



**City of East Bethel
Park Commission Agenda**

6:30 PM

Date: October 14, 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 – August 12, 2015 Minutes
- 6:33 PM 4.0 Park Financial Information
- 6:40 PM 5.0 Parks, Trails, and Open Space Comprehensive Plan
- 7:20 PM 6.0 Council Report and Other Business
- 7:30 PM 7.0 Adjourn

EAST BETHEL PARK COMMISSION MEETING

August 12, 2015

The East Bethel Park Commission met on August 12th, 2015 at 6:30 P.M at the East Bethel City Hall for their regular monthly meeting.

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

MEMBERS EXCUSED: None

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 Lachinski seconded; all in favor, motion carried unanimously.**

Approve **Ms Harvey made a motion to approve the minutes as submitted. Ms Lachinski**
June 10, 2015 **seconded; all in favor, motion carried unanimously.**
Minutes

Park Financial Mr Ayshford presented the current fiscal year Park Maintenance financial status for the
Information & member's review (Attachment 4.1). He stated that nothing has been taken out of capital
Capital Funds funds yet. They have just started on the outdoor ice rink at the Ice Arena and had received
Summary several contractor bids for the work but they were all too high. The work will be done
 within the department including replacing the boards, removing blacktop, building a
 warming house and fixing the lighting and fencing. They have not decided on what kind of
 warming house yet.

Mr Langmade noted that the St Francis Hockey Association is donating an upgraded audio system for the indoor arena. One of the parents of a player will donate the speakers, another who is an electrician will donate his time and effort and the City will pick up any additional cost for materials (approx. \$1,500).

The new boards are in and look very nice. The Hockey Association has already raised all the money they need and will be donating it to the City. The old boards have been sold but no funds have changed hands.

Line item 223 includes all insurance claims for items like the slide and decks that have been vandalized which causes a deficit in this budget. When the insurance claim is settled, the funds are placed in the General fund.

Mr Ayshford said the budget is at 57% overall which is appropriate for this time of year.

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

HEARTSafe Program

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 (Automated 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 provided training to all members of the Commission on basic CPR and AED use.

Park Dedication Fees

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.

Council Report

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 stated that he had not attended the last meeting but he thanked everyone who participated in and assisted with Booster Days. He reported that about a year ago the City, along with the MNDNR and Anoka County had applied for a \$1,000,000 grant from the MPCA for the Sand Hill Crane Area but the state (MPCA) has allocated the funds elsewhere. They plan to set up a meeting with the DNR and Anoka County to try to come up with a plan.

Other Business

Mr Ayshford asked the members how they felt about the meeting at Cedar Creek and received a very positive response. He also noted that the residents of the Deer Haven Development have adopted Deer Haven Park and have already fixed the basketball hoop on their own. They will be donating the remaining \$869 left in the fund they had gathered to make improvements to the park in their neighborhood to the City to be used for further improvements. The City has started mowing the entire park again as well.

Adjournment

Ms Harvey made a motion to adjourn the meeting at 7:55 p.m. Ms Voelker seconded the motion; all in favor, motion carried unanimously.

Respectfully submitted by:

Susan Lori Irons
Recording Secretary

**PARK CAPITAL FUNDS SUMMARY
SEPTEMBER 2015**

PARK ACQUISITION AND DEVELOPMENT FUND			
Account #	Description	2015 YTD	Remaining Balance
REVENUES:			
R 404-34791	Park Dedication Fees	-	
R 404-36210	Interest Earnings	32.86	
Total Revenues		<u>32.86</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			26,114.94

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	162.48	
R 407-36230	Contributions and Donations	869.53	
R 407-39201	Transfer from General Fund	50,000.00	
Total Revenues		<u>51,032.01</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			138,011.55

