complaints from residents in other areas regarding this same issue. This Ordinance was discussed at an Ordinance Committee meeting on October 28, 2013, but no consensus was reached at that meeting. Staff has looked at this Ordinance and is recommending the following changes:

70-110 Definitions

- Changed Motorized dirt bike to Off Highway Motorcycle (OHM) – this is to make the language the same as the Off Highway Vehicle regulations of the MN DNR.
- Added definition for race track

70-111

- Under No. 1 – proposal to change lot line setback from 50 ft. to 100 ft. and dwelling units from 100 ft. to 200 ft.
- Under No. 3 – added language for non residents
- Under No. 4 – Added No at the beginning of sentence
- Under No. 6 – Left two (2) hours of operation unchanged, and changed language from one (1) hour to two (2) hours of no operation
- Under No. 8 – Added language regarding race tracks
- Other considerations - The Council could look at adding language for an Interim Use permit (IUP) for race tracks

Attachments:

Chapter 70 Redline Copy

Recommendation(s):

Staff recommends Council consider the changes, and if approved, directions to publish.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

- CODE OF ORDINANCES
Chapter 70 - TRAFFIC AND MOTOR VEHICLES
ARTICLE IV. - OPERATION OF OFF-ROAD VEHICLES, MOTORCYCLES AND ALL-TERRAIN VEHICLES

DIVISION 2. USE

DIVISION 2. USE

[Sec. 70-109. Purpose.](#)

[Sec. 70-110. Definitions.](#)

[Sec. 70-111. Use of all-terrain vehicles and off-road motorcycles.](#)

[Sec. 70-112. Exemptions.](#)

[Sec. 70-113. Penalty.](#)

[Secs. 70-114—70-139. Reserved.](#)

Sec. 70-109. Purpose.

It is the purpose of this division to regulate the use of all-terrain vehicles and motorized dirt bikes in the city.

(Ord. No. 197, § 1, 9-7-2005)

Sec. 70-110. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

All-terrain vehicle (ATV) (Class 1) means a motorized floatation-tired vehicle of not less than three low pressure tires, but not more than six tires, that is limited in engine displacement of less than 1,000 cubic centimeters and total dry weight of less than 1,000 pounds.

All-terrain vehicle (ATV) (Class 2) means a motorized floatation-tired vehicle of not less than three low pressure tires, but not more than six tires, that is limited in engine displacement of less than 1,000 cubic centimeters and total dry weight of 1,000 to 1,800 pounds.

Established riding area means a course, track, or other area on a residential property for use of an all-terrain vehicle and/or a motorized dirt bike.

Off Highway Motorcycle (OMH/M, commonly called dirt bikes) - Motorized dirt bike means a vehicle traveling on two wheels and capable of cross-country travel on natural terrain without benefit of a road or trail.

~~*Race Track - (Motor Racing) a circuit or course, esp an oval one, used for motor racing, speedway, etc. riding or racing off road vehicles.*~~

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Residential property means real property used for residential purposes, including all parcels of real property located within the RR residential district under the city's zoning ordinance, set forth in Appendix A to this Code.

(Ord. No. 197, § 2, 9-7-2005; Ord. No. 33, Second Series, § 1, 12-21-2011)

- CODE OF ORDINANCES
Chapter 70 - TRAFFIC AND MOTOR VEHICLES
ARTICLE IV. - OPERATION OF OFF-ROAD VEHICLES, MOTORCYCLES AND ALL-TERRAIN VEHICLES

DIVISION 2. USE

Sec. 70-111. Use of all-terrain vehicles and off-road highway motorcycles.

An off-highway vehicle may be used on residential property within the city, but only on the condition that the operator adheres to the following:

- (1) An off-highway vehicle may be used on an established riding area only if it is no closer than ~~50~~ 100 feet from any lot boundary line and no closer than ~~100~~ 200 feet from any dwelling unit.
- (2) Article III of chapter 26 establishes the noise standards that apply to the operation of off-highway vehicles in the city.
- (3) ~~No non-resident can operate an ATV or OHM without the written permission of the property owner on a private residence where they will be riding. Written permission is required to be carried on the person operating the ATV or OHM.~~
- (4) ~~No~~ more than two persons who are not residents of any particular residential property may simultaneously use off-highway vehicles on the residential property. It is the responsibility of the owner of that residential property to enforce this restriction.
- (4~~5~~) An all-terrain vehicles and off-road motorcycles may be operated on residential property only during the following hours: Monday through Fridays, 9:00 a.m. ~~through~~ through 8:00 p.m., and Saturdays and Sundays, 10:00 a.m. through 5:00 p.m.
- (5~~6~~) After ~~two two~~ consecutive ~~hours-hours~~ of operation of one or more all-terrain vehicles and off-road ~~highway~~ motorcycles on any residential property ~~(or operation thereof for any part of two consecutive hours)~~, there must be at least ~~one two~~ hours during which there is no operation of ~~an~~ all-terrain vehicles and off-road motorcycles on the residential property.
- (6~~7~~) Operation of an all-terrain vehicles and off-road motorcycles is not allowed on either a primary or secondary individual sewage treatment system site.
- (8) Race tracks are prohibited on private residences in areas that are zoned R1 (Single Family) Residential, and R2 (One and Two family residential). Race tracks can be located in RR (Rural Residential) areas on lots over 5 acres in size and complying with all other regulations related to ATV and OHM.

(Ord. No. 197, § 3, 9-7-2005; Ord. No. 33, Second Series, § 1, 12-21-2011)

Sec. 70-112. Exemptions.

The use of any all-terrain vehicle and/or off-road motorcycle by any officer, employee, or agent of the city or of any other governmental unit in the course of official governmental business is exempt from this division.

(Ord. No. 197, § 4, 9-7-2005; Ord. No. 33, Second Series, § 1, 12-21-2011)

Sec. 70-113. Penalty.

Any person who violates any provision of this division shall be guilty of a misdemeanor, and upon conviction thereof may be punished as provided in section 1-14, and may be required to complete eight hours of community service for each violation. Violators will be responsible for all costs of prosecution.

(Ord. No. 197, § 5, 9-7-2005)

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- CODE OF ORDINANCES
Chapter 70 - TRAFFIC AND MOTOR VEHICLES
ARTICLE IV. - OPERATION OF OFF-ROAD VEHICLES, MOTORCYCLES AND ALL-TERRAIN VEHICLES

DIVISION 2. USE

Secs. 70-114—70-139. Reserved.



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 A.2

Agenda Item:

Manufactured Home Ordinance, Chapter 34 Floods, Article VII; Section 38-20; and Under Appendix A Zoning Ordinance

Requested Action:

Consider amending ordinance related to recreation vehicles, and travel/trailers.

Background Information:

City Council received a request from Nancy Krueger, owner of property at 18467 Lakeview Point Dr. to consider amending the Ordinance regulating recreational camping vehicles. The Ordinance Committee discussed this matter at a meeting on October 28. This property is zoned R-1 and has a property tax classification of seasonal recreational residential-non C. The property is 0.2 acres. Ms. Krueger is requesting the Ordinance be amended to allow the placement of her recreational camping trailer on this site.

We have references to Travel Trailer and Recreational Vehicles in several places in our code. Any modifications that are done in one section of the code should carry forth into other relevant sections of the code also.

Under Article 34 – Floods, we address the placement of Travel Trailers. However, that is only in those areas that are on the general flood map. This should be changed so that it applies and should also be included in Article II, Chapter 38-20 as additional items. The proposed language in Article 34 and Chapter 38-20 should be the same. We should also include the same language in Appendix A, Zoning under General Development Regulations. This will keep the information consistent from one section of the code to another. The Changes in Article 34 could be as follows:

- Article 34, (3) a. 3 – Additions provided by the City Attorney
- Article 34, (3) b. 1 – Additions proposed by City Attorney with the Staff addition of Property Tax Classification status as Seasonal Recreational – vacant and improved as a condition.

The definition of Recreational Vehicle/Travel Trailer should be included in Definitions section of Zoning Code Appendix A, Article 34 and Chapter 38.

Attached are maps that locate all the properties in the City that have a tax classification of Seasonal Recreational. Even though there are sanitation requirements in the proposed amendment to this Ordinance, allowance of placement of recreational camping vehicles on these

properties could create consequences that have a greater impact than simply addressing the situation of an individual property owner.

Attachments:

Map of Seasonal Recreational Residential Properties

Proposed changes to ordinances-red line copy

Recommendation(s):

Staff recommends Council consider the changes, and if approved, direction to publish.

