

EAST BETHEL CITY COUNCIL MEETING

MAY 27, 2015

The East Bethel City Council met on May 27, 2015, at 6:00 p.m. for the City Council Work Meeting at City Hall.

MEMBERS PRESENT: Steve Voss (arrived at 6:05 p.m.) Ron Koller Tim Harrington
Brian Mundle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
Mark DuCharme, Fire Chief

1.0 Call to Order The May 27, 2015, City Council Work Meeting was called to order by Acting Mayor Ronning at 6:00 p.m.

2.0 Adopt Agenda **Harrington stated I'll make a motion to adopt the agenda. Koller stated I'll second.** Ronning stated all in favor say aye?" **All in favor.** Ronning stated all opposed? None. **Motion passes unanimously.**

3.0 City Disaster Plan Fire Chief DuCharme stated all right Council, I think everybody knows me. I'm Fire Chief Mark DuCharme. We're going to quickly go over the Emergency Operation Plan but more importantly, you're probably going to dwell on some of the successions in case people are not available and how the Plan works that way.

DuCharme stated a couple things here. This first slide talks about how we prepare and plan and respond and recovery. Right now, we're in the preparedness, the 25% of the arch there. The Response, of course is when the emergency happens, and Recovery is after the emergency is over where we're cleaning up or doing what we're doing. Mitigation is trying to figure out how we can make it so the disaster won't happen again. Whether it's a flood or whether it's a snow storm, or infrastructure issue or anything like that.

DuCharme stated as you can see, we take pretty much the same circle (*as displayed on the slide*) and the Pre-Disaster is where we are at now. We do our Risk Assessment. We look at our Mitigation or Prevention, and we get ready for the emergency. You can see the response, that's all the things that we do there and then when we get into Post-Disaster, that's when we're making sure we're being reimbursed for items that are possible. That's where we're doing the reconstruction and things like that. I kind of keep these to remind me of how we go about planning for disasters and response and that type of thing.

DuCharme stated one thing that we've got to remember as a group here, is that this flow chart/organizational chart, never changes during our emergencies. In other words, the Mayor is always on top and the City Council's there, and the City Administrator, and the full-fledged Response Protocols are on the line below. Just to keep you 'in the loop,' it's not the Fire Chief, it's not the Emergency Manager that makes the real decisions on our management of an incident. It's the Council and Mayor. They're always there.

DuCharme stated sometimes, though, you're not going to be there. Maybe you're going to be in Alaska, okay? Got a couple hours to go Tim. Maybe going to be in Alaska, maybe going to be somewhere else. Or maybe, you're just not able to go and respond to the Emergency Operations Center. We do have in our ordinances that set up. I've got a slide to go through that. As you can see, the way we're set up is if the Mayor is there, the Mayor

has the duties. If the Mayor's not there then it's going to be the Acting Mayor. Just like tonight, the Mayor was going to be a little bit late. Then Tom is Acting Mayor and started the meeting. Much the same way. If those two guys aren't here, then it's going to be a majority vote by those present. Mundle asked of Council, or? DuCharme replied of Council, right.

Voss arrived at 6:05 p.m.

DuCharme stated what you're going to do then is you're going to elect a Chairperson and a Secretary. Then that's how we're going to proceed. The Chairperson will have the ultimate authority. Now, I've never been quite sure if only two show up at an emergency and we had to open the Emergency Operations Center. Voss asked is it the first one who says, 'Not it.' DuCharme stated it might be. I don't know if you arm wrestle, or mud wrestle, I'm not sure. Because they do talk about majority vote.

DuCharme stated a couple other things in our ordinances, they become operational by executive order of the Mayor. If we have an incident that happens, and most likely the way it would come about is either Jack gives me a phone call, I give Jack a phone call, and talk about the magnitude of an incident. And either he's going to suggest or I'm going to suggest to us that we open up the Emergency Operations Center and notify the Council that it's going to be operational. From there, you're going to see in a flow chart pretty quick here, that is how the process is going to start.

DuCharme stated as you go through our Emergency Operations Plan, you're going to find that we have our basic Plan and then we have what we call our nexus and that deals with specific things. Mostly specific discipline things. What's important is that we have to be assured that we're able to properly staff for an emergency operation incident. For example, where's our Emergency Operations Center going to be? Well, through the Plan that was adopted by Council about a year ago, Fire Station #1 had been identified as the Emergency Operations Center. The main reason why is because it has emergency power there. We've got a back-up generator. If that was not functional or if that was damaged, then we would look either at City Hall and most likely the Senior Center. The reason why it would be the Senior Center instead of the Council Chambers is you're probably going to need the Council Chambers for something else. And this, quite frankly, isn't a big enough room. The Senior Center would work for us.

DuCharme stated if the City Hall/Senior Center is damaged or we're not able to get here, we've got some other choices there. We identified the Coon Lake Beach Community Center, Fire Station #3, Our Savior's Church, and Cedar Creek Elementary.

DuCharme stated so who's going to staff this thing. Well, from the Emergency Discipline side, you're going to have the Emergency Management Director, which is myself. Also the Fire Chief. The Fire Marshal would be there, Inspector. We don't really have Fire Marshal. We call him the Fire Inspector. And, the Deputy Fire Chief. So if I'm not available, that's the way it's going to come down. Some of the reasons why maybe the Fire Inspector would be above the Deputy Fire Chief, there's a couple reasons: 1. That position has more contact with the Citywide operations than the Deputy Chief; and, 2. As Code Compliance Officer for the Fire Code, that person has a little bit more knowledge that way. The other thing is the Deputy Fire Chief, in our opinion, would be needed more for the operational part of the Fire Department. That's why that position is figured in the number 3 spot.

3.0
City Disaster
Plan

DuCharme stated so how do we communicate? Well, we're going to start off with our Fire Station #1, and the reason why we list that at the top of many of these lists is because of the backup generator. We know that if we have a storm come through that we're going to have power there. Quite honestly, the two major things that we identify that could happen and has the highest probability in East Bethel, is spring/summertime storm/tornado, straight-line winds. Or in the wintertime, a blizzard with ice conditions that are taking down power lines and freezing up our houses. Those are our main probabilities of disasters. Yes, we have Highway 65 and yes, we do have a little bit of that train track, but as far as the trends and what we see in our call information, the storms, both summer and winter storms, are the number one thing that we watch.

DuCharme stated in this our Deputy Fire Chief is going to be in charge of all the communications and warnings. So, he would make sure the phones are working. He's going to make sure the radios are working so crews can talk to each other. That's his number 1 job. As you can see, if he's not there, there's your number 2, Fire Duty Officer. Or guess what, the Highest Ranking Officer. How would you like to be that guy? 'Well George, all the officers are busy so we've got to put you to work here.' So that's kind of the method of how we set up our Line of Succession in case we need it.

DuCharme stated you know, we hear a lot about bird flu now, right? Remember a couple years ago, it was the possibility of the H1-N1 and we spent a lot of resources, spent a lot of time getting ready for that. And, a lot of what we thought could happen there is identified in these Plans now. Council, yourselves, if we did have a major flue pandemic happen, there's a possibility that two, maybe three of you here would not be able to be at this meeting. So, who's going to make the final decisions? Who's going to make the final decision and say, 'Yes Chief, it's a good idea to go ahead and evacuate.' Or, 'Yes Chief, it's a good idea to leave those people in their houses.' Those are some of the things as a group of decision makers that you're going to participate in.

DuCharme stated once again, our Organizational Chart never changes. The Council and the Mayor are in charge. You can see the Emergency Manager, how that person comes off the end. That's just advisory. We're working with the Mayor saying, 'This is what we think we should do.' Same thing with the City Administrator. The City Administrator is saying, 'This is what staff things should be done.'

DuCharme stated a couple things here. A big thing in our Emergency Plans are how do we get information out. And, who do we have do the information. One of the most important things that we can do when we do have a major incident is that we're all talking the same 'language.' We're talking the same message, and we're all on the same 'page.' Because, we don't want to confuse our residents. Those messages are developed when we get together and talk about what type of information's ready to be released. We've identified our Community Development Director as the position that would be our Public Information Officer. That position would only be allowed to give the messages that as a Council you have authorized. Not 'shooting from the hip,' but prepared statements. Maybe joint prepared statements with other disciplines and agencies. If that person isn't here, Jack's always here.

Voss stated you've noticed. DuCharme stated yeah, but even still, we go three deep on everything so maybe if Jack's not available or the City Administrator is not available, we would put in a Fire District Chief or Fire Commander Designee. So, that's a very important

job in getting information out to the public. If we have a major incident where we've had a large storm that has come through part of our City and taken out some of the homes, businesses, and things like that, we want to make sure that we're giving the right information so people know what to do.

DuCharme stated the same thing when we go out and do our Damage Assessment. That's one of the first things you're going to ask. You're going to say, 'Hey, how much damage is there?' And, we have to rely on our people to go out there. At some point in time, we have to send out our professionals to give their best guess on damage. Actually, the Building Official has come up with a form. He probably can do a fairly quick assessment, in a matter of minutes of a property, and then move on to the next one. You've got your Building Official. He's going to be involved. If he or she is not there, it goes right down the line, even engages the City Engineer as our third line just in case.