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2015
1/1/15 to 9/30/15

Account Description	1/1/15 to 9/30/15 Actual	FY 2015 Budget	YTD as a % of Budget
Public Works - Park Maintenance			
E 101-43201-101 Full-Time Employees Regular	135,457.58	203,400.00	67%
E 101-43201-102 Full-Time Employees Overtime	788.72	1,000.00	79%
E 101-43201-103 Part-Time Employees	4,098.75	6,000.00	68%
E 101-43201-105 Employee On Call/Standby Pay	6,012.85	3,100.00	194%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	10,670.00	15,300.00	70%
E 101-43201-125 FICA/Medicare	13,784.80	20,200.00	68%
E 101-43201-126 Deferred Compensation	4,456.75	6,100.00	73%
E 101-43201-131 Cafeteria Contribution	33,012.00	44,000.00	75%
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	8,376.56	18,000.00	47%
E 101-43201-213 Lubricants and Additives	122.59	500.00	25%
E 101-43201-214 Clothing & Personal Equipment	1,111.35	2,000.00	56%
E 101-43201-215 Shop Supplies	105.60	400.00	26%
E 101-43201-216 Chemicals and Chem Products	4,151.98	3,000.00	138%
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	1,031.79	1,200.00	86%
E 101-43201-221 Motor Vehicles Parts	178.79	2,100.00	9%
E 101-43201-222 Tires	609.95	1,000.00	61%
E 101-43201-223 Bldg/Facility Repair Supplies	11,359.82	2,500.00	454%
E 101-43201-225 Park/Landscaping Materials	4,708.14	7,000.00	67%
E 101-43201-226 Sign/Striping Repair Materials	109.18	1,500.00	7%
E 101-43201-229 Equipment Parts	4,292.98	2,000.00	215%
E 101-43201-231 Small Tools and Minor Equip	516.46	1,500.00	34%
E 101-43201-306 Personnel/Labor Relations	264.30	300.00	88%
E 101-43201-307 Professional Services Fees	184.00	600.00	31%
E 101-43201-321 Telephone	519.02	2,000.00	26%
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	2,581.30	5,000.00	52%
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)	744.11	2,200.00	34%
E 101-43201-402 Repairs/Maint Machinery/Equip	3,923.54	2,500.00	157%
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	6,867.71	8,000.00	86%
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%
	287,057.14	399,600.00	72%



City of East Bethel Park Commission Agenda Information

Date:

October 14, 2015

Agenda Item Number:

Item 5.0

Agenda Item:

Parks, Trails, and Open Space Comprehensive Plan

Requested Action:

Review and Update Parks Comprehensive Plan

Background Information:

The current Parks, Trails, and Open Space Plan was developed for the City of East Bethel in 2007. Regular reviews and update of the plan are necessary to see if goals are being met and what park projects still need to be completed along with any changes in the City’s priorities.

One item of note with the current plan is that although the plan provides a broad planning framework, the scope may be too large for what the City can actually reasonably accomplish. Also, a number of assumptions were used while developing the comprehensive plan that did not take into account the economic downturn and stagnation of growth that occurred in the last 7 years. With that, the plan overestimated projected populations, park needs, and revenue streams for the proposed projects.

Staff would like to update the plan so that it would be more representative of reasonable expectations and prioritize what projects are most essential and can be implemented.

Exert from the City’s Comprehensive Plan:

*Planning for the Future of East Bethel: An Update to the Comprehensive Plan
Chapter VI VI - 21 10/17/2007*

Goals:

Create and protect an interconnected system of athletic areas, parks, trails, and green spaces throughout the City.

Policies:

1. Research amount of existing park area and current uses against future needs based on increasing populations.
2. Incorporate parks and open space into community center planning efforts and all development/redevelopment plans and designs.
3. Promote existing parks and pursue strategies to connect parks through trail systems; identify potential “corridors” for trails.

4. Coordinate planning activities with Anoka County based on park uses; pursue opportunities to incorporate sports-related and other community activities.
5. Protect and promote recreational activities within the community and identify opportunities to enhance infrastructure to support these activities such as snowmobile trails, lake activities, etc.
6. Design and maintain parks with proper lighting, shelter, and landscaping to ensure public and property safety.
7. Provide recreational facilities and programs to serve the varied recreational needs of all age groups within the City.
8. Encourage the acquisition of all forfeited and/or donated land in areas with potential recreational development opportunities.
9. Require dedication of park land or cash in lieu of land in conjunction with the subdivision of all properties.
10. Develop land use regulations compatible with adjacent parks, recreation areas, and natural features.
11. Identify the potential for trail and wildlife corridors in the City, and coordinate regional trail development opportunities with Anoka County and adjacent communities.
12. Provide convenient active and passive recreation opportunities to the residents of East Bethel. Enhance the existing park and recreation areas in the City.
13. Provide alternative forms of transportation that include walking trails, bicycle paths, and other surfaced media where motorized traffic is not permitted.