City Council Action

Motion by: _____

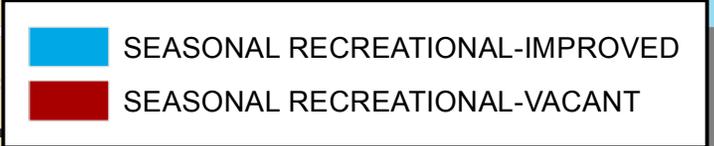
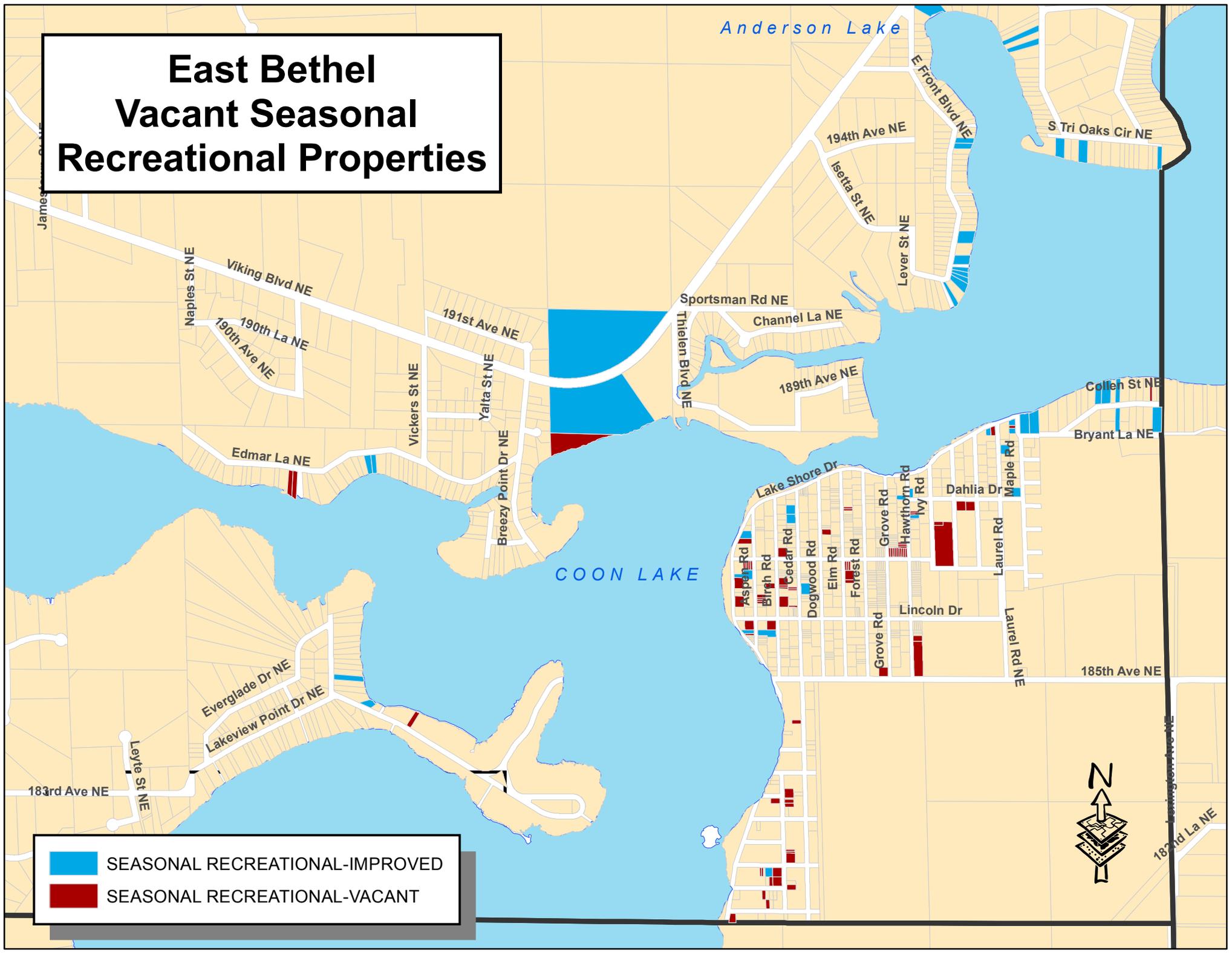
Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

East Bethel Vacant Seasonal Recreational Properties



Under Appendix A – Zoning Ordinance

Manufactured home: A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; the term includes any structure which meets all the requirements and with respect to which the ***manufacturer*** voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under Minn. Stats. ch. 327.

Recreational vehicle: Any device having wheels and capable of supporting overnight sleeping accommodations and designed for uses in addition to normal travel.

UNDER ARTICLE 34 – FLOODS,

Sec. 34-183. - Manufactured homes and manufactured home parks and placement of travel trailers and travel vehicles.

The following standards shall apply to manufactured homes, manufactured home parks, travel trailers, and travel vehicles:

- (1) New manufactured home parks and expansions to existing manufactured home parks shall be subject to the provisions for subdivisions in article VII of this chapter.

- (2) The placement of new or replacement manufactured homes in existing manufactured home parks or on individual lots of record that are located in floodplain districts will be treated as a new structure and may be placed only if elevated in compliance with article V of this chapter.

If vehicular road access for preexisting manufactured home parks is not provided in accordance with [section 34-113\(1\)](#), then replacement manufactured homes will not be allowed until the property owner develops a flood warning emergency plan acceptable to the city. All manufactured homes must also be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

- (3) Travel trailers and travel vehicles that do not meet the exemption criteria specified in section 34-183(3)a shall be subject to the provisions of this chapter, including those specifically spelled out in section 34-183(3)c.
- a. Travel trailers and travel vehicles are exempt from the provisions of this chapter if they are placed in any of the areas listed in section 34-183(3)b and comply with the ~~following~~ criteria set forth in paragraphs 1 and 2 or paragraph 3 as follows:
1. Have current licenses required for highway use, and
 2. Are highway ready, meaning on wheels or the internal jacking system, are attached to the site only by quick disconnect type utilities commonly used in campgrounds and trailer parks, and the travel trailer/travel vehicle has no permanent structural type additions attached to it.
 3. Is located on an individual lot/parcel of record owned by the record owner of the travel/recreational vehicle, meets setback requirements from property lines as measured to the travel trailer, has a lawful on site or other MPCA allowed disposal facility for the disposal and treatment of human waste and does not permit or allow any nuisance condition as defined in Sec. 26-63 to exist on the site.
- b. Areas exempted for placement of travel trailers/recreational vehicles:
1. Individual lots or parcels of record owned by the record owner of the travel/recreational vehicle. Subject to Sec 34-183(3)b.3 above and under the Property Tax classification status as SEASONAL RECREATIONAL-VACANT and IMPROVED
 2. Commercial recreational vehicle parks or campgrounds in operation prior to the adoption of the ordinance from which this chapter is derived.
 3. Condominium type associations in operation prior to the adoption of the ordinance from which this chapter is derived.
- c. Travel trailers and travel vehicles exempted in section 34-183(3)a shall lose their exempt status when development occurs on the parcel exceeding \$500.00 in value for a structural addition to the travel trailer/travel vehicle or an accessory structure. The travel trailer/travel vehicles and all additions and accessory structures will then be treated as a new structure and shall be subject to the flood protection requirements of this chapter.
- d. New commercial travel trailer or travel vehicle parks or campgrounds and new residential type subdivisions and condominium associations and the expansion exceeding five units or dwelling sites of any such use in operation prior to the

adoption of this chapter shall be subject to the following:

1. A travel trailer or travel vehicle will be allowed in the floodway or flood fringe districts provided said trailer or vehicle and its contents are placed on fill above the regulatory flood protection elevation and proper elevated road access to the site exists in accordance with [section 34-114](#)(1). No fill placed in the floodway to meet the requirements of this article shall increase flood stages of the 100-year or regional flood.
2. A travel trailer or travel vehicle not meeting the criteria of subsection (3)a of this section may, as an alternative, be allowed as a conditional use. The applicant must submit an emergency plan for the safe evacuation of all vehicles and people during the 100-year flood prepared by a registered engineer or other qualified individual or agency acceptable to the city. The applicant shall demonstrate that adequate time and personnel exist to carry out the evacuation. All attendant sewage and water facilities for new or replacement travel trailers or other recreational vehicles must be protected or constructed so as to not be impaired or contaminated during times of flooding.

(Ord. No. 156, § 7(7.04), 5-6-1992)

Article II, Chapter 38

Sec. 38-19. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Doublewide unit or multiple unit means two or more segments constituting one manufactured home designed to be transported separately and attached to each other at the manufactured home park to form one home.

Lot means a section of ground in a manufactured home park of not less than 7,800 square feet, excluding any street right-of-way, of otherwise unoccupied space designated as the location of one singlewide unit, and all other necessary improvements required by this article.

Manufactured home means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term "manufactured home" includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary and complies with the standards established under Minn. Stats. § 327.31 et seq.

Manufactured home park means any site, lot, field or trace of land upon which two or more occupied manufactured homes are harbored, either free of charge or for revenue purposes, and shall include any building, structure, tent, vehicle enclosure used or intended for use as part of the equipment of such manufactured home park.

Recreational camping vehicle means any of the following:

- (1) *Travel trailer* means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "travel trailer" by the manufacturer of the trailer.
- (2) *Pickup coach* means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.
- (3) *Motor home* means a portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle.
- (4) *Camping trailer* means a folding structure, mounted on wheels and designed for travel, recreation, and vacation use.

Singlewide unit means one self-contained manufactured home designed to be a complete dwelling unit.

Special width lot means a section of ground in a manufactured home park of not less than 11,700 square feet, excluding any street right-of-way, of otherwise unoccupied space designated as the location for one doublewide unit.

(Ord. No. 142, § 2(subd. 1), 3-4-1987)

Sec. 38-20. Location of manufactured homes and manufactured home parks.

