

City of East Bethel
Park Commission Agenda
6:30 PM

Date: August 12, 2015

Location: City Hall

Meeting Room: Council Chambers



Item

- | | | |
|---------|-----|-----------------------------------|
| 6:30 PM | 1.0 | Call to Order |
| 6:31 PM | 2.0 | Adopt Agenda |
| 6:32 PM | 3.0 | Approve – June 10, 2015 Minutes |
| 6:33 PM | 4.0 | Park Financial Information |
| 6:40 PM | 5.0 | Heart Safe Program |
| 7:00 PM | 6.0 | Park Dedication Fees |
| 7:20 PM | 7.0 | Council Report and Other Business |
| 7:30 PM | 8.0 | Adjourn |

EAST BETHEL PARK COMMISSION MEETING

June 10, 2015

The East Bethel Park Commission met on June 10th, 2015 at 6:30 P.M at the Cedar Creek Ecosystem and Scientific Reserve Center for their regular monthly meeting.

MEMBERS PRESENT: Kenneth Langmade* Tim Hoffman Sue Jefferson
 Stacy Voelker Bonnie Harvey Denise Lachinski

MEMBERS EXCUSED: Bill Zimmermann

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

Adopt Agenda **Mr Hoffman motioned to adopt the agenda. Ms Voelker seconded; all in favor, motion carried unanimously.**

Approve **Ms Lachinski made a motion to approve the minutes as submitted. Mr Hoffman**
May 13, 2015 **seconded; all in favor, motion carried unanimously.**
Minutes

Park Financial Mr. Ayshford presented the current fiscal year Park Maintenance financial status for
Information & member's review (Attachment 4.1). Ms Lachinski asked about the summer hire program.
Capital Funds Mr Ayshford reported that they hired one employee for the season. Mr Hoffman asked
Summary about the equipment replacement fund. Mr Ayshford explained the money is put into the
 account from the General Fund from each department and is allocated according to the
 department's needs and the equipment replacement schedule.

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

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

Mr Greg Castellano, Mr Dennis Feela and Mr Albert Bailey presented their request to use the remaining \$869 left in the fund they had gathered to make improvements to the park in their neighborhood. The money has been in a non-interest bearing account at a local bank for several years but the bank has been charging fees that have taken over \$100 from the total funds so they would like to use it before any more is lost to fees.

They had previously installed a basketball hoop and two grills. They would like to add a horseshoe court, some park benches and improve the baseball diamond if possible. The neighbors are willing to provide the labor and many of the materials as well as using the remaining funds to purchase anything they would need.

The City had previously decreased mowing in the park due to lack of use. The residents would like to see the whole park mowed again so it is completely open for use. They are willing to do the mowing themselves but Mr Ayshford stated he would prefer the City provide that service. Recently, one of the residents noted several holes in the ground that he

believed were about four feet deep. He filled them in but was concerned about who was digging the holes.

Currently the park has a pavilion, 2 grills, swings and the basketball hoop. The swings are very old and the basketball hoop needs some work (which the residents can do themselves) but they would like to add more. Mr Ayshford stated he thought the City could relocate at least one picnic table to the park and instructed that the park benches must be on a concrete slab. Unfortunately the work on the baseball diamond may not be feasible in the near future due to lack of funding. The residents agreed to work with Mr Ayshford to make improvements within City standards and requirements.

The residents were encouraged to participate in the Adopt-A-Park program. Mr Ayshford explained how the program works and the residents in attendance seemed to think this was a good idea for them.

Mr Hoffman made a motion to increase the maintenance of Deer Haven Park to the previous standard of mowing the entire park each time it is mowed. Ms Harvey seconded the motion; all in favor, motion carried unanimously.

Council Report & Other Business

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

Mr Harrington reported that the new dasher boards are up in the ice arena and look good. A decision was made on the new management for the arena as well. A new business, Brown-Wilbert is planning to purchase land at the southeast corner of Hwy 65 and 221st Ave. They sell septic tanks and burial vaults.