DuCharme stated you get in these large incidents, you also need to bring in other disciplines besides what the City has for resources, much like the Anoka County Sheriff. The Sheriff does have an Emergency Plan and it hasn't been readily available to use but the Anoka County Sheriff is going to be there or his or her designee. My guess is you might find that our liaison might be here working with us within the Emergency Operation Center, giving information about police and law enforcement, communicating with law enforcement about what we would like them to do, and how we would like things handled.

DuCharme stated even with Fire and Rescue, we're going to have our Deputy Fire Chief that runs the operations. You're going to say, 'Well, where's the Fire Chief going to be?' The Fire Chief, most likely is going to be in the Emergency Operations Center. There are certain things that you'll see we can double up on but the Deputy Fire Chief or a high ranking Officer are going to be the ones that are going to be in charge.

DuCharme stated I said a couple minutes ago that in reality, if we have a major incident that moves through the City where there's large-scale damage, our Fire Department, as far as being out in the field, is going to be very limited. We're going to have to use our resources. Tim, that Mutual Aid list that you looked at, that even had SBM on it, we're going to bring in our Mutual Aid partners and have our Fire Department personnel in charge of the crews that are brought in. The reason why for that is because our fire personnel pretty much know the area. The other thing is if it's a large-scale incident that has moved through, you've got to remember that it's affected your rescue personnel, your fire personnel, because they live in the City. And, there's going to be a certain percentage of them that are not going to be able to come. We want them to take care of their family and take care of their property first.

DuCharme stated as you can see, we involve everybody. We've got a job for the Finance Director and the reason why is because when we talk about resource supply, somebody's going to say, 'Boy, that's a lot of money.' Or, somebody's going to say, 'Let's see if we can find 50 portable toilets. Let me just make one phone call and see if I can find a better price.' Or, something like that. Also, that person is going to be involved in tracking some of the assets. You know you talk about the last hurricane, I can't remember the name, that came through New York and New Jersey. Voss stated 'Sandy.' DuCharme stated yeah. They're still trying to find some of those generators that they brought out. The issue is that we've got to track those because we've got to be responsible.

DuCharme stated I keep throwing this chart at you because I want to reinforce, not only to you but to the residents, that in these large-scale emergencies, the Council and the Mayor

are the ones that are in charge. You may see the Fire Department out there and the Sheriff's Office and you may see Public Works clearing streets. You may see Nate telling somebody to go down another street and clear that but the long and short of it is, you're in charge. You're going to be the overseers and making sure that we're making progress and that we're satisfying the needs of the community.

DuCharme stated just in case a train falls over in East Bethel and we have a hazardous spill or the tanker coming down Highway 65 ends up in the ditch, we've got a Plan for that. As you can see, the Plan is the Fire Chief is going to be in charge. And, the Fire Chief in that situation might have to delegate to the second wrung, the Fire and Rescue Function. In other words, instead of just having the HazMat, start up the Fire side that we went through.

DuCharme stated it's interesting. There's a couple things that could happen. We could have a storm much like what we had about four, five years ago on Booster Days. We didn't activate a full Emergency Operation Center because that didn't warrant it. It was more of a communication that we had some issues going on. Sometimes, especially the Mayor and the Administrator, if for example there's a major incident, maybe a major house fire or something like that or major crash, maybe with multiple fatality, you might hear that. I might report that at 2 in the morning or first thing in the morning to Jack. It's not a situation where we need to involve the whole Council, we need to activate an Emergency Operations Center.

DuCharme stated an Emergency Operations Center is really for when our resources get stretched. Where we're using multiple Mutual Aid departments on the Fire and Rescue side, our Public Works is out clearing streets or assisting, and they're starting to run thin. That's the time that we have to go and identify, with Council, exactly what we need. That's another reason why we have to identify what happens if somebody isn't here. What happens if Nate isn't here. Who's going to take over for Nate. So, he could be literally in Canada and out of the Country when something like this happens.

DuCharme stated we go on and on, even Evacuation. I talk about that. There might have to be a decision, Mayor, that you have to consult with the Council about whether or not we're going to shelter in place with our people, which 90% of people would probably do. Or, if we have to do a full-scale evacuation of an area. We can do that. Then we have to decide where they're going to go.

DuCharme stated that's why, when you look at the Emergency Operation Plan, some of those things are already identified. This doesn't tell you what to do if a tornado comes. What this does is it's a reference: 1. How we're going to keep government going; 2. Some of the logistics, some of the resources we may have; and, 3. Just to kind of jog your thoughts. Everything in here is a suggestion. That's what it's made for.

DuCharme stated there's a couple other things here. As you can see, In-Place Shelter, like I say, 90% of the people are not going to leave their homes. Reception and Care, we do have agreements out there through the County, of where we can put people in case we have to evacuate them and give them a place to stay. The County and Red Cross and Salvation Army are going to be involved in that. If we have a health disaster, we have contact with Anoka County Health. Depending on what the emergency is will depend who they're going to send out. Anoka County Health is quite well versed on emergency plans and how to respond.

DuCharme stated and then it just keeps going on and on. Emergency Medical Services, we've got to be sure that we still provide those and who's going to be in charge of that. There's our chart there.

DuCharme stated this is my favorite one, Terrorism. Everyone said, 'Well, East Bethel, you know, we ever going to have terrorism?' DuCharme stated well, we've got a theater, we've got a school, we've got a City Hall, we've got a water system. So depending on what we have, it will be dependent on those that respond.

DuCharme stated once again, I can't say this enough to the public, it's not the City Administrator, it's not the Emergency Management Director, it's not the Fire Chief, not the Police Chief or Sheriff. It's the Mayor and it's the Council that are in charge.

DuCharme stated remember I said the last side is the most important? So you're probably thinking, 'What do I do as a Council Member?' First of all, if we have a disaster come through, an incident, storm or whatever it is, you've got to make sure you protect yourself and you've got to make sure your family's safe. Number 1. Number 2, just wait for notification of the Emergency Operations Plan and the Emergency Operations Center.

Mundle asked if the phone lines would be down? DuCharme stated you'd be notified in person. Mundle stated okay. DuCharme stated most likely if there's been a tornado, yeah, the landlines are going to be down. Most likely, the cell phones aren't going to work. They're going to be knocked out. So, it might be quite possible that you'll be notified via messenger. Then they might ask if you want a ride to the Emergency Operations Center. It also will give us time, and when I say 'us,' staff, time to figure out if our original choice for the Emergency Operations Center is still suitable. Is the roof still on? Is it still functional? If it is, and my guess that it will be, then that's where you would come. We'll have it set up and ready to go. Most likely as soon as the entire group's there, you're going to get some type of briefing of what happened and where we're at as far as the Response cycle and then talk a little bit about Response and Recovery. That's where I say, 'You're going to need to organize yourselves with other members of the Council.'

DuCharme stated that's the main part of how we set up for succession. So, we're always planning for the worst and it seems like if you plan for the worst, it doesn't get that bad. Once again, if the Mayor's not there, it will be the Acting Mayor who's going to be in charge. If the Acting Mayor and the Mayor aren't there, then whoever shows up, you three, are going to have to decide. If it's only two of you that show up, for whatever reason, like I said you guys are going to have use a coin flip, or whatever. If only one of you shows up, you've got the 'whole show.' So, like I say, in a quick 'nutshell' that's our Emergency Operations Plan.

DuCharme stated now here's what we've got to do. We have to have another Work Session and I know everybody 'loves' to have more meetings. But, we need to have one where we can have some staff members here and we can actually do what we call a 'tabletop exercise.' We simulate an emergency and how we're going to handle it and talk it over. That would be our next step. Any questions?

Voss stated I apologize for being late too. DuCharme stated actually, it worked out quite well to demonstrate how that works. Voss asked did you do okay? Were you nervous? Ronning replied no.

Voss stated remember, calm leadership. Obviously, a lot of attention in the past few months towards not only the events but the train preparation with the oil trains. DuCharme replied yes. Voss stated which we have going through the City and certainly in proximity too. That's kind of a different 'animal' to deal with from an emergency standpoint. So, is there any specific training that the Fire Department is doing? DuCharme stated there actually are. There's training that has been offered out there. Voss asked as a Department? DuCharme replied yeah. Voss stated it really doesn't help to have one or two individuals. DuCharme stated the theory behind a lot of the initial training that's out there is that it's more like 'train the trainer.' So, they go out there and be trained and they come back and say, 'Okay, this is what we learned.'

DuCharme stated I can tell you I don't have 38 guys and gals that are trained to put out a tanker fire. I don't think Oak Grove does. I don't think Bethel does. I don't think Isanti does. Ham Lake doesn't. Voss stated I would think that's probably as close as odds as some of the other emergencies that could happen. DuCharme stated that's right. You know, my guess would be that we're probably not going to put the fire out. So, what do you do then? Well, you evacuate. We evacuate to the recommended radius, which in some cases depending on the number that have derailed and the possibility, it would be a mile. It could be three miles. That's a lot of people you've got to move. Voss stated right.

DuCharme stated we're talking about real evacuation. We're talking about the leaders making the decision to say, 'Mr. and Mrs. Johnson, you've got to leave your house.' And, you know as well as I do, people don't like to leave their house. That's a very tough decision but that's something that we have to take a look at.

Voss stated I know they saw it in the last one in North Dakota, one of the 'learnings' that the public has had because these fires are almost common place, they know you've got to get out. In fact, this last one, I don't think they had any resistance. Everyone just left.