- (a) *Parking and placement prohibited.* It shall be unlawful within the limits of the city of East Bethel for any person to park any manufactured home on any street, alley or highway or other public place or on any tract of land owned by any person, occupied or unoccupied.
- (b) *Emergency parking permitted.* Emergency or temporary stopping or parking is permitted on any street, alley or highway for not longer than 24 hours subject to any other and further prohibitions, regulations or limitations imposed by the traffic and parking regulations or ordinances for that street, alley or highway.
- (c) *Placement outside a manufactured home park prohibited.* No person shall park or occupy any manufactured home on either the premises of any occupied dwelling unit or on any lot which is not a part of the premises of any occupied dwelling which is situated outside of an approved manufactured home park unless it meets the architectural standards and other regulations as stated in the city's zoning ordinance, set forth in Appendix A to this Code, and

amendments thereof. The parking of no more than three unoccupied recreational camping vehicles is permitted in an accessory private garage building, side yard or rear yard provided no living or sleeping quarters shall be maintained nor any business conducted in said recreational camping vehicle while such vehicle is so parked or stored. A recreational camping vehicle is permitted on owner's property for storage purposes provided the property has a single-family residence on it connected to a sewer and well, and may not be occupied for more than three weeks within any two-month period.

- (d) *Conditional use permit required.* No person shall construct, locate, operate or maintain a manufactured home park within the city without first obtaining a conditional use permit and all such other permits and licenses as shall be required and described herein.
- (e) *Zoning.* No person shall construct, locate, operate or maintain a manufactured home park in the city unless the proposed area is zoned for B-1 business commercial district as stated in the city's zoning ordinance.



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 B.1

Agenda Item:

Johnson Street Construction Project from 215th Avenue to 221st Avenue and Trunk Highway 65 Improvements

Requested Action:

Staff is requesting direction for the Johnson Street Construction Project from 215th Avenue to 221st Avenue and Trunk Highway 65 Improvements.

Background Information:

As discussed at the January 22, 2014 City Council Meeting MnDOT was in the process of reviewing the eligibility of the grant for the service road project. Initially, the City received notice that a maximum grant amount of \$702,000 was awarded for this project.

The attached memo dated February 27, 2014 from Phillip Bergem provides a summary of MnDOT's final decision on the grant award. MnDOT considers only the segment of service road from 219th Avenue to 221st Avenue to be eligible. The eligible cost is estimated to be \$574,000. The City can secure the remaining \$128,000 in grant funds by providing access control along Trunk Highway 65. Access control would restrict access to Highway 65 from the adjacent parcels. Once the access control documents were executed by the land owners, they would be deeded to MnDOT.

If the project is to move forward it must be awarded before June 30, 2014. Staff is requesting direction on how the Council wants to proceed on this project. Three possible options would include:

- Option 1 – Notify MnDOT that the City will not be moving forward with the project.
- Option 2 – Obtain access control along Trunk Highway 65 to maximize the grant amount of \$702,000 and proceed with the project as originally planned.
- Option 3 – Accept the \$574,000 in grant money and construct the service road from 219th Avenue to 221st Avenue only.

The current estimated total costs for this project are as follows:

Construction Cost	\$ 1,089,036
Easement Acquisition Costs	\$ 203,500
Overhead and Contingency Costs	<u>\$ 160,000</u>
Total Project Cost	\$ 1,452,536

If only the segment of service road from 219th Avenue to 221st Avenue is constructed at this time. The total cost of \$1,452,536 would be reduced approximately \$530,000 or to a total of \$922,536. To date a total of \$262,397 has been spent for easement acquisition and preparation of plans and specifications.

Attachments

1. Project Location Map
2. MnDOT Memo

Fiscal Impact:

As of February 2, 2014 the City's Municipal State Aid Construction Fund balance was \$1,451,072.93. Whether the project moves forward or not, the current expenditures of \$262,397 are reimbursable from the City's Municipal State Aid Construction Fund. If the City moves forward with Option 2 or Option 3 the amount that would be financed from the Municipal State Aid Construction Fund would be \$750,536 and \$348,536 respectively.

Recommendation(s):

Staff is requesting direction from Council regarding moving forward with this project.

City Council Action

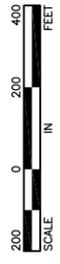
Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



ATTACHMENT 1 SERVICE ROAD LOCATION



MEMO

TO: Jack Davis
City Administrator
City of East Bethel

Craig Jochum, PE
City Engineer
City of East Bethel

FROM: Phillip Bergem, PE
Cooperative Agreements Engineer
Metro State Aid

DATE: February 27, 2014

SUBJECT: State Funding for SP 0208-148, SAP 203-116-001 (West Frontage Road)

Based on a review of the statutory language for frontage roads and MnDOT's financial participation in them, the State Municipal Agreements Engineer, along with the support of MnDOT's legal counsel, has come to the determination that the proposed road work for Johnson Street south of 219th Avenue is not eligible for use of Trunk Highway Funds (including Cooperative Agreement funds). This determination is also supported by the Office Director in charge of the Project Management Division. MnDOT is prevented, by State Statute, from expending Trunk Highway funds on projects that do not benefit the Trunk Highway system.

However, the closure of the connection of 219th Avenue to Trunk Highway 65 and the construction of Johnson Street from 219th Avenue to 221st Avenue do benefit the Trunk Highway and are therefore eligible for Trunk Highway funds. Cooperative Agreement money has been set aside for this use. Using a rough estimate based on developed plans, this eligible segment would use approximately \$574,000 of the \$702,000 that have been allocated for the project.

In order to provide the City of East Bethel with the remaining \$128,000 (approximately) of funds that have been set aside, there must be something added that benefits the Trunk Highway system to at least that amount. In discussion with MnDOT staff, a possible solution would be for the City to obtain access control along Trunk Highway 65 from parcels 08-33-23-24-0001 (Bernard and Marcella Sylvester), 08-33-23-31-0001 (Genevieve Sylvester Family LP) and if possible 08-33-213-21-0001 (Douglas Atkins, et al). The access control would restrict access



Jack Davie, Craig Jochum
February 27, 2014
Page 2

from those parcels to TH 65. After access control is acquired, it would have to be deeded to MnDOT and then the remaining portion of funds could be passed along to the city.

In order to use the Cooperative Agreement funds that are allocated towards the project, the City needs to let the project by June 30, 2014.

Please discuss this option with staff and the City Council and let us know as soon as possible if it is a route the City is willing to take to maximize the availability of MnDOT funds. If the access control option is not acceptable, we can certainly proceed with the project funding the eligible construction items north of and including 219th Avenue.



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 C.1

Agenda Item:

City of East Bethel 2013 Financial Report

Requested Action:

Information item and review of 2013 Revenues and Expenditures for the City

Background Information:

The unaudited December 2013 Financials including: Narrative, Bank Reconciliation, Balance Sheet, and Summary Revenue/Expense Statement are attached for your review. The City of East Bethel’s annual financial audit will begin on March 10th and be conducted by Abdo Eick and Meyer’s LLP. After the audit is complete a comprehensive financial report will be provided to the City Council.

City staff will provide an overview of the key financial information and the timeline for the 2015 budget process at the meeting on March 5, 2014.

Attachments:

2013 Financial Report

Fiscal Impact:

As noted above

Recommendation(s):

Information Item Only

City Council Action

Motion by: _____

Second by: _____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel

December 2013 Financial Statement Analysis

The summary below was derived from observations related to the City of East Bethel's monthly financial statements, which should be read in conjunction with the analysis below. The City of East Bethel utilizes a fund accounting system consisting of a General Fund, Special Revenue Funds, Debt Service Funds, Other Governmental Funds and Enterprise Funds. This financial analysis was done using unaudited data and is subject to change.

Balance Sheet

Assets

Cash and Cash Equivalents: The City of East Bethel ended the month of December with \$8,031,905 in reconciled bank balances. A summary of the City's cash account holdings is chronicled on the attached bank reconciliation sheet. The city also holds \$150 in petty cash and is reconciled on a daily basis.

Taxes Receivable: The City has tax receivables of roughly \$262,712—delinquent taxes derived from balances remaining from 2000 through 2013 and \$84,938 from the final 2013 settlement received in January.

General Receivables: The City has receivables of roughly \$44,539 at month's end—primarily comprised of utility bills billed at 12/31/13 and not yet received.

Special Assessments Receivable: The City has special assessment receivables from various sources in the amount of \$6,052.

Special Assessments Deferred: The City has future special assessment principal balances from various sources in the amount of \$384,141. These are outstanding principal balances with annual payment schedules, which are then used to assist in the payment of their respective bond issues.

Due from Other Governments / Entities: The City is due \$306,507 from other government units at year end

Land/Other Fixed Assets: The City had roughly \$47,230,265 in capitalized infrastructure and other fixed assets (net of depreciation) at the end of fiscal year 2013.

Liabilities

Accounts Payable: The City accrued roughly \$366,988 in accounts payable—expenditures incurred before year end, but not yet paid until 2014.

Salaries Payable: The City accrued roughly \$74,337 in salaries and benefits payable—salary expenses earned by employees prior to year end, but not paid until 2014.

Internal Debt: The Equipment replacement fund has loaned \$150,361 and 89,639 to the 2010A and 2010B funds, respectively. The HRA has also loaned \$16,400 to the EDA.

External Debt: The City of East Bethel has eight outstanding bond issues as of 12/31/13—2005A, 2013A, 2005B, 2008A, 2010, 2010A, 2010B, and 2010C. The total short term / long term debt is \$21,674,589 at year end.