Cedar Creek Ecosystem Science Reserve

The Cedar Creek Ecosystem Science Reserve (CCESR) is a University of Minnesota biological field station with many ecosystems and species found throughout the forests and grasslands of North America.

Members of the Park Commission were given a tour of three experimental areas in the CCESR by Clarence Lehman and other members of the staff including Troy Mielke, Jim Krueger, and Kally Worm.

The first was the BAC (biodiversity and climate) experiment which examines the interactive effects of global warming and biodiversity on prairie ecosystems. Members also viewed experiments in Fire Frequency: a study of fire and fire suppression in forest ecosystems and the longest running experiment on the effects of increased CO2 exposure.

Adjournment **Mr Hoffman made a motion to adjourn the meeting at 8:45 p.m. Ms Harvey seconded the motion; all in favor, motion carried unanimously.**

Respectfully submitted by:

Susan Lori Irons
Recording Secretary

PARK CAPITAL FUNDS SUMMARY
JULY 2015

PARK ACQUISITION AND DEVELOPMENT FUND			2015	Remaining
Account #	Description		YTD	Balance
REVENUES:				
R 404-34791	Park Dedication Fees		-	
R 404-36210	Interest Earnings		22.67	
Total Revenues			<u>22.67</u>	
EXPENSES:				
E 404-40400-201	Office Supplies		-	
E 404-40400-223	Bldg/Facility Repair Supplies		-	
E 404-40400-224	Street Maint Materials		-	
E 404-40400-225	Park/Landscaping Materials		-	
E 404-40400-302	Architect/Engineering Fees		-	
E 404-40400-303	Legal Fees		-	
E 404-40400-307	Professional Services Fees		-	
E 404-40400-322	Postage/Delivery		-	
E 404-40400-342	Legal Notices		-	
E 404-40400-351	Printing and Duplicating		-	
E 404-40400-403	Bldg/Facilities Repair/Maint		-	
E 404-40400-405	Park & Landscape Services		-	
E 404-40400-416	Machinery Rentals		-	
E 404-40400-422	Auto/Misc Licensing Fees/Taxes		-	
E 404-40400-530	Improvements Other Than Bldgs		-	
Total Expenses			<u>-</u>	
December 31, 2014 Balance			26,082.08	
Current Balance				26,104.75

PARK CAPITAL FUND				
REVENUES:				
R 407-36210	Interest Earning		108.96	
R 407-36240	Refunds & Reimbursements		-	
R 407-39201	Transfer from General Fund		50,000.00	
Total Revenues			<u>50,108.96</u>	
EXPENSES:				
E 407-40700-219	General Operating Supplies		-	
E 407-40700-223	Bldg/Facility Repair Supplies		-	
E 407-40700-225	Park/Landscaping Materials		-	
E 407-40700-226	Street & Lot Restriping		-	
E 407-40700-231	Small Tools and Minor Equip		-	
E 407-40700-302	Architect/Engineering Fees		-	
E 407-40700-303	Legal Fees		-	
E 407-40700-403	Bldgs/Facilities Repair/Maint		-	
E 407-40700-405	Park & Landscape Services		-	
E 407-40700-530	Improvements Other Than Bldgs		-	
E 407-40700-550	Motor Vehicles		-	
E 407-40700-935	Street Capital Transfers		-	
E 407-45202-225	Park/Landscaping CCNH		-	
E 407-45202-302	Architect/Engineering Fees		-	
E 407-45202-342	Legal Notices		-	
E 407-45202-409	Other Repair/Maintenance		-	
E 407-45202-520	Buildings and Structures		-	
Total Expenses			<u>-</u>	
December 31, 2014 Balance			86,979.54	
Current Balance				137,088.50