DuCharme stated my real 'feel' is that through our Mutual Aid network, we're going to have a lot of resources and management's going to be very, very difficult of those resources to make sure that everybody's on the 'same page' as far as doing what they're supposed to be doing. But there again, that's why we train. Getting back to the training, no, it's still going to be a while before we get fully trained. Voss stated okay.

DuCharme stated we do have people who have gone to some of the rail training and brought back information for us. We've had senior people that have gone and brought back good information. But, it's a learning step. Also, remember, through our Mutual Aid network it's more likely that we're probably going to respond outside the City. Because in reality, East Bethel is a small amount of that tract, up in the northwest corner of the City. But there's other cities, most of the other cities, that thing runs right through. We, as Fire Chiefs, talk about that quite a bit. You've probably seen some of them on the news and things like that.

Voss asked anyone else have questions? One other question I had is I know they're involved, probably very much so, but I didn't really notice a defined role for the Public Works in terms of their response and responsibilities. Obviously if it's a storm, there's clearing and stuff. DuCharme stated right, and probably what you also didn't see is that we don't have a real defined, for each department. That's up to the department protocols. Our Maintenance Director is actually going to have to come to the Emergency Operations Center so that we can come up with a Plan and we can get good information to you about what his crews are doing and things like that. We call that a Unified Command where

we've got different disciplines that are working together to solve the one problem. That's where that fits in.

DuCharme stated we try to make our Plans as, not necessarily generic, but as flexible as possible. You really want a Plan that if you've got a big incident, it can cover it and as it gets smaller, the Plan can get smaller. If you start off with a small incident and it gets bigger, then your Plan has to get bigger. That's what you have with your Public Works Director and your Building Official and the rest of City staff.

Ronning stated logically anyhow, you can't prepare for everything. DuCharme agreed, stating no. Ronning stated they're judgment calls. Anybody what's involved with it pretty much judgment calls. DuCharme stated that's right, absolutely. And that's why you can't say, 'This is our Tornado Response Protocol.' You can't say that because you don't know if it's an EF-0 or an EF-5. You don't know if it's 100 mile an hour winds that are coming at you or 250 mile an hour winds until it happens. That's another reason why you have to be flexible.

DuCharme stated I can tell you this, what you don't know, and I bet you it's the same thing, I've never really talked to Nate about it, but I'm sure he's the same way I am. When we know and when we look at forecasts and we see that the weather's unstable and there's a chance, we heighten our alert a little bit. How do I heighten the alert? I start figuring out who's in town. And, it's not a big deal. It's part of what we do. What officers are going to be in town? What fire guys are going to be in town? Opening fishing? How many of you guys are going to be out fishing? We do it informally but we always take that step one step at a time and increase your alertness. I know Nate does it because we talk about weather or we talk about things. One source saying five inches of snow coming, we've got another one saying no snow.

Ronning stated I don't know about anybody else but you kind of find yourself thinking about situations or multiple situations. That train thing. If you had a train go and blow with in-line winds or something. The way a fire would spread would be, who would know. DuCharme stated that's right and obviously, we would start where it hasn't burned and start working towards it in a safe fashion.

Harrington stated that's one of my questions. They know the soil thing but some articles I read now they're starting to worry about chlorine in these trains. Is that a whole different 'animal?' DuCharme stated we've been talking about it for years, what's on these trains that are coming through. It's just not only trains, it's what's coming down Highway 65 in trucks and things like that. So, it's amazing what we truck and the dangers that are out there. Ronning stated they've got an 8,000 tankers of one chemical or another. DuCharme stated yeah, with another 8,000. Right.

Voss asked Jack, do we have this posted on our website? The Plan? Davis replied no, but we can add it easily. Voss stated I thought so.

DuCharme stated I did make a couple changes. I added new staff and new Council Members. So it's pretty much up-to-date. Voss stated once you get it posted, can an e-mail go around? Davis stated one thing that would be helpful too is to list emergency shelter locations and have a map of those so people will be familiar with where to go. Currently, we have the Senior Center as a shelter location, the Ice Arena, the Fire Stations, the Public Works building. The Schools are shelter locations. Are there any others, Mark? Voss

asked is there a map that shows the shelter locations?

DuCharme stated we could create a map. Really, what those places end up being? A temporary shelter and then we'll ship them off via busses and things like that to a Red Cross. Red Cross has contracts in place. We definitely can do that of where to meet. That's one of the biggest things when you start moving people, is keeping the records. Because, I'm sure you're the same way as a lot of people. They're going to want to know where their mom and dad went. Or if there's teenagers or kids, they want to know where their kids went. So, that's the one thing that's real important. I don't know if you remember seeing the slide where the Finance Director was involved? Well, when you get into that, the Finance Director and that position is kind of in charge of registering people and things like that. It would be a big job.

Harrington stated Jack, I've got a question for you. If Nate's not here, who would be second in Public Works? Davis responded the City Engineer would be the next one in line and then the Lead Public Works person, which would be the senior guy there. We'd coordinate that with them also. Voss stated so we'd find out which City the City Engineer has the best allegiance to, right? Davis said yeah, we would or which one he's closest to.

Ronning asked is there an assumption in these as far as what size community? Is it Bethel? Or, is it Columbia Heights? Is there any variation? Or is Minneapolis different from us? St. Paul? DuCharme stated except on the size and concentration of population. Obviously, parts of our City where the density is a lot tighter and if you have a storm that blows through or airplane crash, or whatever, you're going to have a lot more casualties.

Ronning stated I was kind of thinking, I don't know, maybe this trivializes something, if this sort of 'boiler plate' and you make it fit your situation? DuCharme stated yes and no. If you looked at like the University of Minnesota's Emergency Plan, it's probably 1,000 pages. They've identified other hazards. When you go through this, you'll see we took a realistic look, City staff did, what is the probability of something happening. Ronning stated questions of just curiosity.

DuCharme stated for example, people don't realize it but in East Bethel, we've got some real concerns on high water where we've got some homes that could be imperil if we have real high water. Remember a couple years ago when we were watching a couple properties? Thinking that we might have to do some sandbagging or provide some resources.

Davis stated one other thing too, and Mark pointed this out, with some of the duties of some of these people in these responsibility charts, one of the duties of the Finance Director is not only to track where things are going but he's going to have to keep a record of all transactions because that's what we're going to use as a basis to be reimbursed for cost once this is over. So, there'll be a lot of people even though they're just listed as a function here and there. They'll be wearing many 'hats.'

DuCharme stated we talked before the meeting, doing some small talk, on Pine County and they're still trying to close that out with the federal government. That was several years ago. It's not uncommon that some of these take a long time. We're lucky in Minnesota because we have the Homeland Security and Emergency Management Department and they're very good at coming out and assisting. Very good. And, they're very good at finding resources for us and things like that.

3.0
City Disaster
Plan

Voss asked any other questions for the Chief? Mundle asked is there any disagreement then to direct Fire Chief to meet with Jack and get a training session scheduled? Voss stated no objections. When do you think about reviewing it? DuCharme stated I think I've got to talk to Jack and see what your schedules are. Voss asked are you talking a month from now? Three months from now? DuCharme stated I'd like to do it within the next couple months. I think next month might be a little bit tight but in July or August, right in there.

Davis stated August would probably look better because we'll probably be doing some budget discussion in July. We'll check and see if anybody has any major conflicts and try to get it done as soon as possible, get it done this summer.

Voss stated all right. Mundle stated that sounds good. Voss asked anything else? Thanks Chief. Davis stated thank you Mark. Ronning stated thank you for all your work on this Mark.

4.0
Council Role
for Booster
Day

Davis stated this item was on the agenda to continue the abbreviated discussion that we had at the last Work Meeting regarding the potential role of City Council in Booster Day activities. I think at that time, it was determined that nobody wanted to be in the dunk tank business. Voss stated no, I won't. There would be a very big donation to next year's.

Davis asked Brian, did you have any further items you wanted to bring up? Mundle stated well, if anybody else had any other ideas of how we could get involved. We could get a kickball team put together, a City Council kickball team. That's something not too physically demanding, just kick a ball. Voss stated you'll more likely to see me in a dunk tank than running first base these days.

Voss stated maybe as a preface to all this is where's the Booster Day Committee in terms of planning? Are there new events for this year? Davis stated there's at least one new event and that's the radio controlled model airplane club is going to be here. Voss asked as a display? Davis responded they're going to be doing an event the afternoon of Booster Day from approximately 2 o'clock to 5 o'clock. They'll be operating out of Booster East. They'll probably just bring their electronic planes. They may not bring too many gas planes. Voss asked East or West? Davis responded East.

Voss asked with all the trees? Must be good operators. Davis stated yeah, they say they don't need that much room to take off and land and there's more paved areas. Booster West will be pretty well occupied with the events of the tractor pull and people getting ready for the dance. But, they're going to be here. I think that will be quite interesting to see for people who have never watched that. I think it will draw quite a bit of crowd and interest. Voss agreed and said that will be cool.

Ronning stated I've been to their events and it's very well organized and the machinery they have is radio controlled, some big planes, and some really small ones. And, they have a 'dog fight,' the old style 'dog fight,' and some kind of a tail on the plane and you have to hit the other tail. But, as often as not, they just plain crash.

Voss asked so everything else fits in terms of planning and they're all set? Mundle stated as far as I know. Davis stated the Committee will meet again. There's a meeting tomorrow night. So, Denise won't be there but.