Escrows: The City requires escrow accounts for various purposes to ensure City guidelines are followed and fulfilled. Escrow amounts totaled \$50,429 at the end of December.

Fund Balance

Fund Balance: The City of East Bethel began fiscal year 2013 with a General Fund balance of \$2,621,894 and has since (1/1/13 through 12/31/13) incurred an excess of revenues over expenditures of 359,525—leaving the City with a total General Fund balance of \$2,981,418 at year end.

Revenue / Expense Statement – General Fund

Revenue

Property Tax and State Grants: The City received roughly \$4,131,421 in property tax revenue or 100% of the 2013 year to date budget through December.

Franchise Taxes: Franchise tax revenue consists of franchise fees administered by Midcontinent Communications. The City has received \$49,490 in this revenue source or 134% of the 2013 budget.

Licenses and Fees: Licenses and Fee revenue consists of mostly fees derived from the selling of liquor licenses. The City has received \$34,190 in this revenue source or 92% of the 2013 budget.

Building Inspection: Building inspection revenues are comprised of the various permits associated with building projects—plumbing, building, and mechanical. The City has received roughly \$147,800 in Building inspection revenue or 154% of the 2013.

Building Inspection (Oak Grove / Bethel): Building inspection revenues from the City's of Oak Grove and Bethel total roughly \$194,840 or 325% of the 2013 budget.

State Aid: State Aid revenue is mostly comprised of street maintenance aid and fire relief aid. The City has received roughly 249,800 or 115% of the 2013 budget.

Fines and Forfeits: The City has received \$52,624 in this revenue source or 105% of the 2013 budget.

Interest Earnings: The City has received \$1,170 in interest revenue or 59% of the 2013 budget.

Overall, General Fund Revenues were \$5,015,755 or 105% of the 2013 budget.

Expenses

General Government: General Government expenditures include salaries / benefits, supplies and purchased services in conjunction with activities performed by the Mayor, four City Council Members and City Administration / Finance team. Expenditures for Legal and Assessing services are also captured in this classification. General Government expenditures total roughly \$1,053,080 or 98% of the 2013 budget.

Community Development: Community Development expenditures include salaries / benefits, supplies and purchased services in conjunction with activities performed by the departments Director, Building Official, Building Inspector and Administrative support personnel. Community Development expenditures totaled roughly \$366,682 or 93% of the 2013 budget.

Public Safety: The City of East Bethel contracts with Anoka County to provide law enforcement services and has an in-house fire department. Public Safety expenditures totaled roughly \$1,503,250 or 100% of the 2013 budget.

Public Works: Public Works expenditures include salaries / benefits associated with the departments full and part time employees. This classification captures expenditures of supplies and purchased services that are used to maintain the city parks and streets. Public Works expenditures totaled roughly \$1,130,247 or 98% of the 2013 budget.

Civic Events: The civic events classification totaled \$2,500 or 100% of the 2013 budget.

Other: The other classification captures other departmental and fund transfers. This classification totaled \$571,600 or 97% of the 2013 budget.

Overall, General Fund Expenditures totaled roughly \$4,656,230 or 98% of the 2013 budget.

Analysis Prepared By:

Michael Jeziorski – Finance Director

**City of East Bethel
Bank Reconciliation
Fiscal Year 2013
12/31/13**

<i>Institution</i>	<i>Instrument</i>	12/1/2013	<i>Deposits</i>	<i>Expenditures</i>	<i>Transfers</i>	<i>Interest</i>	12/31/2013
Peoples Bank	Main Checking	131,815.16	206,246.33	1,228,141.14	1,100,000.00	15.47	209,935.82
	Gopher Account	531.24					531.24
	DDA Account	1,222,100.90			94,190.08	248.89	1,316,539.87
		<u>1,354,447.30</u>	<u>206,246.33</u>	<u>1,228,141.14</u>	<u>1,194,190.08</u>	<u>264.36</u>	<u>1,527,006.93</u>
Village Bank	Money Market	212,043.86				27.89	212,071.75
			<u>212,043.86</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27.89</u>
4M Fund	Money Market	2,568,280.55	2,156,931.35		(500,000.00)	178.50	4,225,390.40
	Money Market - Water/Sewer	2,799,487.83			(694,190.08)	37.32	2,105,335.07
			<u>5,367,768.38</u>	<u>2,156,931.35</u>	<u>-</u>	<u>(1,194,190.08)</u>	<u>215.82</u>
Total Cash per Statements		6,934,259.54	2,363,177.68	1,228,141.14	-	508.07	8,069,804.15

G xxx-10100	BDS	8,031,905.22
	Outstanding	37,898.93
	Total	8,069,804.15
	Unreconciled	-
	OK	
	PB Collateral	1,520,493.76

**City of East Bethel
Balance Sheet
Fiscal Year 2013
12/31/13**

Fund Name	General Fund
G xxx-10100 Cash	3,109,481.40
G xxx-10200 Petty Cash	150.00
G xxx-10500 Taxes Receivable	76,706.39
G xxx-10700 Taxes Receivable-Delinquent	173,113.48
G xxx-11500 Accounts Receivable	12,089.83
G xxx-11501 Accounts Receivable (Utility)	462.72
G xxx-12100 Special Assessments Receivable	-
G xxx-12200 Special Assess Rec - Delinquent	-
G xxx-12300 Special Assess Rec-Deferred	4,785.41
G xxx-13100 Due from Other Funds	-
G xxx-13200 Due from Other Governments	28,229.30
G xxx-13300 Due from Other Entities (Loan Payable)	-
G xxx-15500 Prepaid Items	64,028.83
G xxx-16300 Fixed Assets	-
G xxx-16310 Depreciation	-
Total Assets	3,469,047.36
G xxx-20200 Accounts Payable	101,506.36
G xxx-20400 Sales Tax Payable	692.97
G xxx-20600 Contract Retainage	-
G xxx-20700 Due to other funds	-
G xxx-20810 State Surcharges	1,383.72
G xxx-20820 Due to MCES SAC	85,800.00
G xxx-21600 Salaries Payable	63,213.60
G xxx-21601 Benefit Payable	9,700.07
G xxx-21710 Medical Cafeteria Exp	2,719.55
G xxx-21711 Dependent Care Cafe Exp	5,000.00
G xxx-21721 COBRA (Anderson)	290.85
G xxx-21722 COBRA (Pierce)	(680.01)
G xxx-22200 Deferred Revenues	179,195.85
G xxx-22500 Bonds Payable Current	-
G xxx-23110 Bonds Payable Non Current	-
G xxx-21500 Accrued Interest Payable	-
G xxx-23200 Bond Premium	-
G xxx-23900 Compensated Absences Payable	-
G xxx-24500 Escrow	38,806.02
Total Liabilities	487,628.98
Fund Balance	
G xxx-25300 Unreserved Fund Balance at 12/31/12	2,621,893.70
Excess of Revenues over Expenses (1/1/13 to 12/31/13)	359,524.68
Total Fund Balance	2,981,418.38
Total Liabilities and Fund Balance	3,469,047.36

Unaudited - For Management Purposes Only

**City of East Bethel
Balance Sheet
Fiscal Year 2013
12/31/13**

Fund Name	All Funds
G xxx-10100 Cash	8,031,905.22
G xxx-10200 Petty Cash	150.00
G xxx-10500 Taxes Receivable	84,938.49
G xxx-10700 Taxes Receivable-Delinquent	177,773.52
G xxx-11500 Accounts Receivable	23,289.83
G xxx-11501 Accounts Receivable (Utility)	21,249.71
G xxx-12100 Special Assessments Receivable	3,094.47
G xxx-12200 Special Assess Rec - Delinquent	2,957.86
G xxx-12300 Special Assess Rec-Deferred	384,141.15
G xxx-13100 Due from Other Funds	256,400.00
G xxx-13200 Due from Other Governments	306,507.02
G xxx-13300 Due from Other Entities (Loan Payable)	16,400.00
G xxx-15500 Prepaid Items	65,593.62
G xxx-16300 Fixed Assets	82,224,794.91
G xxx-16310 Depreciation	(34,994,530.18)
Total Assets	56,604,665.62
G xxx-20200 Accounts Payable	366,987.87
G xxx-20400 Sales Tax Payable	692.97
G xxx-20600 Contract Retainage	147,570.99
G xxx-20700 Due to other funds	256,400.00
G xxx-20810 State Surcharges	1,782.24
G xxx-20820 Due to MCES SAC	85,800.00
G xxx-21600 Salaries Payable	64,424.14
G xxx-21601 Benefit Payable	9,913.25
G xxx-21710 Medical Cafeteria Exp	2,719.55
G xxx-21711 Dependent Care Cafe Exp	5,000.00
G xxx-21721 COBRA (Anderson)	290.85
G xxx-21722 COBRA (Pierce)	(680.01)
G xxx-22200 Deferred Revenues	109,577.63
G xxx-22500 Bonds Payable Current	293,000.00
G xxx-23110 Bonds Payable Non Current	21,381,589.00
G xxx-21500 Accrued Interest Payable	547,127.00
G xxx-23200 Bond Premium	265,487.00
G xxx-23900 Compensated Absences Payable	118,958.69
G xxx-24500 Escrow	50,428.61
Total Liabilities	23,707,069.78
Fund Balance	
G xxx-25300 Unreserved Fund Balance at 12/31/12	34,497,865.32
Excess of Revenues over Expenses (1/1/13 to 12/31/13)	(1,600,269.48)
Total Fund Balance	32,897,595.84
Total Liabilities and Fund Balance	56,604,665.62

