



**City of East Bethel
Park Commission Agenda**

6:30 PM

Date: June 10, 2015

**Location: Cedar Creek Ecosystem Science Reserve
2660 Fawn Lake Dr NE
East Bethel, MN 55005**

Item

- 6:30 PM 1.0 Call to Order
- 6:31 PM 2.0 Adopt Agenda
- 6:32 PM 3.0 Approve – May13, 2015 Minutes
- 6:33 PM 4.0 Park Financial Information
- 6:35PM 5.0 Deer Haven Park
- 6:45 PM 6.0 Cedar Creek Ecosystem Science Reserve Presentation and Tour
- 7:45 PM 7.0 Council Report and Other Business
- 8:00 PM 8.0 Adjourn

EAST BETHEL PARK COMMISSION MEETING

May 13, 2015

The East Bethel Park Commission met on May 13th, 2015 at 6:30 P.M at the East Bethel City Hall for their regular monthly meeting.

MEMBERS PRESENT: Bill Zimmermann Tim Hoffman Sue Jefferson
Kenneth Langmade Bonnie Harvey Denise Lachinski

MEMBERS EXCUSED: Stacy Voelker

ALSO PRESENT: Nate Ayshford, Public Works Director
Tim Harrington, City Council
Sue Irons, Recording Secretary

Adopt Agenda Mr Zimmerman motioned to adopt the agenda. Ms Jefferson seconded; all in favor, motion carried unanimously.

Approve Minutes – April 8, 2015 Minutes Ms Harvey made a motion to approve the April 8, 2015 minutes as submitted. Mr Hoffman seconded; all in favor, motion carried unanimously.

Ms Lachinski asked for clarification that improvements are now planned for both the indoor and outdoor rinks at the Ice Arena. Mr Ayshford explained that although they will not be able to use the dasher boards from the indoor rink for the outside rink, they will still be making improvements to the outside rink as noted in the 2016-2020 Parks CIP discussion later in the meeting.

Park Financial Information & Capital Funds Summary Mr. Ayshford presented the current fiscal year Park Maintenance financial status for member's review (Attachment 4.1). Mr Hoffman noted that there is no Trails Capital Account assuming this was due to the fact that it had no funds. Mr Ayshford confirmed this assumption.

Mr Hoffman motioned to approve the financial report. Mr Zimmerman seconded; all in favor, motion carried unanimously.

Doug Welter East Bethel EDA Presentation Mr Welter shared information with the members about a program he will be leading for the City of East Bethel. It is called the Business Retention and Expansion (BR&E) program. The BR&E includes all community economic development efforts aimed at helping local businesses survive and grow within the community. Part of the program includes community volunteers visiting local businesses to learn about the concerns of local businesses and use the information gained to help in setting priorities for BR&E projects to address these needs.

The interview process is expected to begin late in September through mid-October. The information is then given to analysts at the University of MN who is assisting the city with the program. From the results the task force will select projects to work on over the next two-three years. Connexus Energy is helping to fund the program for the city and has a representative on the task force for the program.

Mr Welter is a member of the five person leadership team. He stated that his goal is currently to let people know about the program and to recruit volunteers for the 10 member task force (they currently have 4 members) and to interview businesses.

Ms Lachinski noted that there was an “ADY Voltage” program done several years ago that was similar to the BR&E. Mr Welter stated he will check with Ms Winter about this topic.

Ms Jefferson asked for an example of a project that might be taken on. Mr Welter suggested that a project might be working on the issue of communication with the businesses. They might compile a listing of all available resources for help with business issues.

Mr Welter left his contact information with each member and asked anyone to contact him if they are interested in participating in the process.

**Proposed
Lakeview Point
Access
Restoration**

Jeff Wunderlich presented a proposal for improvements to a lake access location located off of Lakeview point on the west side of Coon Lake in East Bethel. He would like to have some docking available and “a small neighborhood marina” in an area that is labeled as lake access but is currently not very accessible.