Voss asked was there discussion of waterball? The waterball tournament? Harrington stated they had made a comment last year. Voss stated oh, it was last year. Harrington stated yeah, the Fire Department wanted the City Council to go against the Fire Department in a waterball. That was brought up last year. Ronning stated yeah, but there's only five of us and 37 or 38 of them. DuCharme stated it sounds even to me.

DuCharme stated the Explorers are organizing the tournament so they're hoping to have a large Explorer tournament and Fire Department tournament. One of the things we've always talked about doing, we just can't get it going, is to have different businesses have a team of four to five people per team and enter in. We've got enough equipment I think we could get them protective gear. Then you'd have one fire fighter as kind of a technical advisor.

Ronning stated we talk about this in different tones, a little funny, a little competitive. Are those fire hose pressures regulated down from what they normally would be? DuCharme stated for the general public, yes. Ronning stated it wouldn't take much of a goof or a slip to hurt somebody. DuCharme stated absolutely and that's why for trained firefighters, you'll see that they're wearing their shields, safety glasses, and things like that and they'll still run those about 125 psi. At the nozzle, you've got 100.

Voss asked so why not have, maybe not in the tournament, I don't think I want us to try to survive a bracket, but as a ceremonial start and we can challenge the Oak Grove City Council, or no, Ham Lake. We've got to get Ham Lake up here. DuCharme stated I think that'd be a great idea. Ronning stated I'd be ready to challenge the seniors. Voss stated you're just mean. Ronning stated there's some tough seniors around here.

Voss stated if you can pass it on to the Ham Lake Fire Department, we'll challenge their Council. DuCharme stated I'll do that, I'll pass it on. Voss asked does everyone agree? Koller, Mundle, Harrington indicated their consent. Voss stated I think it would be a good way to start a tournament, give us a little publicity. DuCharme stated right.

Voss stated but you have to hit the ball, right? You can't drop the nozzle. DuCharme stated actually, if you drop the nozzle, you're disqualified. Voss stated but it doesn't say you can't, right? There's not a governor on it. Mundle stated then instead of hitting the ball you just hit the other side. Voss stated that's what I'm saying. What gets more enjoyment? Knocking them all down...or losing?

Harrington stated as far as Booster Days, the last meeting that Brian and I attended, the seniors are having some trouble trying to get people for volunteer work for like the silent auction and the bingo. So, they had some concerns if they were going to have those events this year. They said everybody's getting older and they just don't have the time. So, I don't know where those events will be. I suppose we'll find out tomorrow night.

Voss stated okay, but they're still planning to have them though? Harrington stated they want to if they get the volunteers to work them. That's where they're having problems, trying to get enough seniors to volunteer. Mundle stated yeah, the last I heard they weren't having much luck on that. Voss stated I think they had trouble last year too. Mundle stated last year, I don't think so. I think it may have been a late decision to have it, maybe. But, they had the volunteers there because I usually volunteer for the silent auction. But this year, with the change of the President (*inaudible*), see that, that's what.

Ronning stated you have the most history of us. Booster Day started back in the 60s or 70s or 50s, whatever. Voss stated I think it was actually early 80s is what someone told me. Booster Park was dedicated long before that. Mundle stated oh yeah. Voss stated but Booster West wasn't constructed until 93. I don't know the complete history of it, no.

Ronning asked do you recall anything that's gone away or missing that would add to it? Voss stated no, I don't think so. I mean one year we did a baseball tournament right out here in this field. That was 98 degrees and kids dropping, it was 'enjoyable' for the two innings we played. The tractors, that's always been a big draw, the tractor stuff. But other than that, I can't remember anything that's standing out. The year they had the inflatables it was popular, I remember that.

Ronning stated Harley got me involved and then with the Council, I had that assignment, Ron and I did. In the last 8-10 years, I'm aware of, hasn't been any real, well, the car shows have changed a little bit here and there but that's about all.

Voss stated I think the biggest thing that changes is attendance. Some years it's really good. Some years it's really thin. It's not even weather dependent. Mundle stated yeah, and I know in years before they've had helicopter rides. Voss stated oh yeah, a couple years ago, the helicopter rides. I remember that.

Davis stated you know it was discussed to have hot air balloon rides. Of course, those things are so weather sensitive. Voss stated the problem is you can't bring them back, you have to keep a rope on them. Davis stated this is a tethered system so they go up and down. But, the problem with those things are, you know, they cost money to have those people come in; and they are very weather sensitive. Voss stated and they are pricey if you take a ride. I think the helicopter ride is pretty pricey too, it was like \$25. Mundle stated yeah, something like that. It wasn't too terrible, but it was wasn't cheap.

Voss stated I know for a few years, they tried to get Soderville or St. Francis to have a tournament. Actually, one year we did have a tournament at Booster because they had the Friday night carnival. I remember because we had all four fields at Booster West playing. The games got over at 8 and they all came over. I think that is the year they ran Booster Days for two days. They had the carnival set up and it was a hit. That was before they had the Friday night movies. Davis stated the Friday night movies started in 2009. Voss stated that sounds about right.

Voss stated we've tried little things here and there. A few years ago, we had kids playing in bands and it was a little bit popular but I think that only lasted one year. It's getting the word out. Getting people there. That's the big thing. Mundle stated yeah.

Voss asked so our role? Mundle stated our role, I wouldn't exactly call it a role but what interaction should City Council have as a presence. Do we want to get out, you know you suggested to maybe have a booth for an hour or two. Voss stated I think, talking to Tim before too, you know, walking around is a good thing too. It's just got to be visual, wear our badges or sash or something. Mundle stated you got a Mayor sash when you got the job, right? Voss stated I wonder if Leroy Shafer has that hat sitting around somewhere.

Ronning stated as far as the functions, the Mayor usually, Harley used to line up 8, 10 convertibles. The Mayor rode in one and the Senior Grand Marshal had one. Davis stated there's a Senior King and Queen too that had one convertible. And, you know, they did that

last year but they were really scraping to find convertibles to accommodate everyone. I don't know if that was just kind of a last minute thing that they tried to round up. But, you'd think that there's plenty enough time beforehand to get those vehicles secured. Ronning stated Harley's club was very generous with their vehicles.

Davis stated I think the car show has really improved in quality and attractiveness since it moved back here behind the building. It's much more visible and people know it exists. Having a function back there in the Booster East parking lot is almost like isolating it from the rest of the events. Voss stated I think he only had people who had an interest to see cars where as here, people are going through so they're going to take their time and it's going to draw. It's easy access for them.

Koller stated last year they put the antique snowmobiles back in Booster East and nobody knew they were there. Davis stated well actually, the people who did the snowmobiles wanted to be back there. Now they've changed their mind though. Koller stated yeah, I talked to them a few times over there and they're, 'Maybe we will move somewhere else.' Voss stated I didn't know they were over there last year either.

Harrington asked are they getting a lot of floats back from last year? How are they doing on that? Davis stated I don't know how the parade is coming. We'll probably find out tomorrow night. Hopefully, Diane will be there and give us an update on that. Voss stated it's not an election year so you're going to lose those floats. It will be a more enjoyable parade. Koller stated we'll get less stickers. Voss stated yes, less stickers for the kids.

Harrington stated the golf tournament is half full. We're going for 24 and we've got 10 as of last Friday. So, we've got another whole month and a half. Voss asked ten foursomes? Harrington stated we've got ten foursomes right now. Voss asked and I'm in one of them? Harrington responded yes sir. Voss stated all right maybe we could get the golfers to be in the parade. After someone hits a hole-in-one they can, we'll give them a permit to drive in the parade.

Ronning stated it's a nice way the way you guys line that up. I've seen a number of these hole-in-one you get a Harley, Corvette, or whatever. But you pay at the hole \$5, \$10 for the opportunity. Whoever signs up is eligible, I think you said. Harrington stated yeah.

Harrington stated I'd like to talk to the Chamber about, like a \$5 donation and do something with it. Give it to the food shelf or something. I don't think \$5 is a big deal because we usually have the one where there's a hole and if you get it in the circle you get like half and then parts are donated to whatever the Chamber of Commerce wants to donate. Voss stated I think most people would do \$5, \$10 for it if it's going to charity. Harrington stated yeah, some kind of charity. But, it's their tournament so I let them make the call.

Voss asked anything else on Booster Day you want to talk over? Mundle stated I don't think so. Voss stated if the Committee is asking anything else of Council, I think we are already being pretty generous to do the waterball thing. No other Council's done that as far as I know.

Ronning stated my experience has been that if somebody wants to talk to you, they will find you. Voss stated yeah, I know that. Okay anything else? Mundle stated no, just wanted to see what anybody wanted to do.

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Davis stated one of the suggestions that we had mentioned about having a Work Session on was to discuss potential goals for the City. I've listed some following broad categories that may be of interest for additional discussion relating to defining goals for these areas in the City. These include but definitely are not limited to what we have presented in the packet. Certain things we could talk about goals, are City Ordinances. What are our goals for these. Do we need to do a systematic review of existing ordinances? Are there other needed ordinances that we need to consider?

What are our fiscal goals? What are we really looking for in terms of budgets and levies. Not only to go through this year but into the future. What are our overall financial goals? Do we want to set up certain accounts or things to address future issues? Things of this nature.

Does the Council want to consider any goals to address Business Attraction and Retention? Is it time to start working with the EDA to consider developing our 'tool boxes' for financing certain things? And, providing other means or discuss other means to not only attract business but as importantly, to retain what we have here.