**City of East Bethel
Revenue Expense Statement
Fiscal Year 2013
1/1/13 to 12/31/13**

<u>General Fund</u>	Account Description	Actual - 12/31/13	FY 2013 Budget	YTD as a % of Budget
Revenues				
	Property Tax	4,131,421.00	4,123,317.00	100%
	Franchise Taxes	49,490.39	37,000.00	134%
	Licenses and Fees	34,190.10	37,250.00	92%
	Building Inspection Permits	147,799.90	95,700.00	154%
	Building Inspection Permits (Bethel / Oak Grove)	194,840.27	60,000.00	325%
	State Aid	249,800.03	216,506.00	115%
	Fines and Forfeits	52,624.07	50,000.00	105%
	Other Fees	94,426.70	99,360.00	95%
	Cemetery Revenue	5,950.00	5,000.00	119%
	Other	54,041.95	38,000.00	142%
	Interest Earnings	1,170.48	2,000.00	59%
Total Revenues - General Fund		5,015,754.89	4,764,133.00	105%
Expenditures				
General Government				
	Council	69,798.93	87,059.00	80%
	City Administration	228,722.74	210,061.00	109%
	Elections	1,687.26	2,170.00	78%
	City Clerk	99,516.77	103,331.00	96%
	Finance	226,764.80	226,086.00	100%
	Assessing	51,281.52	51,700.00	99%
	Legal	147,051.79	150,500.00	98%
	Human Resources	3,164.00	2,975.00	106%
	Government Buildings	38,080.87	44,750.00	85%
	Risk Management	103,367.18	99,800.00	104%
	Central Services	83,644.73	99,405.00	84%
Total General Government		1,053,080.59	1,077,837.00	98%
Community Development				
	Planning and Zoning	191,740.51	208,391.00	92%
	Building Inspection	174,941.16	186,940.00	94%
Total Community Development		366,681.67	395,331.00	93%
Public Safety				
	Police Protection	959,255.06	961,144.00	100%
	Fire Protection	543,995.03	537,783.00	101%
Total Public Safety		1,503,250.09	1,498,927.00	100%
Engineering				
	Engineering	28,871.26	46,000.00	63%
Total Engineering		28,871.26	46,000.00	63%
Public Works				
	Public Works - Parks Maintenance	367,896.15	397,567.00	93%
	Public Works - Streets	762,350.45	755,971.00	101%
Total Public Works		1,130,246.60	1,153,538.00	98%
Civic Events				
	Civic Events	2,500.00	2,500.00	100%
Total Culture and Recreation		2,500.00	2,500.00	100%
Other				
	Transfers to Other Funds / Contingency	571,600.00	590,000.00	97%
Total Other		571,600.00	590,000.00	97%
Total Expenditures - General Fund		4,656,230.21	4,764,133.00	98%
Excess of Revenues over Expenditures - General Fund		359,524.68	-	

**City of East Bethel
Revenue Expense Statement
Fiscal Year 2013
1/1/13 to 12/31/13**

Account Description	Actual - 12/31/13	FY 2013 Budget	YTD as a % of Budget
<u>Special Revenue Funds</u>			
Revenues			
Recycling	48,416.40	32,475.00	149%
Grants / Donations	4,371.10	-	N/A
SAFER Grant	81,172.45	84,500.00	96%
HRA	1,190.42	-	N/A
EDA	144,464.61	144,670.00	100%
Total Revenue - Debt Service	279,614.98	261,645.00	107%
Expenses			
Recycling	26,374.00	32,475.00	81%
Grants / Donations	3,755.29	-	N/A
HRA	15,143.00	22,900.00	66%
SAFER Grant	81,172.45	84,500.00	96%
EDA	162,363.55	144,670.00	112%
Total Expenditures - Debt Service	288,808.29	284,545.00	101%
Excess of Revenues over Expenditures - Debt Service	(9,193.31)	(22,900.00)	
<u>Debt Service</u>			
Revenues			
2005A, 2005B, 2008A, 2010, 2010A, 2010B, 2010C	2,395,242.72	857,743.00	279%
Total Revenue - Debt Service	2,395,242.72	857,743.00	279%
Expenses			
2005A, 2005B, 2008A, 2010, 2010A, 2010B, 2010C	2,929,022.15	1,619,444.00	181%
Total Expenditures - Debt Service	2,929,022.15	1,619,444.00	181%
Excess of Revenues over Expenditures - Debt Service	(533,779.43)	(761,701.00)	
<u>Other Governmental Funds</u>			
Revenues			
Other Governmental Funds	1,058,590.78	416,590.00	254%
Total Revenue - Other Governmental Funds	1,058,590.78	416,590.00	254%
Expenses			
Other Governmental Funds	5,804,704.24	663,000.00	876%
Total Expenditures - Other Governmental Funds	5,804,704.24	663,000.00	876%
Excess of Revenues over Expenditures - Other Governmental Funds	(4,746,113.46)	(246,410.00)	
<u>Enterprise Funds</u>			
Revenues			
Water North	55,757.97	33,000.00	169%
Sewer North	69,886.45	77,000.00	91%
Arena Operations	272,165.04	250,700.00	109%
Water South	11,974.26	-	N/A
Sewer South	3,126.44	-	N/A
Total Revenue - Enterprise Funds	412,910.16	360,700.00	114%
Expenses			
Water North	53,937.99	61,297.00	88%
Sewer North	88,814.14	97,218.00	91%
Arena Operations	223,631.90	273,411.00	82%
Water South	76,519.51	-	N/A
Sewer South	-	-	N/A
Total Expenditures - Enterprise Funds	442,903.54	431,926.00	103%
Net Income - Enterprise Funds	(29,993.38)	(71,226.00)	



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 F.1

Agenda Item:

RFP-Ice Arena Management Contract

Requested Action:

Consider authorizing the solicitation of proposals for an ice arena management contract

Background Information:

Prior to 2006 the City of East Bethel managed the operation of the City Ice Arena. Due to the labor intensive nature of the operation of this facility, a decision to outsource this service was the option selected for management of the Arena. Beginning in the 2006, the City contracted with the National Sports Center for management services under an agreement that ended in June of 2008. The National Sports Center did not exercise their option to extend the contract for another two year period due to decreased demand for ice time.

The City solicited management proposals and contracted with Gibson Management Company, LLC for a one year period ending July 31, 2009 and extended by City Council for the term of 2009 to 2011 and then from 2011 to 2014. Gibson Management's contract will expire on July 31, 2014.

As with all professional contracts, the City solicits proposals for services on a 3 to 5 year basis to ensure that full value is received through these agreements.

The City explored the potential for the sale of the Arena as a rink facility, but while there was interest among the current users, there were financial limitations with these groups. There also appears to be a diminished value in the secondary market for this building as a use other than an ice arena.

The building and property have a tax valuation \$953,800 and an estimated market value based on a cost approach of \$918,100. As there is currently no excess income above expenses, an income approach to valuation was not considered. The arena building is approximately 34,000 s.f. and the two parcels that compose the property are 6.29 acres. The property is encumbered by a MnDOT park and ride agreement that comprises one acre of the site. There is also a 0.11 acre cell tower site on the property.

Even though the Arena Fund is now in a positive cash position due to improved internal management and cell tower lease income assigned to this fund, the net revenue from the Arena has declined over the past three years. Revenues, excluding concessions and tower lease

payments, have fallen from \$224,824 in 2011 to \$209,382 in 2012 and to \$202,102 in 2013 while hourly rates for ice rental have remained constant.

In addition to the basic scope of responsibilities, the proposed RFP would address maintenance standards, requirements for an active and maintained website and a message response policy. Upon the selection of a contractor, the City would negotiate incentives for the sale of non-prime ice time and advertising above a base threshold.

Gibson Management, St. Francis Youth Hockey and the National Sports Center have expressed an interest in submitting a RFP for the management contract. Upon approval of authorization to advertise for an RFP, we will post notice on the City's Website, Minnesota Ice Arena Management Association, the Anoka Union and any other source that markets to the management of ice arenas.

Other options, other than a management contract, could include leasing of the facility to a current user or the City's direct use of a contract manager to operate the facility. These options would be alternatives for consideration in the event an acceptable proposal for a management contract for the facility is not approved. Staff is also evaluating proposed rate increases and their impact on potential sales as a means of increasing revenue and reducing the City subsidy to the facility.

Attachments

Revenue/Expense Report 2011-2013
Draft RFP

Fiscal Impact:

As noted above.