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2015
1/1/15 to 7/31/15

Account Description	1/1/15 to 7/31/15 Actual	FY 2015 Budget	YTD as a % of Budget
Public Works - Park Maintenance			
E 101-43201-101 Full-Time Employees Regular	104,244.78	203,400.00	51%
E 101-43201-102 Full-Time Employees Overtime	621.18	1,000.00	62%
E 101-43201-103 Part-Time Employees	2,550.00	6,000.00	43%
E 101-43201-105 Employee On Call/Standby Pay	5,067.27	3,100.00	163%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	8,245.55	15,300.00	54%
E 101-43201-125 FICA/Medicare	10,620.19	20,200.00	53%
E 101-43201-126 Deferred Compensation	3,486.96	6,100.00	57%
E 101-43201-131 Cafeteria Contribution	25,676.00	44,000.00	58%
E 101-43201-151 Worker s Comp Insurance Prem	9,278.61	8,400.00	110%
E 101-43201-201 Office Supplies	110.65	100.00	111%
E 101-43201-211 Cleaning Supplies	122.76	500.00	25%
E 101-43201-212 Motor Fuels	6,048.17	18,000.00	34%
E 101-43201-213 Lubricants and Additives	122.59	500.00	25%
E 101-43201-214 Clothing & Personal Equipment	940.35	2,000.00	47%
E 101-43201-215 Shop Supplies	75.64	400.00	19%
E 101-43201-216 Chemicals and Chem Products	3,742.84	3,000.00	125%
E 101-43201-217 Safety Supplies	94.97	700.00	14%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	867.16	1,200.00	72%
E 101-43201-221 Motor Vehicles Parts	178.79	2,100.00	9%
E 101-43201-222 Tires	384.95	1,000.00	38%
E 101-43201-223 Bldg/Facility Repair Supplies	10,929.68	2,500.00	437%
E 101-43201-225 Park/Landscaping Materials	3,984.66	7,000.00	57%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	3,494.35	2,000.00	175%
E 101-43201-231 Small Tools and Minor Equip	272.91	1,500.00	18%
E 101-43201-306 Personnel/Labor Relations	140.50	300.00	47%
E 101-43201-307 Professional Services Fees	168.00	600.00	28%
E 101-43201-321 Telephone	422.06	2,000.00	21%
E 101-43201-341 Personnel Advertising	264.00	200.00	132%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	1,352.79	5,000.00	27%
E 101-43201-384 Sewer Utilities	-	300.00	0%
E 101-43201-385 Refuse Removal	-	1,200.00	0%
E 101-43201-387 Heating Fuels/Propane	-	300.00	0%
E 101-43201-401 Motor Vehicle Services (Lic d)	-	2,200.00	0%
E 101-43201-402 Repairs/Maint Machinery/Equip	1,536.57	2,500.00	61%
E 101-43201-403 Bldgs/Facilities Repair/Maint	240.00	3,500.00	7%
E 101-43201-405 Park & Landscape Services	-	2,000.00	0%
E 101-43201-415 Other Equipment Rentals	3,737.71	8,000.00	47%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	205.53	1,000.00	21%
E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	100%
E 101-43201-434 Conferences/Meetings	-	400.00	0%
	<u>225,928.17</u>	<u>399,600.00</u>	<u>57%</u>



City of East Bethel Park Commission Agenda Information

Date:

August 12, 2015

Agenda Item Number:

Item 5.0

Agenda Item:

Heart Safe Program

Requested Action:

Presentation and Training on the East Bethel Heart Safe Program

Background Information:

HEARTSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the “chain of survival” as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death.

HEARTSafe is an open-source “collection of good ideas,” and is freely available for any regional agency interested in creating a program. There is no central authority that collects a fee or authorizes its use. It is a grass-roots concept that is spread by word-of-mouth, and support is primarily through peers.

The American Heart Association has identified a 5 step survival cycle and the most critical step is the bystander/witness involvement. Studies have shown that those minutes between calling 911 and emergency personnel arriving are critical. Knowing how to utilize CPR/AEDs (Automatic External Defibrillator) immediately will determine the survival rate for each individual.