Do we have any goals for utilities? What's going to be our policy for extensions? There may be certain opportunities that we have to do that, to do certain extensions in small increments. In fact, we're working on one estimate now where there's maybe a potential to extend the service 300 feet. But, every 300 feet counts.

What are our goals for parks? Roads and streets? Do we want to continue looking at our Street Light Program? Do we want to do anything about goals for trying to pave some of our 16 miles of unpaved streets?

Davis stated the list goes on and on. Are there any staffing needs that we have? From a staff perspective, I think at some point we're going to have to look at another person on board that would probably occupy the position of Zoning Administrator and maybe Code Enforcement Officer so we can free other staff up to concentrate more on economic development activities.

Facility planning. I think is something we need to set some goals for. Even Mark here, he hung around because he wanted to get a plug in for this. At some point, when, where are we going to need another Fire Station? At some point, we're going to need to discuss either the expansion of our existing Public Works facility or perhaps maybe a new facility somewhere. At some point, we may have to look at the possibility of City Hall relocation, especially if we could do something with this building and rent it out to someone else and have a more visible location for City Hall in the corridor.

What are our goals for improving our communications with our residents? These are just a few of the things that we can discuss, if we want to discuss goals, and then there's other things that aren't as specific that are more broad ranged. So, these are just a few things that I've thought of that may be worthwhile in examining. So, I'll just 'throw it out' and open it up to ideas.

Voss stated Jack, of everything you listed there, what would you say, based on your understanding of needs, what would be the two things that you would recommend focusing on. Davis stated you're going to limit it to two? Voss stated yeah, I am, make it realistic here. The top two? Davis stated I really think the top two would be the staffing issue. I

think that's one of them. And, the other are physical priorities.

Davis stated I think we need to determine what we're looking for in the future. Are we looking to have level budgets? Are we looking to do certain expansions? What's the guidance? What do you all see as our future in the financial aspects of the City? Voss stated well, if we all had to pick two, Brian, what would you pick?

Mundle stated well, Communications would be one of them as far as communications with the citizens in informing them and getting them involved and getting them to come to the meetings. And, I'd want to say Business Attraction, but we have the EDA set up for that purpose plus it's part of the Community Director's job so I don't want to get too heavily involved to maybe 'step on their toes.' Yeah, I would say Communications would be just for those reasons. If we improve the communications, is there a benefit from that? Voss stated okay, other thoughts?

Ronning stated at the risk of offending somebody, it seems that what businesses we get is more a matter of 'dumb luck' than success at something. You almost have to look at, it's a good idea, I like that. I've been thinking, speaking with some people in Ham Lake and things. There's some non-Council people that had some roles working with businesses, getting some funds and things. But, if you're going to improve, grow, improve, whatever, you've got to have more revenue.

Koller stated the biggest complaint I hear from the residents is we need a grocery store and we need one soon. Ronning stated the heck of it with that is we had one and nobody went to it. Mundle stated now, I did. Ronning stated I did too. Koller stated I did. Voss stated a lot of people didn't want to admit to it. Ronning stated I couldn't get my own family to go. They would once in a while but. Voss stated I think that comes under the Business Growth idea. Koller stated yeah, but it's on specific things we really need. And, it would be nice to have a pharmacy too. Voss stated yeah, that would have use.

Harrington stated my two biggest things, first would be the Budget and Levies. I want to try to keep taxes as low as we can around the City. There's a lot of people in the City that live month-to-month. If we can keep the taxes down and keep these levies low, we won't have people moving out of the City. My second one is I'd like to see that blue book put out about half that size that has the ordinances. There's things in there I think that can be eliminated.

Voss stated it's funny. When I started 20 years ago, no lie, it was that thick. That's definitely grown. Koller asked what was the population back then? Voss stated 10,000. Koller stated really? So, it hasn't grown that much but the book has. Davis stated yeah. Voss stated I remember seeing it now, isn't it like this high?

Ronning stated the Levy, just as an addition, it would be nice to be able to hold the resident's, well the tax payer's expenses, hold them pretty constant and still try to make some development growth and find ways to do things.

Harrington stated I'm like Ron. I get the grocery store but then the second one is how much our taxes are going up again next year. They don't like that. Voss stated that kind of fits in, really what question you want to ask, whether we ask ourselves or the residents, 'What do you want?' 'Where are the priorities in terms of what do you want?' Nothing is free. Harrington stated right.

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Voss stated everyone, I think, gets that and if there's things they want, they have to assign priorities to it. A lot of it isn't us creating it, it's just facilitating things. I think, to me, the focus is on the business side of it, doing things as a City that's going to assist in making it easier for development to occur. I'm a little hesitant about setting goals on that only from the aspect of, we've got a fairly new Chamber of Commerce, which is very active. And, it has a lot of potential. Our EDA is far more active than it used to be and I think there's a lot of energy there. So, in a lot of ways, I almost want to let them get 'traction' before we try to do anything to change their direction. That's not coming out right.

Mundle stated too many 'cooks in the kitchen?' Voss stated yes and no. We're relying on, particular the EDA, to give us guidance on where to go businesswise. The Chamber of Commerce, they are the businesses. So we've got to make sure we listen to them.

Davis stated you know, instead of calling it 'goals' or 'objectives,' maybe our priorities should be these broad categories. Ronning stated yeah, 'goals' sounds too much like failures. Davis stated here again, if you're going to set goals, they need to be attainable and they need to be realistic. I think a lot of times when people try to set goals, they do things what they'd like to see rather than what they can accomplish. You know, they need to be evaluated ever so often. I think from a standpoint of the Council, maybe we have priorities and I think everybody agrees that economic development is probably the biggest priority. Many of these things actually relate to Economic Development. Budgets and Levies, Business Attraction and Retention, Staffing to free up somebody to focus more on Economic Development activities. Things of that nature.

Koller stated one thing I don't like is we have what, five bonds out now? Total? Davis stated no, I think we actually have more than that. I think there's seven that are outstanding. Koller stated yeah, I'd like to see the City kind of pay off some of the little ones. Davis stated the only problem with that is we can't because they're not callable. Koller stated no, there're not? Davis responded no. The next callable bond I believe we have is another couple of years. We do have one bond, the 2005B bond, which is the one we discussed on that 209th Road closure. The final payment on that one will be May of next year. We're receiving all our funds for that from assessments anyway. Every bond that we've had that's callable, we've brought it up to see what we can do to get it refinanced and taken care of. Koller stated there's a lot of bonds we have out there. It would be nice to get rid of a few. Makes me sleep better.

Davis stated there's another thing, just 'food for thought,' instead of bonding for everything, like using your credit card for every purchase, the City can even consider utilizing now some revenues that really aren't obligated like cell tower leases to create a fund to pay for some of these future projects. Then if we do something, we're paying interest to ourselves. We're paying ourselves for it rather than paying all this interest on certain things. Of course, it would take a while to develop a fund to finance certain projects, but that's just one thing that's a consideration.

Koller stated two cell towers, that's a nice chunk of money coming in every year. Voss stated yeah, it's going to be \$40,000 some right? Davis stated actually the two of them will be close to \$64,000 a year. Voss asked what's the levy to EDA every year? Davis answered \$123,000. Voss stated that's a good way to off-set that additional levy. Take that revenue. To me, the tower is a business thing. We're doing it as an enterprise so why not let it fund something that feeds other business?

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Koller stated so we need two more cell towers. Davis stated we do, we certainly do. Voss stated it can be in your back yard. You've got a big lot. Koller stated if I get a cut, I'll take it.

Ronning stated Brian, you're familiar with realty things? I'm assuming. Is there such a thing as a realtor association by area? Like a north end? Mundle stated not really. It's more by business, realty businesses. Ronning stated the reason I ask that, I remember around Christmas time Tim said he was at a party and you run into a realtor who said, 'I had no idea you had that kind of open property.' Harrington stated and good property too. They're amazed that people haven't.

Voss stated that comes back to, and Nate and I have talked about that a few times and I brought it up before, is a business directory. The City of Brooklyn Park has one and still does. Their complete job is to communicate with realtors. Communicate with brokers. Find those businesses that are looking. It's to facilitate that growth. It's a direct position to what we want to happen. Now, unless some disagree with me, I don't think we're at that stage yet as a City. Ronning stated yeah, don't have enough demand maybe. Voss stated yeah, not yet. Ronning stated good idea though.

Mundle stated really you have to contact each office individually. Like Edina has an office. Voss stated they have a network too, like Colleen knows Annie Baldwin, who was my client in Brooklyn Park, so they know these people. But, that's sort of what the thought was with the Community Development position, was the transition into that. Mundle stated yeah, to start that.

Ronning asked would there be any value in throwing an idea out to the EDA to invite just a group of realtors out and take them through the City? 'This is open, this is open, this is open.' And, start some 'food for thought' stuff. Just an idea, a thought. Davis stated and I think that can be explored. The Chamber of Commerce is going to have a Business Expo at the Ice Arena the first week of September. Voss asked really? Davis answered yes.

Davis stated so certain things like that are a good way to kick these things off. Everything we can do to publicize ourselves, make ourselves known and let people know what's available here, is a definite benefit. We need to maximize those opportunities at every turn. Voss asked is the Chamber going to advertise then? In the local papers and stuff? Davis answered yes.

Mundle asked should the City have some sort of display put up there? Just for the City themselves? Davis stated we'll be a participant in that, an active participant. Mundle stated good.