Recommendation(s):

Staff is recommending Council consider approval to authorize the solicitation of RFP's for an Arena Management Contract for the East Bethel Ice Arena.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**City of East Bethel
Balance Sheet
Fiscal Year 2013
12/31/13**

Fund Name	Arena Fund (615)
G xxx-10100 Cash	67,692.30
G xxx-10200 Petty Cash	
G xxx-10500 Taxes Receivable	
G xxx-10700 Taxes Receivable-Delinquent	
G xxx-11500 Accounts Receivable	
G xxx-11501 Accounts Receivable (Utility)	
G xxx-12100 Special Assessments Receivable	
G xxx-12200 Special Assess Rec - Delinquent	
G xxx-12300 Special Assess Rec-Deferred	
G xxx-13100 Due from Other Funds	
G xxx-13200 Due from Other Governments	
G xxx-13300 Due from Other Entities (Loan Payable)	
G xxx-15500 Prepaid Items	380.00
G xxx-xxxxx Fixed Asset (Governmental Funds)	
G xxx-xxxxx Depreciation (Governmental Funds)	
G xxx-xxxxx Fixed Asset (Enterprise Funds)	1,520,395.02
G xxx-xxxxx Depreciation (Enterprise Funds)	(927,714.17)
Total Assets	660,753.15
G xxx-20200 Accounts Payable	24,620.69
G xxx-20400 Sales Tax Payable	
G xxx-20600 Contract Retainage	
G xxx-20700 Due to other funds	
G xxx-20810 State Surcharges	
G xxx-20820 Due to MCES SAC	
G xxx-21600 Salaries Payable	
G xxx-21601 Benefit Payable	
G xxx-21710 Medical Cafeteria Exp	
G xxx-21711 Dependent Care Cafe Exp	
G xxx-21721 COBRA (Anderson)	
G xxx-21722 COBRA (Pierce)	
G xxx-22200 Deferred Revenues	17,020.00
G xxx-22500 Bonds Payable Current	
G xxx-23110 Bonds Payable Non Current	
G xxx-21500 Accrued Interest Payable	
G xxx-23200 Bond Premium	
G xxx-23900 Compensated Absences Payable	
G xxx-24500 Escrow	
Total Liabilities	41,640.69
Fund Balance	
G xxx-25300 Unreserved Fund Balance at 12/31/12	570,579.32
Excess of Revenues over Expenses (1/1/13 to 12/31/13)	48,533.14
Total Fund Balance	619,112.46
Total Liabilities and Fund Balance	660,753.15

**City of East Bethel
2014 Budget**

[back](#)

Arena Operations

Revenues

Account Description	2011 Actual	2012 Actual	2013 Actual	FY 2014 Budget
R 615-36210 Interest Earnings			2.23	-
R 615-36240 Refunds/reimbursements	6,652.00	819.00	-	500.00
R 615-37910 Concession Sales	16,480.00	10,644.00	-	-
R 615-37920 Vending Machine Sales	200.00	138.00	499.85	500.00
R 615-38060 Ice Rental Revenues	204,332.00	195,025.00	191,300.28	196,000.00
R 615-38062 Dry Floor Events	4,450.00	1,500.00	1,350.00	1,500.00
R 615-38064 Concession Rental	-	1,500.00	2,000.00	1,500.00
R 615-38065 Locker Room Rental	7,500.00	7,500.00	7,500.00	7,500.00
R 615-38066 Sign Space Rental	2,050.00	2,900.00	1,450.00	2,000.00
R 615-38067 Tower Lease Payments	33,536.00	36,313.00	68,062.68	39,000.00

Total Revenues - Arena	275,200.00	256,339.00	272,165.04	248,500.00
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Expenditures

E 615-49851-201 Office Supplies	-	-	-	-
E 615-49851-211 Cleaning Supplies	-	-	-	-
E 615-49851-212 Motor Fuels	2,140.00	1,742.00	1,799.89	2,500.00
E 615-49851-219 General Operating Supplies	285.00	-	443.74	500.00
E 615-49851-223 Bldg/Facility Repair Supplies	5,477.00	2,899.00	2,048.56	5,000.00
E 615-49851-231 Small Tools and Minor Equip	104.00	106.00	105.81	1,000.00
E 615-49851-257 Concession for Resale	18,046.00	9,602.00	-	-
E 615-49851-307 Professional Services Fees	86,398.00	80,556.00	86,072.20	84,000.00
E 615-49851-321 Telephone	1,329.00	1,349.00	1,503.83	1,500.00
E 615-49851-381 Electric Utilities	30,295.00	31,103.00	33,163.18	33,000.00
E 615-49851-382 Gas Utilities	18,918.00	14,652.00	16,537.40	21,000.00
E 615-49851-385 Refuse Removal	2,214.00	1,509.00	1,076.74	2,000.00
E 615-49851-402 Repairs/Maint Machinery/Equip	3,323.00	1,055.00	2,318.93	4,000.00
E 615-49851-403 Bldgs/Facilities Repair/Maint	16,572.00	18,164.00	6,291.52	20,000.00
E 615-49851-422 Auto/Misc Licensing Fees/Taxes	1,344.00	990.00	230.16	1,500.00
E 615-49851-433 Dues and Subscriptions	145.00	145.00	145.00	500.00
E 615-49851-540 Heavy Machinery			-	
E 615-49851-610 Interest	350.00	180.00	-	-
E 615-49851-481 Depreciation Expense	82,361.00	131,271.00	71,894.94	72,000.00

Total Expenditures - Arena	269,301.00	295,323.00	223,631.90	248,500.00
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Net Income - Arena	5,899.00	(38,984.00)	48,533.14	-
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City of East Bethel

REQUEST FOR PROPOSALS

For

Ice Arena Management Services

**CITY OF EAST BETHEL
2241 221ST Avenue NE
East Bethel, MN**

Release Date:	April 1, 2014
Proposal must be received No Later Than:	May 1, 2014 at 10:00 AM
Council Presentation:	May 7, 2014

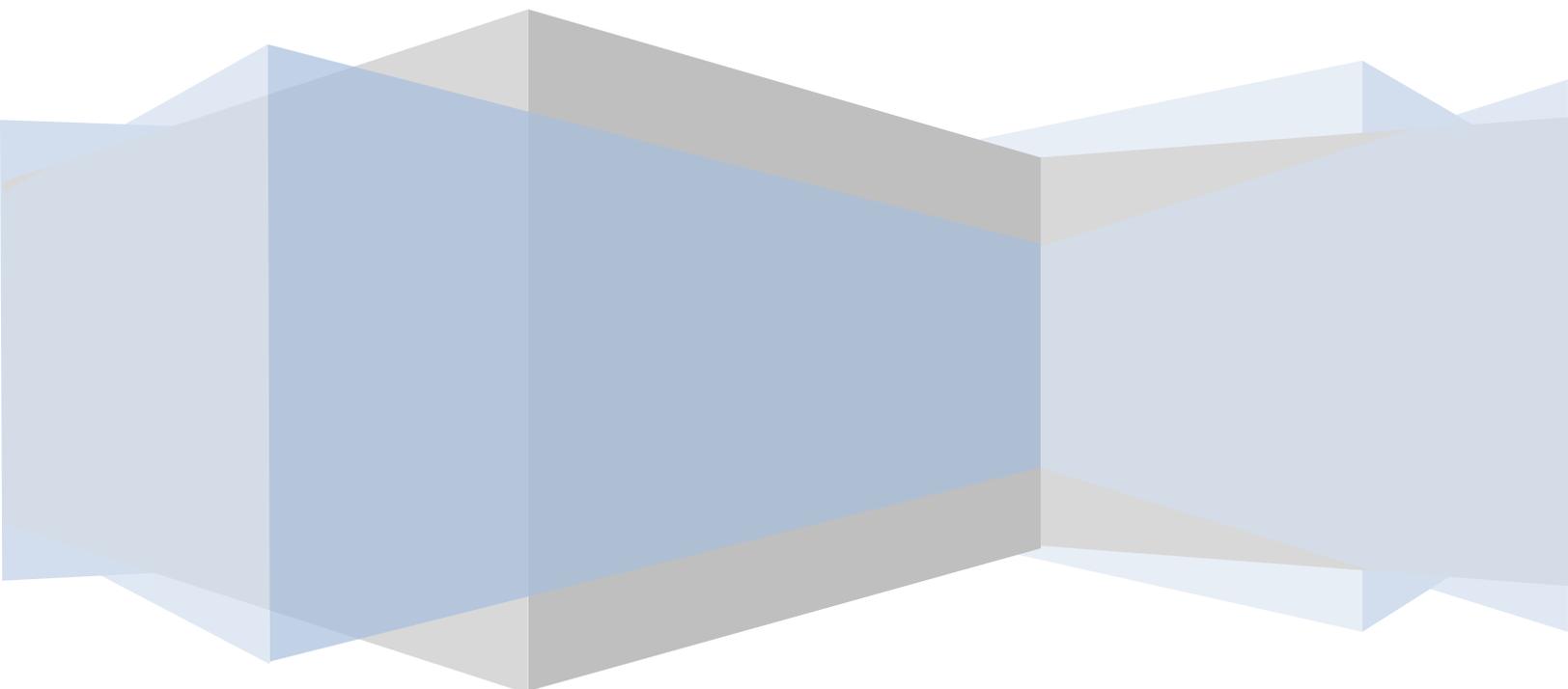


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- Conditions and Stipulations
- Scope of Work to be Performed

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III. PROPOSAL FORMS

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- Proposal Evaluation

SECTION I – GENERAL INFORMATION

REQUEST FOR PROPOSAL NOTICE

CONDITIONS AND STIPULATIONS

SCOPE OF WORK TO BE PERFORMED

REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of East Bethel will accept Proposals for Ice Arena Management services until **10:00 AM May 1, 2014**.

All Proposals shall be clearly identified as the Ice Arena Management Proposal for the City of East Bethel. **Eight (8)** copies of your Proposal should be forwarded to the City at the following address:

**City of East Bethel
Attn: Jack Davis
2241 221st Avenue NE
East Bethel, MN 55011**

Proposals will be evaluated and the successful contractor will be determined and announced at a City Council meeting on May 7, 2014 at 7:30 p.m. The City reserves the right to reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that best meet the needs of the City and its employees.