Mr Wunderlich related he has a neighbor who fosters a disabled adult who would very much appreciate and make frequent use of a dock for fishing. He suggested benches for “lake viewing” but he was not thinking of an actual access for boat launching.

Members asked if the DNR had been contacted but Mr Wunderlich stated he had just started the process and he had not contacted them. Members also suggested other groups (the Lake Association) that should be approached to discuss the proposal. Questions were raised as to how the area would be maintained, where funding might come from to build the area, how to remove and store the dock during winter months.

Mr Leon Mager was in attendance at the meeting and has done volunteer work for the DNR and related to the members that the area in question for the proposal is considered “out of bounds” due to “emerging vegetation” designation by the DNR. Mr Al Beck was also in attendance as former president of the Coon Lake Improvement Association (CLIA) and a current member of the board of directors of the Coon Lake Improvement District. He stated that he also felt it was very important that the proposal be discussed with the various organizations in the area. Mr Beck also noted that the map of the area was drawn with the lot lines before the 1950s during a drought and before the dam was built so they are not very representative of the current lake water levels.

Mr Ayshford suggested that Mr Wunderlich should contact the DNR for their input and research costs for his proposal. He also suggested working with the two Coon Lake associations and then once the proposal is more complete he can bring it back to the Commission for their input.

Mr Hoffman made a motion to reject the proposal until further research has been done on feasibility. Ms Harvey seconded the motion. All in favor, motion carried unanimously.

2016-2020 Park The Parks Commission prepares a Capital Improvement Plan annually which updates

Capital Improvement Plan (CIP)

projected projects, evaluates priorities and establishes funding for these works for the coming year and for each of the subsequent years for a five year period. This plan is presented to City Council for their approval and use for preparing the coming year's budget.

Attached is the final draft of the 2016-2020 Parks CIP (Attachment 7.1) based on discussions from previous Park Commission meetings. Members reviewed the changes.

Mr Hoffman commented that the plan was to wait on the skateboard park but it was still listed for 2016. Mr Ayshford stated that it needed to remain on the plan so that it would be included as projects may need to be pushed back if funding does not become available.

Ms Lachinski noted that the cities around East Bethel are improving their facilities and building new ones.

Mr Hoffman made a motion to recommend approval of the 2016-2020 Parks CIP to the City Council. Ms Lachinski seconded the motion; all in favor, motion carried unanimously.

Council Report & Other Business

Staff and the Parks Commission will continue discussions on the future direction of the City's Parks and projects with the City Council liaison Tim Harrington. The purpose of this discussion will be to formulate goals and objectives for the park development program and to update the commission on issues currently before the City Council.

Mr Harrington reported that the Council is in deadlock on the management contract for the Ice Arena. They hope to negotiate a resolution within the next few weeks. He also noted that there was a request for some playground equipment for toddlers at the Coon Lake Community Center park. Mr Ayshford reported that there is no more room in the playground areas to add equipment due to the fall zones required by the equipment that is already installed. Additional equipment would require removing the concrete sidewalk and expanding the playground area.

Mr Harrington related that the skate park is very well utilized and it would be good to make improvements. Mr Hoffman explained that the plan is to try to come up with additional funding to rebuild the skate parks with poured cement to make them last longer.

Mr Ayshford reported that there was vandalism damage to a slide at Whispering Oaks Park which resulted in a \$5,500 insurance claim as well as damage to the platforms on the playground at Booster West that cost approximately \$4,000 to replace but cannot be claimed through insurance. Both will be paid for out of the Park Capital fund.

Two more parks were adopted with only two to three small ones remaining. The East Bethel Scholarship fund adopted one and a family adopted the second one.

Mr Ayshford stated that the June 10th meeting of the Park Commission can be held at 6:30pm at the Cedar Creek Ecosystem and Scientific Reserve center with representatives from the CCECSR. They would like to do a presentation and possibly a tour weather permitting. The City Council will be invited to the meeting as well. Members agreed to this and to forgo the Parks Tour this year and meet at the CCECSR on June 10th.