Ronning stated one last thing about these realtors. It's been our experience, if you find a realtor that likes your home, and gets other people in to like your home, it's going to sell fast. If you can get some realtors that are interested in saying, 'You're asking about property. I've got a perfect spot for you.' I've got to think commercial realtors, brokers, businesses may or may not go to them for, 'This is what we need. Where can we find it?' Voss stated Julie Lux on the EDA is a commercial broker.

Harrington stated to change things up, Mark, what's your wish list? I know Public Works wants a new, a bigger building. What's the Fire Department looking for? DuCharme stated

I think Jack 'hit it on the nose.' What drives all this stuff is development. Quite honestly, if we don't have the development in certain parts of the City, our services aren't needed as much there. So, it all goes back to there. I do think this. It's my '2 cents worth,' well, actually it's a little bit more than '2 cents.' My take on this is, in the near future, give it five years, I think Nate's going to need more space. I think Public Works is going to need more space. And, I think what's going to happen is we're going to have to look for replacement of our Station #2. And, where are we going to put it? There's actually, been a little bit of work that's been done on that. What the Council has to also decide is, are you going to keep City Hall here? And, if you're going to keep City Hall here, are you looking for a campus type effect with Public Works, City Hall, Senior Center, Fire Station? Those are some of the things.

DuCharme stated if we end up with a senior housing in the southeast part of the City, depending on the size of that, we know historically from other cities that that's going to drive the need for services. So, is that something we have to look at? In a 'perfect world' and I'm not here asking for anything, this is discussion. I think we have to look at replacement of Station #2. I think we have to look at a small substation if the senior housing's going to go in. And, there's actually a third part of this. I think somehow we have to look at taking that Station #3 in Coon Lake Beach and adding 20 feet onto it so you can get a pickup truck in there too. Now, that's a 'perfect world.' Don't go away saying the Fire Chief is asking for all of this. But, those are what I see on the horizon. Ronning stated we do have video on and we can cut and paste so it looks really good.

Davis stated and now I'll emphasize what Mark says. This is not a staff advocacy of new facilities. This is just a discussion that at some point we need to be aware that these things will have to be considered. In relation to the Fire Station #2, which is over here next to Public Works, in terms of its location and depending on where growth occurs, that's another reason to consider expansion or relocation. To have it closer to some of these areas. With the traffic light here, it helps. Prior to the traffic light being installed, this was a terrible location trying to get out at that intersection.

Voss stated I imagine it's also difficult for the fire fighters sometimes to get across the road and get there. DuCharme stated yeah, absolutely. Highway 65, I can say it's a little bit more than problematic for a paid-on-call Fire Department for getting people to the Station because there's significant delays. Now, there might be options on the west side of 65 that maybe we've got to take a look at. But, these are the things that we have to look at.

Voss stated a history lesson, I know the Fire Department, well before Mark was here, was talking about a station over at Booster West. And, what we ended up doing was constructing Station #2 adjacent to the Maintenance Building. But, that was also done with the long-term vision that it would eventually become part of the Maintenance Building and the Fire Department would actually build over in Booster West. So, that was kind of the way it was for a long time, like 20 years. That's kind of the long-term vision. So when they were pushing for a Fire Station at Booster West because of the need up here, that's when we decided to go to the Maintenance Garage.

Voss stated I would assume at a point when staff feels it's more pressing, there will be a Needs Study prepared. DuCharme stated yeah, and you're right. I think staff would, when the time comes, have a detailed report of justifications and options and things like that. Voss stated years ago, we had a, I think we called it a Building Committee. What did we call it? Davis stated it's been a long time. There hasn't been one of those since I've been

here. Voss stated it must have been before because I was on Council. I think I was on Council because it was Dan Berry, it was Artie, Brad LeTourneau. Davis stated that was before I came. Voss stated it was before you were here then, yeah. That's how this got done.

Ronning stated that might be a goal. Voss stated we stopped doing it once the economy downturned and we saw there was no pressing need for additional facilities. I think this was the last thing that we did, was this building. Davis stated this was done in 2006, 2007. You're talking about the remodeling? Voss stated well, that's been done twice. Davis stated the last thing on this building was 2006, 2007. That was the remodeling, which included the Council Chambers and the addition. Voss stated yeah, because I remember having Council Meetings over at the Community Center. But since then, I don't think that Committee met again after that. Part of what we did, too, was to set priorities with staff and then plan for it. I don't think we had a Building Capital Fund before then. I think that's how the Building Capital Fund got started. Davis stated I think that's about the time it did start. Voss stated yeah, I think we started the Building Capital Fund about then. Because, it was right after Station #1 got built. We decided we needed to keep doing this. So, that's an option if we get to that point too. Because, that worked pretty well, I thought.

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Ice Arena
Contract
Discussion

Koller remained at the Council dais but did not participate in discussion of this agenda item.

Ronning stated this isn't on the book. At the conclusion of the last meeting, Tim asked to speak about this Ice Arena and I had some thoughts if we would have had a second on there. I had an amendment and I was thinking about it. Speaking for myself strictly and nobody else, it's irresponsible of me not to try to come up with some kind of an answer. I was thinking about putting some, in fact I spent this afternoon, otherwise I would like to hand it out. What I call performance benchmarks if it went towards Gibson. We do have to come up with something. You mention sourcing in house for some of that. That's a Council decision but wouldn't be, it would be tough to explain that, I think, for one thing.

Voss stated if we don't have a contractor. Ronning stated yeah, right. Voss stated we have to do it or shut it down. Ronning stated utilities were like \$50,000 just to open the doors. Harrington stated yeah, but I don't think we could shut it down knowing kind of what the St. Francis. Voss stated no, that's not an option either. Harrington stated I don't think we'd hear the end of it if we shut that down. Voss stated but that would be the only choice, though. Harrington stated I know, but I think you'd have a lot of upset people. Davis stated I think if it ever came to a decision of shutting it down, you'd at least want to give a year or two notice so they'd have other opportunities.

Voss asked is it one page that you're handing out? Ronning responded yes. Jack, you want one for the record or something? Davis stated thank you.

Ronning stated if he should get it, put some performance goals on the guy. Benchmarks. Voss stated well I don't have a problem with that at all. I would say whoever we do would need it but, obviously, with Gibson Management, they're the ones with the track record and have the issues from previous years. So, I'd agree with it.

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Ronning stated well, we haven't really put any discipline into it with them. We kind of 'chewed' on it last year but we didn't really. There's no 'hammer.' Voss stated well that's why in the discussions we had before I was trying to get a 'handle' for what were the

concerns and then how did they perform on addressing the concerns. And, similar to this, there was no tracking of this. There didn't appear to be anything. But, if you've got clear written items, it's much easier to not argue over. Right? If it's written ahead of time.

Ronning stated when I mentioned last time, procedurally, I didn't think I could do it. If I second a motion, I don't think I can amend it or put an amendment to it. Voss stated you could offer it. Ronning stated because we maybe could have got through this last time. But, if any of these things sound a little bit too harsh or something, every one of them is from his proposal. Every one.

Mundle asked how, just on the aspect of ice sales increasing by 3% per year, is there a maximum that would be achieved? Davis stated there is a limit of what can be sold because it's a single rink facility. There's other considerations too. Last year the Youth Hockey Association, instead of having the ice available middle of September, they didn't want it until the middle of October. So, that decreased the potential for ice sales for a couple hundred hours right there.

Davis stated Tom and I actually talked about this. I think whoever is in there, there needs to be certain performance standards. We evaluated Gibson's performance based on just the general concepts that were in his contract. He did this, this specifies things more clearly and gives a more measurable tool to evaluate whoever is in there.

Ronning stated I put a reporting system in place for at least to get through. Page 1, Objectives, #1. Increase ice sales by a minimum of 3% per year. Anything and everything on there is from. Voss stated I think what Brian is alluding to, what maybe you said earlier, we've got to make sure we set goals that are attainable. I think that's what Brian's, and my question too. Is it reasonable to think they can get a 3% increase. Because if it's not, then we're setting them up to fail. Davis stated yeah.

Ronning stated correct me where I'm wrong. If this is his proposal and we set an agreement based on his proposal, this is his commitment. Voss stated but look at the wording, 'the objective.' Objectives and goals are two different things. Ronning stated sure.

Davis stated that wasn't in his contract. That was his goal or objective that he submitted in his RFP. Voss stated yeah, so what Tom's suggesting with this is, this becomes part of the contract. Right? Or, whatever we agree to. Ronning stated I would think of that as an addendum. Voss stated if it's an addendum, it's part of the contract. Ronning stated sure, in one shape or another.

Voss stated and in not having read this, the question I would ask is, of all of us, if we agreed to it, is if Gibson Management achieves all of these things, what's going to happen next year? Are we going to be willing to just renew the contract?

Ronning stated one thing I think would happen is we'd have a different look at the guy. This book with two words different is what he gave us last year. Voss stated right, but if he made this, I guess what I'm asking is if he made this, does it make us happy? Ronning stated well, it's very aggressive. It's based on his comments but it would be very aggressive to accomplish all that. If he got through part of it.

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Voss stated but Tom, forget about what the content is. We give him a set of parameters, here's our expectations, the goals, and because he should be asking us, 'If I achieve all these

things, are we going to go through this whole thing again next year?' That's what I would ask. Mundle stated or in two years. Voss stated whatever we make the contract.