During the evaluation process, the City of East Bethel reserves the right, where it may serve the City of East Bethel's best interest, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. At the discretion of the City of East Bethel, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Inquiries, clarification, or requests for Proposal by electronic mail should be directed by telephone or e-mail to the following City contact:

**Jack Davis
City Administrator
763-367-7851**

CONDITIONS AND STIPULATIONS

You are invited to submit your Proposal for Ice Arena Management services.

Unless a specific note is made to the contrary in your Proposal or a subsequent contract, we will assume that your Proposal conforms to the City's Specifications and an award to you will bind you to comply fully with all of the following Conditions, Stipulations, and Specifications.

General Conditions and Stipulations

- The City reserves the right to accept or reject any or all proposals and to waive formalities and select the agent(s) that best meet the needs of the city and its employees. The City's objective is to select a contractor who will provide the best possible service at the best possible cost while meeting the Request for Proposal specifications. The City is not obligated to award the contract based on cost alone.
- Contractor that is awarded the business shall submit an action-plan and timetable for assuming responsibilities to the City within thirty (30) days from when the Council approves the selected contractor.
- A servicing representative must be available to the City on an on-going basis.

SCOPE AND RESPONSIBILITIES

The City of East Bethel desires the successful contractor to perform the following services:

The Contractor agrees to furnish management services for management of the East Bethel Ice Arena and perform the following functions, duties, and obligations

- Provide an on-site manager, all necessary operational part time staff and provide worker's compensation insurance covering all its employees.
- Ensure that the manager will be at the Arena full time September 1 through March 31. The manager will be at the Arena as necessary for the adequate performance of this Agreement April 1 through August 31.
- Market, sell, schedule, invoice, and ensure collection of all payments for all ice rental and dry floor events. All payments will be made directly to the City. Copies of all invoices will be provided to the City immediately upon preparation by the Contractor. All executed contracts, insurance paperwork, and payments must be provided to the City at least 10 days before a client is allowed to enter the Arena.
- Provide commercial general liability insurance coverage in the amounts of \$500,000.00 per claim, \$1,500,000.00 for any number of claims per occurrence, with the City of East Bethel named as an additional insured on the policy.
- The Contractor will be responsible for all concessions activities, including purchasing merchandise and supplies. The contractor will pay the City \$2,000 to rent the concession area and equipment.
- Market, sell, manage and ensure display of all advertising including interior and exterior signage. All executed contracts and payments will be forwarded to the City before signage is installed.
- Manage the budget for all operations, revenues, and costs.
- Prepare an annual budget with assistance from the City. Budget must be prepared and provided to the City Administrator. The draft document must be provided no later than May 31" of each year for the following year's operations.
- Manage all short term maintenance projects and activities.
- Provide guidance and planning to the City for current and planned capital improvements.
- Provide, on a monthly basis, a detailed statement to the City that includes all expenses that are to be reimbursed by the City to the Contractor.
- Maintain the interior of the Arena, the ice surface, and the exterior walkways to an agreed upon accepted standard; all emergency exits must be kept clear of ice and snow.
- Secure and protect the artificial turf from the elements in a visually attractive manner when it is not installed in the arena. When the turf is installed, all protective tarps and lumber will be stored in a visually attractive manner.
- Secure all buildings when not in use. Contractor will be liable for any damages, thefts or costs resulting from failure to lock the compressor building or from failure to arm the Arena alarm system when the Arena is unoccupied. Contractor will take full responsibility for the actions of clients that are allowed unsupervised access to the Arena.
- Provide maintenance and mechanical staff on an as-needed basis.
- Meet monthly, or as required, with City staff to discuss and resolve any issues.
- Maintain a website that is updated weekly and approved by the City for the purpose of displaying information pertinent to the operation and activity calendar of the facility.
- Provide a phone message response policy that ensures that all voice messages will be given a reply within 12 hours.

- Provide a cleaning schedule for the lobby, rest rooms and common areas that ensures the cleanliness and the positive appearance of the facility
- Indicate the number of part-time employees to be utilized and require that they be identified as employees of the contractor when on duty.

The City will be responsible for the following:

- Maintain the building exterior and the property grounds including snow plowing the parking areas and mowing the grassy areas adjacent to the facility.
- Finance capital improvements necessary to ensure continued, uninterrupted operation of the Arena for all user groups.
- Provide space in the City newsletter for Arena advertising.
- Maintain insurance coverage at the statutory limits for property, boiler machinery, business interruption, and commercial general liability.
- Assist the Contractor with preparation of an annual operating budget.
- Pay all necessary Arena operating expenses. Approved expenses paid by the Contractor will be reimbursed on a monthly basis upon receipt of the detailed monthly statement from the Contractor.

SECTION II – CITY INFORMATION

BACKGROUND INFORMATION

The City of East Bethel, at the northern edge of the Minneapolis-St. Paul metropolitan area is a developing Statutory City with a current population over 11,000. The form of government is Council/Administrator. East Bethel is governed by a City Council composed of a Mayor and four Council Members. East Bethel has approximately 19 benefit eligible employees.

The City is located at:

**City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011**

The City Ice Arena is located at:

**City of East Bethel
20675 HWY 65
East Bethel, MN 55011**

POLICY FOR RETAINING PROFESSIONAL CONSULTANTS:

- It is the policy of the City to employ a consistent practice for selecting and retaining professional services. Contracts for professional services shall be for three (3) years, subject to termination for cause or for the convenience of the City.

SECTION III- PROPOSAL FORMS

REQUIRED CONTENTS OF PROPOSAL

PROPOSAL EVALUATION

REQUIRED CONTENTS OF PROPOSAL

The purpose of the Proposal is to demonstrate the qualifications, service level, cost for services, competence and capacity of the firms seeking to become an agent of record for the City of East Bethel. The proposal should address all the points outlined here as required.

A. Firm History and Experience:

1. Brief history of firm including size and any specialty areas.
2. Background company data, including financial references.
3. Particular expertise or involvement in Ice Arena Management.
4. Municipality experience.

B. Qualifications:

1. Description of service philosophy.
2. Conceptual program structure and pricing.
3. An introduction of the account team, by name with specific roles, qualifications and experience, and distribution of responsibilities including support capabilities.
4. Action-plan and timetable for assuming responsibilities as well as future design/cost containment plan.
5. Detail of services that will be provided to the City.
6. Indicate current responsibilities of person designated to serve as lead contact for the City.

D. References:

1. Provide the contact names and telephone numbers of three (3) clients in the State of Minnesota with whom you have had a working relationship, as a reference for the City. Include the number of participants for each group.

E. Conflict of Interest:

1. Disclose any conflicts or perceived conflicts of interest.
2. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

F. Previous engagements with the City of East Bethel:

1. List of previous engagements with the City of East Bethel.
2. Describe what lead to the end of the engagement.

G. Proposed Fee for Services:

1. Explanation of compensation plans for your firm under this proposal including all services to be included in that fee.
2. The proposal should contain the proposed fee for services in either a fixed dollar amount or as a percentage of premiums paid for coverage. Fees are to be maintained at the proposed level unless approval is given by the City Council for a change in the fee structure or level.
3. List any additional service options as well as the fee structure involved.
4. Indicate any alternate billing arrangements you would be willing to consider and under what circumstances they would be most appropriate.

H. Copies of the following items shall be furnished with the submittal:

1. Errors and omissions coverage.
2. Business license.
3. Statement of compliance with federal and state laws.
4. Description of the firm's view of their responsibilities to the City in the provision of benefits brokerage services.

PROPOSAL EVALUATION

A. Criteria

The City will evaluate proposals based on the needs of the City. The following criteria will be used in evaluating each of the Agent/Broker responses:

1. Compliance with specifications.
2. Ability to provide strong administrative support and communication to City and all relevant stakeholders
3. Cost.
4. Experience and Qualifications.

B. Review of Proposals

City staff will evaluate the proposals based upon the factors listed above and make a recommendation to the City Council.

The successful candidate will be required to enter into a written agreement with the City of East Bethel that will include service agreements and compensation for all coverage's. This agreement will last for a period of (3) three years and will contain a review process and termination provisions. The proposed contract will be negotiated to establish incentives for the sale of advertisements and non-prime ice time.

The City of East Bethel reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

The City will choose the proposal(s) that best fits its needs. The City is not obligated to award the contract based on cost alone nor is the City obligated to award only one agent of record.



City of East Bethel City Council Agenda Information

Date:

March 5, 2014

Agenda Item Number:

Item 7.0 F.2

Agenda Item:

Sunrise River Water Management Organization (SRWMO) proposed 2015 Budget

Requested Action:

Review and comment on the East Bethel share of the SRWMO 2015 Budget

Background Information:

The SRWMO’s draft 2015 budget is attached for your review. Any requests to modify the budget must be presented to the SRWMO prior to their May 1, 2014 meeting. After that date, and absent any comments or direction from East Bethel, our portion of the budget can be considered approved at the level indicated for 2015.

The proposed 2015 SRWMO Budget is \$47,010 as compared to the 2014 budget of \$48,464. East Bethel’s share of the budget, as presented in the attachment, is proposed to be \$15,003.80. The City’s share for 2014 is \$15,571.