Adjournment **Mr Hoffman made a motion to adjourn the meeting at 7:15 p.m. Ms Harvey seconded the motion; all in favor, motion carried unanimously.**

Respectfully submitted by:

Susan Lori Irons
Recording Secretary

Attachments:

- 4.1) Park Financial Reports
- 7.1) 2016-2020 Parks CIP Final Draft

DRAFT

**PARK CAPITAL FUNDS SUMMARY
MAY 2015**

PARK ACQUISITION AND DEVELOPMENT FUND			
Account #	Description	2015 YTD	Remaining Balance
REVENUES:			
R 404-34791	Park Dedication Fees	-	
R 404-36210	Interest Earnings	13.82	
Total Revenues		<u>13.82</u>	
EXPENSES:			
E 404-40400-201	Office Supplies	-	
E 404-40400-223	Bldg/Facility Repair Supplies	-	
E 404-40400-224	Street Maint Materials	-	
E 404-40400-225	Park/Landscaping Materials	-	
E 404-40400-302	Architect/Engineering Fees	-	
E 404-40400-303	Legal Fees	-	
E 404-40400-307	Professional Services Fees	-	
E 404-40400-322	Postage/Delivery	-	
E 404-40400-342	Legal Notices	-	
E 404-40400-351	Printing and Duplicating	-	
E 404-40400-403	Bldg/Facilities Repair/Maint	-	
E 404-40400-405	Park & Landscape Services	-	
E 404-40400-416	Machinery Rentals	-	
E 404-40400-422	Auto/Misc Licensing Fees/Taxes	-	
E 404-40400-530	Improvements Other Than Bldgs	-	
Total Expenses		<u>-</u>	
December 31, 2014 Balance		26,082.08	
Current Balance			26,095.90

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	62.49	
R 407-36240	Refunds & Reimbursements	-	
R 407-39201	Transfer from General Fund	50,000.00	
Total Revenues		<u>50,062.49</u>	
EXPENSES:			
E 407-40700-219	General Operating Supplies	-	
E 407-40700-223	Bldg/Facility Repair Supplies	-	
E 407-40700-225	Park/Landscaping Materials	-	
E 407-40700-226	Street & Lot Restriping	-	
E 407-40700-231	Small Tools and Minor Equip	-	
E 407-40700-302	Architect/Engineering Fees	-	
E 407-40700-303	Legal Fees	-	
E 407-40700-403	Bldgs/Facilities Repair/Maint	-	
E 407-40700-405	Park & Landscape Services	-	
E 407-40700-530	Improvements Other Than Bldgs	-	
E 407-40700-550	Motor Vehicles	-	
E 407-40700-935	Street Capital Transfers	-	
E 407-45202-225	Park/Landscaping CCNH	-	
E 407-45202-302	Architect/Engineering Fees	-	
E 407-45202-342	Legal Notices	-	
E 407-45202-409	Other Repair/Maintenance	-	
E 407-45202-520	Buildings and Structures	-	
Total Expenses		<u>-</u>	
December 31, 2014 Balance		86,979.54	
Current Balance			137,042.03