Harrington asked could we just extend it? I mean if he meets these goals then just extend his contract another year. Voss stated well, why not make the contract one year with a one-year option, our option, based on these or whatever set of goals/benchmarks we make. Ronning stated if there was an agreement to do such a thing. Voss stated we would because we'd have both signed the contract. But that way, in a year from now, we don't have to go through the bidding process. He'll know if he meets all these things that we'll very likely just take up his option.

Davis stated part of the contract then would be there would be a performance review to consider the extension. Voss stated whatever, so we don't have to bid it again with all the process and expense.

Ronning stated Ron's being quiet. Don't go anywhere. You're entitled to hear anything, I think. I don't know if we got any report back about things. The last two items: 'Monthly Report to City Administrator of East Bethel regarding identified performance benchmarks. Annual performance review if multi-year contract.'

Voss stated except I wouldn't make it a review because if it's a review you're basically giving them a two-year contract. I would say it's a one-year contract with an option to renew based on the performance review. Ronning stated yeah, that would be a good way to put it. Voss stated because otherwise, and then we make the performance review at nine months into it so we have time. Davis stated I think you'd want to do the performance review, say, like the first of February because then essentially the majority of your revenues are in. You know what financially they've done. That's usually when the last payments are going to be close to received.

Voss stated my point is if we decide to not continue and exercise the option, it gives staff time to advertise and get a new contractor on board by July 1st. Davis stated July 31st. Voss stated just so there's enough time.

Ronning stated there's more than one 'head' to this. Part of the objective, in my mind, would be to improve the building. Voss stated I think that is the objective to make improvements. Ronning stated yeah, improve the building but make him more responsible and let him know that we're watching and we want some answers about things. We want him to tell on himself, for the most part.

Voss stated well, I think he would know if he's not making some of these goals and objectives that they're probably screwed for the next contract. They'll know what they're getting into at that point. I think it's a good idea.

Ronning stated I took some clippings out of the three Council meetings from last year: May 14, May 21, and another one was March 5, that, it depends on, it's in the 'eyes of the beholder' but that was kind of the 'meat' of the discussion that we'll give you one last chance. And part of that came because the one guy wouldn't move off two years until he lost. And, St. Francis backed out for probably personal reasons, multiple person. But, this is 'food for thought.' Another thing I'm thinking, Tim and I spent an hour, hour and a half, or more walking through that place. It's a mess. It's rough. That place is rough and I apologize if there's any inference or anything, if she was doing this and there was some

failure, it would be her fault. If Gibson's doing it, it won't be looked at the same way. And he's the one that's partially responsible for the mess. I'd like to see him clean up some of the mess.

Voss asked how long has Gibson been there, since 2008? Ronning stated 2008 or 2009. Davis confirmed 2008. Voss stated six years. Ronning stated if you go back a number of years, this is probably the same book that Council's been getting more than once.

Voss stated well, certainly by having a matrix like this is going to be tougher for anyone to defend not performing. Ronning stated if they want the job. I'd like to give somebody else a chance at it. I'm afraid of what could happen a little bit. Voss stated I've been in that situation before and that's a risk.

Voss stated Tom if you put something forward, I'm in support of it. Ronning stated it's just 'food for thought.' Voss stated same thing with the contract terms, how long it is. Ronning stated we kind of have to put some, I believe, we have to put some benchmarks on him if we want him first of all to be responsible and if we want him to do certain things. If he's already said he would do them, if he gets the contract, call him on what he says. What his proposal is.

Voss asked is that something you can work with Jack and come up with something? Ronning asked are you able to work with me? Davis stated I think so. Ronning stated okay. Voss stated I was waiting for that answer. Ronning stated I hope anybody is. Voss stated I'd be absolutely accepting of something like that. I think it's a really good idea.

Harrington stated Steve, he's made some promises over there and he's never fulfilled those promises. Voss stated I'm not. Harrington stated so that's what kind of holds me back. When he says, 'I'm going to do this. I'm going to do that.' And then he doesn't come through. I mean like you said, a one year would be something that I'd look into too with some of these.

Voss stated I would think, if I was in his position, given this process that's gone on, that he agrees to the 12 items, whatever it is, that if he only gets 11 of them done and doesn't get that 12th one done, I'm thinking he's probably thinking he's not going to get this again. I think the message has been clear to him.

Ronning stated another thing is this monthly report. Because then the City Administrator can mitigate things. 'Well, we understand this can happen. We'll bring it up at Council.' And, let him know something. There's ways to do. Voss stated you added that. That wasn't in his proposal, right? Ronning asked what's that. Voss asked was the monthly report in this proposal? Ronning responded no. Voss stated you added that. Ronning stated his is an annual report with staff.

Voss I think doing a monthly is a good idea too. Ronning stated it keeps him honest. There's no catch up. There's no push and pull. Voss asked are you all right with that Jack? A monthly report? Davis asked what would the monthly report include though? Voss stated I think you'd need to add some refinement of what the expectations are of the monthly report. What the revenue was. How much, whatever you think is important. Davis stated so far our monthly have been the revenue. That's been the key driving factor. How much ice time did we sell? Has the bill been paid? And, has it been collected?

Voss suggested have repairs been made. Harrington suggested what problems have been identified. Voss stated yeah, what problems have been identified and that can go back and forth too. It gives the City an opportunity monthly to say, 'We've gotten three calls on this bench that's not bolted down.' Or whatever. 'Why haven't you fixed this.'

Ronning stated if we could put these things into place or to some extent put them in place, it would be much, and we'd do or don't like him, whatever the outcome is, it would be much easier to have a set of standards for somebody to come in too and say, 'Well, this is what we expect.' There is something, provide monthly record of cleaning task and routine maintenance schedules and service dates. That's from the proposal as well.

Davis stated what I'd originally put, when Tom and I talked before, is one of the things I want to see, regardless of who gets it, is that we get a signed sheet of their cleaning activities daily. Just like you do when you go into McDonalds or Burger King. There's a list. 'This bathroom was cleaned at 8:05 by such and such.' I want those records. Voss stated so post it in there and give it to you at the end of the week. Davis stated well, that's fine but at least it shows there's somebody that's cleaning them. Voss stated it shows the public that somebody is cleaning.

Davis stated yes, you know, and if it's inaccurate then we know that's reason to take action. But, at least that shows if anybody has any issues. 'Look, here's the report. This bathroom was cleaned on this date at this time.'

Ronning stated one other thing I didn't want to put really in 'black and white.' Mold in that building. It wouldn't be a bad idea, in my mind, to do some kind of a mold assessment and that wouldn't be his burden. That would be our burden if we did it. Voss stated the Fire Inspector can take a look. I'm pretty sure the Fire Inspector is trained in mold. I would think so. Ronning stated that place has some funny smells in a couple places. Voss asked have you ever had hockey gear in your house? Ronning stated I've been in the locker room. But you get hit with it as soon as you walk into their office. Voss stated that odor gets in the paint, in the building.

Harrington stated if there's something like a battery operated air freshener or something they can put up. Because it was, the smell was kind of awful when we walked in there that day. Davis stated unfortunately, whoever the vendor is, is going to have a difficult time controlling locker room smells. Voss stated but you know the families that play hockey, they know you can't get rid of it.

Ronning stated an energy assessment of the place. When we were in there, there was a couple rooms in there that were pretty warm when we walked through there. Nobody's in there. Nobody will be in there. Have some kind of a timed thermostat or something. One of the biggest savings, potentially, is energy.

Voss stated there was a sizeable savings after Connexus went through there that time. Davis stated as part of that energy assessment, we got a grant and replaced the lights in the building, which saved a significant amount of money. Voss stated yeah, it was thousands of dollars a year in energy costs.

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Mundle asked when was the last time that an assessment was done? Davis answered 2009, I believe. Mundle asked do you think it would be worth it to have another? Davis stated if Connexus would be willing to do it. They did the last one for us. They didn't charge us for

it. Voss stated I think it was a grant-funded program they did at that time. Davis stated yeah. Voss stated it cost money to do it, it's an effort to do it.

Koller stated I know pretty much every door in that place needs new weather stripping because you can go in there and see daylight through most doors. Davis stated yeah, and that's a function of us. Nate has a plan to work on, especially those front entry doors. They leak air like a sieve. Voss asked is it a double set? Davis responded yeah, two double sets.

Harrington stated like Jack said, the bathrooms, at least the two main bathrooms up front, they should probably be redone because the toilets and sinks are kind of. Ronning stated if they have regular cleaning, there sure was an awful lot of paper on the floor. Voss stated I honestly haven't been in the Ice Arena for a while so I'll make time to go and see it too. Harrington stated yeah, there is maintenance that we, the City, has to take care of eventually, somewhere down the line.

Davis stated most of the major maintenance stuff does fall on our 'shoulders.' Their responsible for the minor repairs and upkeep of the machinery and anything that's a major item is the City's responsibility.

Harrington stated at one time, wasn't the St. Francis Hockey League going to paint the front entry way? For the last couple of years? And, that has fallen through? Davis stated and I'm not being critical of the Youth Hockey Association because you know volunteers have great ideas and they have good intentions but sometimes being able to organize enough people to get things done is a real problem. We tried to work with them and give them the opportunity to help us out and they've been more than willing to discuss it. To date the results haven't been as good as we'd like to have seen. But, you know, hopefully that will improve too.