The City of East Bethel plans to promote a HEARTSafe Community by the following activities:

- Public Education and Awareness
- AED implementation

Public Education will be focused on the following topics:

- SCA Awareness (Sudden Cardiac Arrest)
- Good Samaritan laws
- Bystander CPR and AED use
- Where to find AED’s in our community

AED Implementation will consist of the following:

- Work with local businesses, churches, and other public areas to install AED's
- Track Existing AED's, register and verify working condition

Here are some statistics on SCA (Sudden Cardiac Arrest):

Sudden Cardiac Arrest

- #1 Killer in America
- #1 Killer in the workplace
- 65% Occur in the home
- 95% Mortality Rate
- 1,000 Americans die a day
- 97% Die while awaiting 911/EMS
- Lay rescuer AED/CPR in first 2 min. = 85% survival rate

Troy Lachinski of the East Bethel Fire Department will attend the meeting and provide a presentation and training to anyone interested in learning basic CPR and AED use.

Attachments:

Fiscal Impact: None

Recommendation(s): Discussion item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Park Commission Agenda Information

Date:

August 12, 2015

Agenda Item Number:

Item 6.0

Agenda Item:

Park Dedication Fees Update

Requested Action:

Informational and discussion item

Background Information:

The Planning Commission upon direction from City Council reviewed the City's Ordinance establishing Park Dedication Fees at their July 28, 2015 meeting. The Planning Commission discussed the City's Fees in relation to those of neighboring Cities and the proportionality issue of larger platted divisions of land as compared to Metes and Bounds Lot Splits.

Our Current Residential Park Dedication Fee is:

Up to 6 units/acre: 10% of land or cash = to market value of land;
6 or more units/acre: 10% of land = 1% for each unit over 6 units per acre or cash = to market value of land.
In no event shall the cash in lieu of land payment exceed \$6,000.00 per residential unit.

Residential Park Dedication Fees for neighboring Cities are as follows:

Cambridge	Oak Grove	St. Francis	Isanti	Columbus	Ham Lake
\$1,600/lot	\$2,000/lot	\$2,500/lot	\$1,500/lot	\$1,525/lot	\$2,500/lot*

*Ham Lake does utilize percentages of land value, but their maximum costs are \$2,500/lot

The Planning Commission recommended City Council consider amending Article VII, Section 66-195 to include the changes as indicated in Attachment 2, reduction of the not to exceed fee for residential park dedication from \$6,000 to \$2,000 per lot, exempt one habitable homestead per subdivision (if applicable) from the dedication fees and reduce the park dedication for commercial/industrial not to exceed fee from \$4,500 to \$2,000 per acre.

At the August 5th City Council Meeting, the City Council voted to update the fee schedule for park dedication as recommended by the Planning Commission.

Attachments:

- 1.) Comparative Fee Schedule
- 2.) Proposed changes in Subdivision Ordinance

Fiscal Impact: As noted

Recommendation(s): Discussion item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Fee Comparison Park Dedication	Residential	Commercial
East Bethel	UP TO 6 UNITS/ACRE: 10% OF LAND OR CASH = TO MARKET VALUE OF LAND; 6 OR MORE UNITS/ACRE: 10% OF LAND + 1% FOR EACH UNIT OVER 6 UNITS/ACRE OR CASH = TO MARKET VALUE OF LAND	5% OF LAND OR CASH = TO MARKET VALUE OF LAND
Cambridge	\$1,600 per lot	\$2,940 per lot
Columbus	\$1,525 per lot	\$762.50 per lot
Isanti	\$1,500 per lot	\$1,500/industrial acre
Oak Grove	Park dedication fee in lieu of land \$2,000 per lot created	Park dedication fee in lieu of land \$2,000 per lot created
St. Francis	\$2,500/lot	\$2,500/lot
Ham Lake	10 % not to exceed \$2,500 per lot	

- (Ord. of 10-17-2007, § 8(8-1))

- **Sec. 66-195. - Required dedication.**

- (a) *Dedication of land or cash.*

- (1) Pursuant to Minn. Stats. § 462.358, subd. 2b, the city requires all subdividers, as a prerequisite to approval of a final subdivision plat or development of any land previously divided by plat, metes or bounds, or any other means, to convey to the city or dedicate to the public use for park, playground, open space, or trail, a reasonable portion of the land being platted or developed as hereinafter specified. The portions to be dedicated will be approved by the city; or in lieu thereof, the subdivider shall at the option of the city pay to the city, for use in the acquisition or development of public parks, playgrounds, or in debt retirement in connection with land previously acquired for such public purposes, an equivalent amount in cash based upon the undeveloped land value.