There is a proposed change to the 2015 draft budget under consideration that is not reflected in the attached 2015 Budget Summary. Unapproved, but proposed at this point in time, the SRWMO at their February 6, 2014 meeting discussed reductions for the Lakeshore Landscaping Marketing and Aquatic Plant Education. The proposed changes (final approval of these changes would be made at the 5/1 SRWMO meeting) would result in reducing the 2015 budget from \$47,010 to \$45,000, depending on the option chosen. This change would result in a reduction of 7% from the current 2014 budget and reduce our share by a proportionate amount.

Attachments:

Proposed 2015 SRWMO Budget

Fiscal Impact:

As noted above

Recommendation(s):

Staff requests the City Council review and provide comment on the SRWMO 2015 Budget.

City Council Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

2015 Draft Budget

For the

Sunrise River Watershed Management Organization

Notes:

This proposed budget must be ratified by member communities. The SRWMO will adopt a final 2015 budget at their May 1, 2014 meeting.

2015 SRWMO Budgeting Summary					
Draft Jan. 30, 2014					
Category	Type	2013 Budget	2014 Budget	In Watershed Mgmt Plan for 2015	2015 Draft Budget
ACD Proposal	Operating Expenses	\$1,500	\$2,850	\$2,800	\$2,910
	Non-Operating Expenses	\$41,620	\$41,314	\$43,835	\$41,000
Other Expenses	Operating Expenses	\$3,350	\$3,300	\$4,400	\$3,100
	Non-Operating Administrative Costs	\$1,425	\$1,000	\$1,650	\$0
	Non-Operating Costs - Other	\$0	\$0	\$0	\$0
TOTAL		\$47,895	\$48,464	\$52,685	\$47,010

2015 Cost Breakdown By Community					
Draft Jan. 30, 2014					
Community	% of Operating Expenses	2015 Operating Expenses	% of Non-Operating Expenses	2015 Non-Operating Expenses	2015 Total
Linwood	25%	\$1,502.50	46.40%	\$19,024.00	\$20,526.50
East Bethel	25%	\$1,502.50	32.93%	\$13,501.30	\$15,003.80
Columbus	25%	\$1,502.50	16.72%	\$6,855.20	\$8,357.70
Ham Lake	25%	\$1,502.50	3.95%	\$1,619.50	\$3,122.00
Total		\$6,010.00		\$41,000.00	\$47,010.00

ACD PROPOSAL

TASK	SITES/ELEMENTS	In Watershed Plan for 2015	2015 Estimate
Operating Expenses (costs split equally among member cities per the SRWMO Joint Powers Agreement)			
Administrator (on-call, limited)	25 hrs of in and out of meeting assistance.	\$1,700	\$1,875
Annual Report to BWSR and Member Communities	Report must meet MN Rules 8410.0150. Distribution includes digital copies to 15 communities, board members, and others. 20 color hard copies must be distributed to our four member communities (5 each).	\$800	\$735
Annual Financial Report to State Auditor	Must be completed online using the Auditor's SAFES website. The SRWMO is responsible for providing a financial summary.	\$300	\$300
SUBTOTAL OF OPERATING EXPENSES		\$2,800	\$2,910
Non-operating Expenses (costs split by unique percentage outlined in SRWMO joint powers agreement)			
Non-operating Administrative			
Grant Search and Applications	Prepare 1 grant application, typically to BWSR or DNR grant programs.	\$1,000	\$1,000
Water Condition Monitoring			
Lake Level Monitoring		\$750	\$1,250
	Coon Lake		
	Linwood Lake		
	Martin Lake		
	Fawn Lake		
	Typo Lake		
Lake Water Quality Monitoring		\$4,300	\$3,250
	Fawn Lake		
	Linwood Lake		
Monitoring of Water Quality Improvement Project Effectiveness - Lake Water Quality Monitoring		\$1,000	\$3,250
	Martin Lake		
	Typo Lake		
Stream Water Quality Monitoring		\$2,100	\$2,800
	W Branch Sunrise River at CR 77		
	S Branch Sunrise R at Hornsby St		
Stream Hydrology Monitoring		\$1,075	\$1,250
	W Branch Sunrise River at CR 77		
	S Branch Sunrise R at Hornsby St		
Reference Wetland Hydrology Monitoring		\$1,710	\$1,725
	Carlos Reference Wetland		
	Carlos 181 st Reference Wetland		
	Tamarack Reference Wetland		
Studies and Investigations			
	Fawn Lake curly leaf pondweed mapping and assess control needs	\$3,300	\$675
Water Quality Improvement Projects			
Discretionary Water Quality Projects	To be determined based on grant secured, committed partners, studies and monitoring results.	\$10,000	\$8,000
Coon Lake Area Stormwater Retrofits	As determined in stormwater retrofit study.	\$15,000	\$15,000
SRWMO Cost Share Grant Fund		\$2,000	\$0
Education and Public Outreach			
Website – Annual Operations		\$400	\$490
	Hosting fee = \$110		
	Domain name fee = \$10		
	Maintenance fee = \$250		
	Posting minutes x 6 = \$60		
	Posting agendas x 6 = \$60		
Lakeshore Landscaping Marketing		\$700	\$1,810
	Option 1 - Competition for the best native plant lakeshore project. \$1,650		
	Option 2 - Homeowner guide distribution to lakeshore properties. \$1,810		
	Option 3 - Premium sponsor at CLIA annual golf outing. \$1459		
	Option 4 - Hole sponsor at CLIA annual golf outing \$1209		
	Option 5 - Postcard mailing to lakeshore residents about cost share grant availability \$487		
SRWMO Annual Education Publication/Newsletter Article	Topic TBD. Distribution in member city newsletters.	\$500	\$500
SUBTOTAL OF NON-OPERATING EXPENSES		\$43,835	\$41,000
TOTAL ACD PROPOSAL		\$46,635	\$43,910

OTHER EXPENSES

TASK	In Watershed Plan for 2015	2015 Estimate
Operating Expenses (costs split equally among member cities per the SRWMO Joint Powers Agreement)		
Secretarial or Other Administrative	\$1,500	\$1,000
Liability Insurance	\$2,600	\$2,000
Administrative Assistance – City of East Bethel	\$300	\$100
SUBTOTAL OF OPERATING EXPENSES	\$4,400	\$3,100
Non-operating Administrative Costs (costs split by unique percentage outlined in SRWMO joint powers agreement)		
Legal	\$1,200	\$0
Financial Audit	\$350	\$0
Advertise Bids for Pro Services	\$100	\$0
SUBTOTAL of Non-Operating Administrative Expenses	\$1,650	\$0
Non-operating Costs (costs split by unique percentage outlined in SRWMO joint powers agreement)		
None	\$0	\$0
SUBTOTAL of Non-Operating Expenses	\$0	\$0
TOTAL OTHER COSTS	\$6,050	\$3,100

This is an addendum to the
March 5, 2014 City Council
Meeting. It was added on
March 4, 2014.

City of East Bethel
March 5, 2014
Supplemental Payment Summary

This is a supplemental listing of invoices that were received after the creation of the Council packet. Due to the invoice deadline and the timing of the next Council meeting, they could be deemed as late payments which could possibly accrue late fees and/or finance charges if not paid by the due date.

Department	Description	Invoice	Vendor	Fund Dept	Amount
Arena Operations	Bldgs/Facilities Repair/Maint	022614	Wright-Hennepin Coop Electric	615 49851	\$18.58
Arena Operations	Electric Utilities	031714	Connexus Energy	615 49851	\$4,081.43
Building Inspection	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 42410	\$145.41
Central Services/Supplies	Information Systems	03 2014	Midcontinent Communications	101 48150	\$1,278.00
City Administration	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 41320	\$127.28
City Clerk	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 41430	\$62.55
Finance	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 41520	\$141.91
Fire Department	Bldgs/Facilities Repair/Maint	022614	Wright-Hennepin Coop Electric	101 42210	\$4.64
Fire Department	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 42210	\$76.45
Fire Department	Electric Utilities	031714	Connexus Energy	101 42210	\$883.18
General Govt Buildings/Plant	Electric Utilities	031714	Connexus Energy	101 41940	\$971.44
Park Maintenance	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 43201	\$201.93
Park Maintenance	Electric Utilities	031714	Connexus Energy	101 43201	\$163.90
Planning and Zoning	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 41910	\$97.28
Recycling Operations	Electric Utilities	031714	Connexus Energy	226 43235	\$136.06
Sewer Operations	Bldgs/Facilities Repair/Maint	022614	Wright-Hennepin Coop Electric	602 49451	\$21.37
Sewer Operations	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	602 49451	\$13.15
Sewer Operations	Electric Utilities	031714	Connexus Energy	602 49451	\$1,086.31
Street Maintenance	Bldgs/Facilities Repair/Maint	022614	Wright-Hennepin Coop Electric	101 43220	\$18.55
Street Maintenance	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	101 43220	\$254.98
Street Maintenance	Electric Utilities	031714	Connexus Energy	101 43220	\$1,619.32
Water Utility Operations	Bldgs/Facilities Repair/Maint	022614	Wright-Hennepin Coop Electric	601 49401	\$24.95
Water Utility Operations	Cafeteria Contribution	03 2014	Dearborn National Life Ins Co.	601 49401	\$13.15
Water Utility Operations	Electric Utilities	031714	Connexus Energy	601 49401	\$1,300.76
					\$12,742.58