Voss stated speaking of which, what's the status on the boards? Davis stated the boards are almost all out now. Voss asked did St. Francis volunteer? Davis stated yeah, St. Francis and Gibson. And, they're doing a good job. Brad Kaehler is heading that up. He's been great to work with. The new ones are scheduled, hopefully, to start being installed I believe it's next week. All that's really on schedule and going smooth. Voss stated there's volunteers there.

Ronning stated this is almost preaching some, but we're all the 'choir' as well. What we had to do was not unreasonable. It was a very reasonable thing for us to do and accomplish. And, like I say, I've taken my own responsibility for it. We've got to work through these things somehow.

Voss asked so you'll work with Jack in developing a list? Ronning stated I'm not so sure I can work with him. Yes. Voss stated tell Jack then. Ronning stated we'll be just fine Jack. Davis stated I know Tom. Ronning stated you make the coffee.

Ronning stated we do have to get through some things like this. Voss asked do you have enough time to get this on next week's agenda? Davis stated well, I think it would be better to select a contractor and then negotiate the contract and have that on the 17th agenda. These would be the terms of the contract. I think that whomever we get, these are not unreasonable requests.

Voss stated I'm just, well obviously, Gibson should be agreeable to it if it's on his proposal.

But, from our perspective, from the City's perspective, are we clear enough on these? I think a couple of these kind of look not really quantitative.

Davis stated if we've got time to go over a couple of them real quick. Let's just go down the list real quick and I'll offer some comments for whatever they're worth. 'Increase ice sales by a minimum of 3% a year.' That's a goal that may or may not be able to be achieved. A lot of it depends on what our only two main customers are going to do. The High School's always locked in.

Voss stated well, assume it's a blank right now. You're going to negotiate something out with Gibson that you think is agreeable to both of us and then present it to the Council. I don't think we can put a number there. At least I know I can't say. Three percent is great, but that's aggressive growth. Three percent a year is aggressive growth. I don't have the expertise to throw out a number.

Mundle asked would it be better to state 'fulfill a certain amount of hours per ice season?' Voss stated no, I think a percentage is a good number, unless there's a plateau and you can't get any more. Mundle stated yeah, eventually there's going to be a plateau.

Ronning stated and the reason for some of these identified in the past is because this is redundant. This, they just put a new date on it and it's what's been going through. So, what did he do with regard to his last proposal. Voss stated well, let's forget about, I think, go forward. Ronning asked make a 'new day?' Voss stated yeah. Ronning stated make a 'new day' and go forward. Voss stated I think so. It's hard to forget the past but we need to be productive. Ronning stated work round. Never forget the past but don't be held up by it.

Davis stated we've got a bullet point here, 'Competitive pricing and scheduling.' Are you talking about the rental rate which we charge per hour? Ronning stated that was one of his, I'm not sure it was an objective. Davis stated the City actually did a comparison with what was available at Isanti, the Super Rink, Forest Lake, and I believe maybe Fogerty and Andover. So, our rates are comparative to those. They're less than the Super Rink's but they're almost equal to everybody else's.

Voss asked is that something staff did? Davis stated that's something staff did last year. We actually raised the rates from \$185 to \$192 based on that evaluation. So, our rates are competitive with what other areas are charging. We also said for non-prime hours or non-prime events, rates would be negotiable. Previously, there was \$140 an hour charge for that. But, nothing was being sold so, you know, our theory was sometimes it may be better to get \$60, \$70, \$80, \$90, \$100 an hour and have it occupied than have it go vacant.

Mundle stated some money is better than no money. Davis stated that's correct. That was reflected in the pricing that we offered for the lacrosse. Again, that would have been \$140 an hour. We charged them, I think, \$95 or \$100 an hour. There've been several inquiries about groups wanting to use it for baseball. We found out the going rate was about \$50 an hour so we said if you want it, it's \$50 an hour.

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Ronning stated I've heard people talk about baseball, practicing baseball inside, they're starting early. Harrington stated they want a batting cage and they've got one in the Ice Arena. That's what they're looking for. They have one on the one end.

Ronning stated there might not be a lot, but there's certainly opportunity that hasn't been

addressed. And this is my shopping list based on his proposal. We'll get together, do something, and bring it back.

Davis stated I just want to get on a couple of these things though. Just so everybody's got a little knowledge of them. 'Advertising Sales.' We required Gibson to sell at least, he owns us \$2,000 if he doesn't sell and ad. So, in order to help the Youth Hockey Association, we got them together with Gibson and Gibson gave up the selling of ads to the Youth Hockey Association because they said they could sell \$15,000 in ads, no problem. Well, they sold \$2,500 worth. We got \$2,000. We split the \$500 50/50. I think at some point, though, it's going to work better that way because they're local, they have local contacts, they have a much better chance of selling ads than Gibson does. I'd like to see that arrangement continue.

Ronning stated this is a little 'dead horse.' We're shopping for people from outside the City? We've got to get our own people first. I firmly believe that. Get our own people first and chances of getting outside would be a lot better. Voss stated I don't follow what you're saying. Ronning stated we're trying to get customers in from outside. Voss asked for advertising? I thought we were talking about advertising. Ronning stated no, services more is what I'm thinking. Whatever advertising there is in, that's a different 'ballgame.' For participating in things within the City, we kind of got to get our own people first and then start shopping. If we can't get our own people, how are we going to get anybody else?

Mundle stated just throwing an idea out there for advertisers. If either the City or Gibson or whoever takes over for the Youth Association that handles the advertising, if they get in touch with the Chamber of Commerce.

Ronning stated another 'food for thought' when we're talking about advertising, maybe we want to subcontract that. If there's any interest. Voss stated well, doesn't the Hockey Association want to do it any more? Davis stated I think they do. We haven't had those talks with them yet. It would be my recommendation that we encourage them and we'll split anything over the \$2,000 minimum or whatever that minimum is established. 50/50 or whatever is equitable.

Voss stated the beauty of having, I mean that's how we've done things before at Forest Lake. It's actually, you get benefit two ways. One is, it's a big Association. You're going to have people who own businesses or are high up in businesses. They'll talk to their employers to advertise. So, that's one source of advertisers from within the Association. The second is they all know people that run businesses in the community. So, like for our boards, we're charged with go find 10 people that want to advertise. For some it's real easy because they work in the community. Like if they're contractors they work with so many different people. But, for someone like Gibson or anyone of us trying to go sell, it's not a door-to-door thing. It's more of a networking thing to get these things going.

Mundle stated that's why if they would attend, maybe the Business Commerce meetings and maybe do some networking there. Voss stated yeah, do some advertising, I'm sure you'll get businesses there that are interested.

Davis stated there was one lady with the Youth Hockey Association that I think has some fairly good contacts and good networking skills, abilities, and for whatever reason, here again, there could be unforeseen factors that I'm not aware of, so I'm not. Voss stated some like to do that. You know, board members who just like to do that. Davis stated I think that

given time she can be very successful with the ad sales.

Ronning stated some of the things, like this batting cage, that's an opportunity. A lot of the things that Nicki brought up are all opportunities. But we'll see what happens.

Voss stated anything else on this Jack that you want to ask about? Ronning stated one minute until 'drop dead time.' Voss stated that's my goal, although I've got to stay five minutes longer. Voss stated you know I was going to make it until Klang called on the way and I had to get off the road. Ronning stated the way you were booking down the hallway, I thought, this guy's got to piss bad. Voss stated well you know something, sometimes I still do.

Harrington stated I'd just like to say, if there's not a problem, I'd like to be involved with this when they do this evaluation with Gibson. I mean if there's not a problem with the other three Council Members. Ronning stated I'm fine with that. Mundle stated that's fine. Harrington stated I mean when we sit down with whoever gets the contract, let's put it like that. Whoever gets the contract. Voss stated you've got a history from last time too. I'm fine with it. Harrington in case something's missed or I pick up something.

Voss stated the questions I think Jack wants direction on is, Jack suggested that they have the contract on the next week's meeting. The selection of the contractor but the contract's not signed for three weeks. Harrington stated until July. Voss stated and you're fine with that? Not until July, I mean, the... Davis stated June 17. Harrington stated oh June, okay. Voss stated okay.

Ronning stated and the contract is subject to negotiations. Davis stated after the contractor is selected, then the contract would be negotiated. Voss stated if you can get this resolved before next week, may be more preferable. But, if not, that's fine too.

Ronning stated I don't know what your schedule looks like. I can try to be here for a couple hours tomorrow and Friday. Davis stated I have to go to the doctor Friday morning. Ronning asked can't you just limp around? Davis stated I hope, I'm not sick, I'm just hobbled up a little bit. Voss stated I'm just saying if need be. Ronning stated we'll come up with something.

Davis stated if you want to stop by tomorrow, we can see if we can get something out that you think would be satisfactory. I'll be here all day. Ronning stated what we've got to try to do is put something that everybody thinks will be satisfactory. Voss stated well that can be worked out. Ronning stated yeah but make sure you're satisfied with it first though. Davis stated that's why I'm thinking that it might be better to select the contractor and then sit down with the contractor and negotiate that. And, Tim and whoever wants to be part of it, I have no problem.

Voss stated I think whoever we select should have, better understand that we're going to do something like this in case they just say, 'No, I don't want to do that.' Don't waste our time. I don't think that's the case though. All right, good.

7.0 Adjourn

Harrington stated I'll make a motion to adjourn. Koller stated second. Voss stated all in favor say aye?" All in favor. Motion passes unanimously.

Meeting adjourned at 9:00 p.m.

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial, Inc.