- (2) The form of contribution (cash, land, or any combination thereof) shall be decided by city council based upon need and conformance with the comprehensive plan.

- (b) *Administrative procedures.* The city council shall establish such administrative procedures as it may deem necessary and required to implement the provisions of this chapter.

- (c) *Parks committee recommendation.*

- (1) The parks committee shall, in each case, recommend to city council the total area and location of such land that the parks committee feels should be so conveyed or dedicated within the development for the above public purposes. These recommendations shall be based on the recommendations included in the city parks, trails, and open space plan.

- (2) The parks committee shall, prior to the time that the planning commission completes its public hearings on the preliminary plat, review the preliminary plat and recommend to the planning commission the total area and location of the land the parks committee determines should be dedicated for park use. The parks committee shall present these recommendations to the planning commission and city council. In those instances where the parks committee concludes that a cash equivalency payment should be made by the applicant or owner in lieu of dedication of land, the parks committee shall recommend to the planning commission the percentage of the total park dedication requirement to be paid to the city in cash. In the event that review at a regular meeting of the parks committee would result in a delay in the review and approval process so that the time limitations of Minn. Stats. § 462.358 may not be met, the requirement of review by the parks committee may be waived by either the applicant or by city council at the time of its review of the application.

- (d) *Standards for determination.*

- (1) The parks committee shall develop and recommend to city council for adoption standards and guidelines for determining which portion of each such development should reasonably be required to be conveyed or dedicated. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be developed, the particular use proposed for such land, amenities to be provided, and factors of density and site development as proposed by the subdivider. The parks committee shall further recommend changes and amendments from time to time to such standards and guidelines to reflect changes in the usage of land which may occur, changes in zoning classification, and concepts and changes in planning and development concepts that relate to the development and usages to which land may be put.

- (2) The parks committee shall develop and recommend standards for design and construction of public parks, trails, and open space areas in the city.

(e) *Dedicated land requirements.* Any land to be dedicated as a requirement of this chapter shall be reasonably adapted for the above public purposes. Factors used in evaluating the adequacy of proposed dedication areas shall include size, shape, topography, drainage, geology, tree cover, rare species, and other significant wildlife habitats, access, and location.

(f) *Minimum area of dedicated land.* Subdividers shall be required to dedicate to the city for park, trail, playground, open space, and other public purposes as a minimum that percentage of net land area or equivalent market value in cash as set out below:

(1) *Residential land uses.*

Units Per Acre	Percentage of Land or Equivalent Market Value in Cash
Up to 6	10
6 or more	10 percent plus 1 percent for each dwelling unit (DU) over 6 units/acre

(2) *Cash in lieu.* In no event shall the cash in lieu of land payment exceed ~~\$6,000.00~~ **\$2,000.00** per residential unit.

A.) Metes and Bounds lot splits and Subdivisions which create a lot with an existing habitable homestead shall have that lot excluded from any requirements for Park Dedication Fees

(3) *Review of cash in lieu maximum.* City council shall review the maximum cash in lieu of land payment at least every two years to ensure that it remains consistent with park and trail system development costs.

(4) *Commercial and industrial land uses.* Dedication requirement of five percent of land or equivalent market value in cash. In no event shall the cash in lieu of land payment exceed **\$2,000.00** per acre of land proposed for development.

(5) *Schools, religious institutions, and other nonprofit organizations.* Dedication requirement shall be determined



City of East Bethel Park Commission Agenda Information

Date:

August 12, 2015

Agenda Item Number:

Item 7.0

Agenda Item:

Council Report and Other Business

Requested Action: Informational

Background Information:

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

Attachments:

Fiscal Impact:

Recommendation(s):

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____