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2015
1/1/15 to 5/31/15

Account Description	1/1/15 to 5/31/15 Actual	FY 2015 Budget	YTD as a % of Budget
Public Works - Park Maintenance			
E 101-43201-101 Full-Time Employees Regular	71,330.68	203,400.00	35%
E 101-43201-102 Full-Time Employees Overtime	546.72	1,000.00	55%
E 101-43201-103 Part-Time Employees	600.00	6,000.00	10%
E 101-43201-105 Employee On Call/Standby Pay	2,346.88	3,100.00	76%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	5,566.83	15,300.00	36%
E 101-43201-125 FICA/Medicare	7,149.09	20,200.00	35%
E 101-43201-126 Deferred Compensation	2,294.77	6,100.00	38%
E 101-43201-131 Cafeteria Contribution	18,340.00	44,000.00	42%
E 101-43201-151 Worker s Comp Insurance Prem	9,278.61	8,400.00	110%
E 101-43201-201 Office Supplies	-	100.00	0%
E 101-43201-211 Cleaning Supplies	35.14	500.00	7%
E 101-43201-212 Motor Fuels	4,185.74	18,000.00	23%
E 101-43201-213 Lubricants and Additives	122.59	500.00	25%
E 101-43201-214 Clothing & Personal Equipment	665.69	2,000.00	33%
E 101-43201-215 Shop Supplies	-	400.00	0%
E 101-43201-216 Chemicals and Chem Products	845.54	3,000.00	28%
E 101-43201-217 Safety Supplies	94.97	700.00	14%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	850.19	1,200.00	71%
E 101-43201-221 Motor Vehicles Parts	125.36	2,100.00	6%
E 101-43201-222 Tires	-	1,000.00	0%
E 101-43201-223 Bldg/Facility Repair Supplies	5,106.49	2,500.00	204%
E 101-43201-225 Park/Landscaping Materials	2,041.34	7,000.00	29%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	2,305.24	2,000.00	115%
E 101-43201-231 Small Tools and Minor Equip	226.99	1,500.00	15%
E 101-43201-306 Personnel/Labor Relations	108.50	300.00	36%
E 101-43201-307 Professional Services Fees	104.00	600.00	17%
E 101-43201-321 Telephone	325.31	2,000.00	16%
E 101-43201-341 Personnel Advertising	264.00	200.00	132%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	522.33	5,000.00	10%
E 101-43201-384 Sewer Utilities	-	300.00	0%
E 101-43201-385 Refuse Removal	-	1,200.00	0%
E 101-43201-387 Heating Fuels/Propane	-	300.00	0%
E 101-43201-401 Motor Vehicle Services (Lic d)	-	2,200.00	0%
E 101-43201-402 Repairs/Maint Machinery/Equip	1,123.92	2,500.00	45%
E 101-43201-403 Bldgs/Facilities Repair/Maint	-	3,500.00	0%
E 101-43201-405 Park & Landscape Services	-	2,000.00	0%
E 101-43201-415 Other Equipment Rentals	1,327.71	8,000.00	17%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	205.53	1,000.00	21%
E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	100%
E 101-43201-434 Conferences/Meetings	-	400.00	0%
	154,740.16	399,600.00	39%



City of East Bethel Park Commission Agenda Information

Date:

June 10, 2015

Agenda Item Number:

Item 5.0

Agenda Item:

Deer Haven Park

Requested Action:

Presentation on requested upgrades to Deer Haven Park

Background Information:

Residents of the Deer Haven Development will be present to discuss requested changes to Deer Haven Park and propose upgrades funded from money left over from the initial park development raised by the residents.

Attachments:

Fiscal Impact: None at this time

Recommendation(s): Discussion item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Park Commission Agenda Information

Date:

June 10, 2015

Agenda Item Number:

Item 6.0

Agenda Item:

Cedar Creek Ecosystem Science Reserve (CCESR) Presentation and Tour

Requested Action:

Background Information:

Staff of the CCESR will give a presentation on what takes place at their facility and the unique ecosystems that can be found within their boundaries. A tour with transportation will also be provided.

Attachments:

Fiscal Impact: None at this time

Recommendation(s): Informational Item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Park Commission Agenda Information

Date:

June 10, 2015

Agenda Item Number:

Item 7.0

Agenda Item:

Council Report and Other Business

Requested Action: Informational

Background Information:

Staff and the Parks Commission will continue discussions on the future direction of the City's Parks and projects with the City Council liaison Tim Harrington. The purpose of this discussion will be to formulate goals and objectives for the park development program and to update the commission on issues currently before the City Council.

Attachments:

Fiscal Impact:

Recommendation(s):

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____