Attachments:

- 1) Parks, Trails, and Open Space Concept Plan
- 2) Current Trail System Map
- 3) Parks CIP

Fiscal Impact: None at this time

Recommendation(s): Discussion item

Park Commission Action

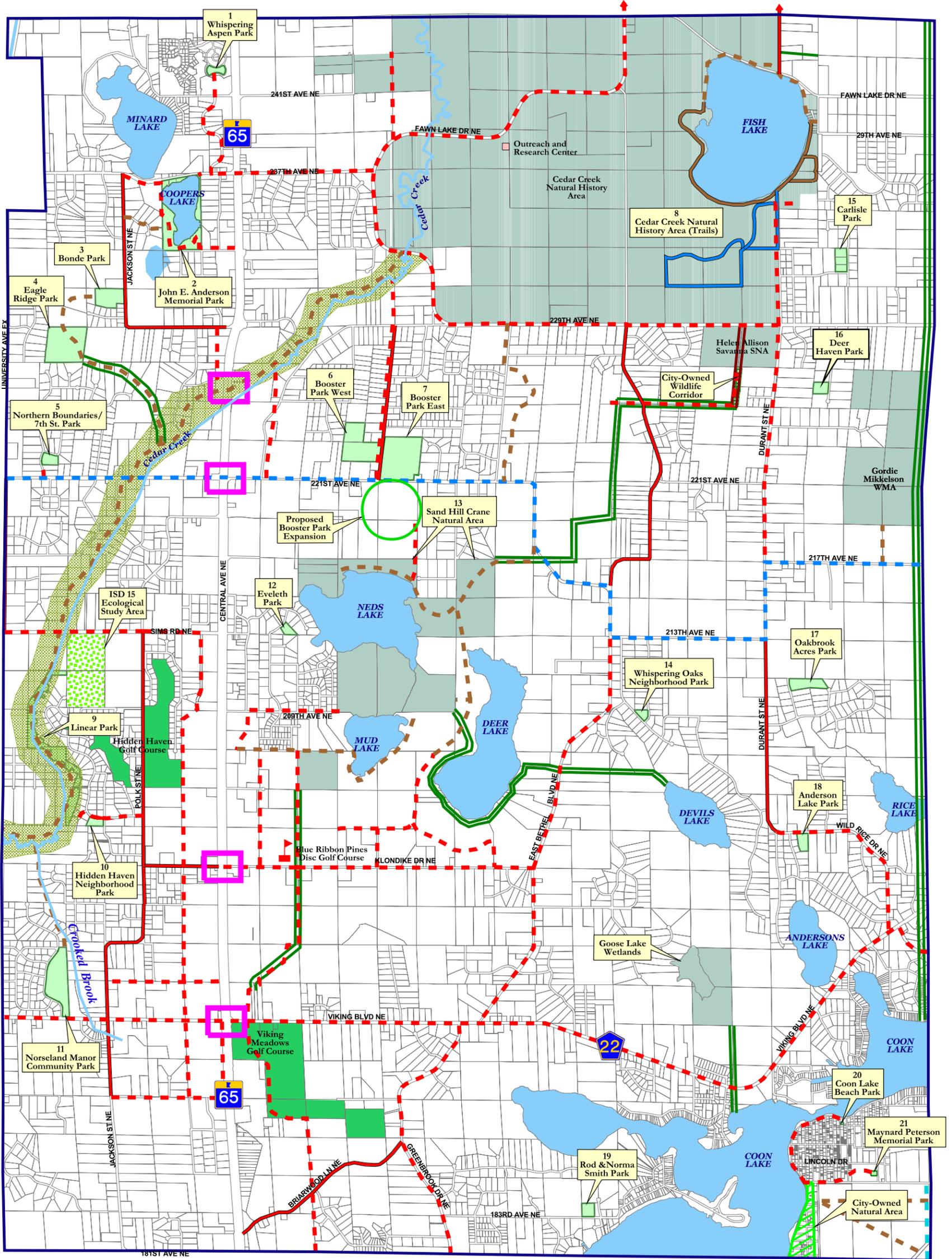
Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



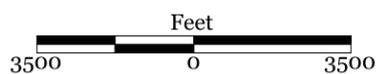
City of East Bethel

Comprehensive Trails and Open Space Concept Plan

FIGURE 6



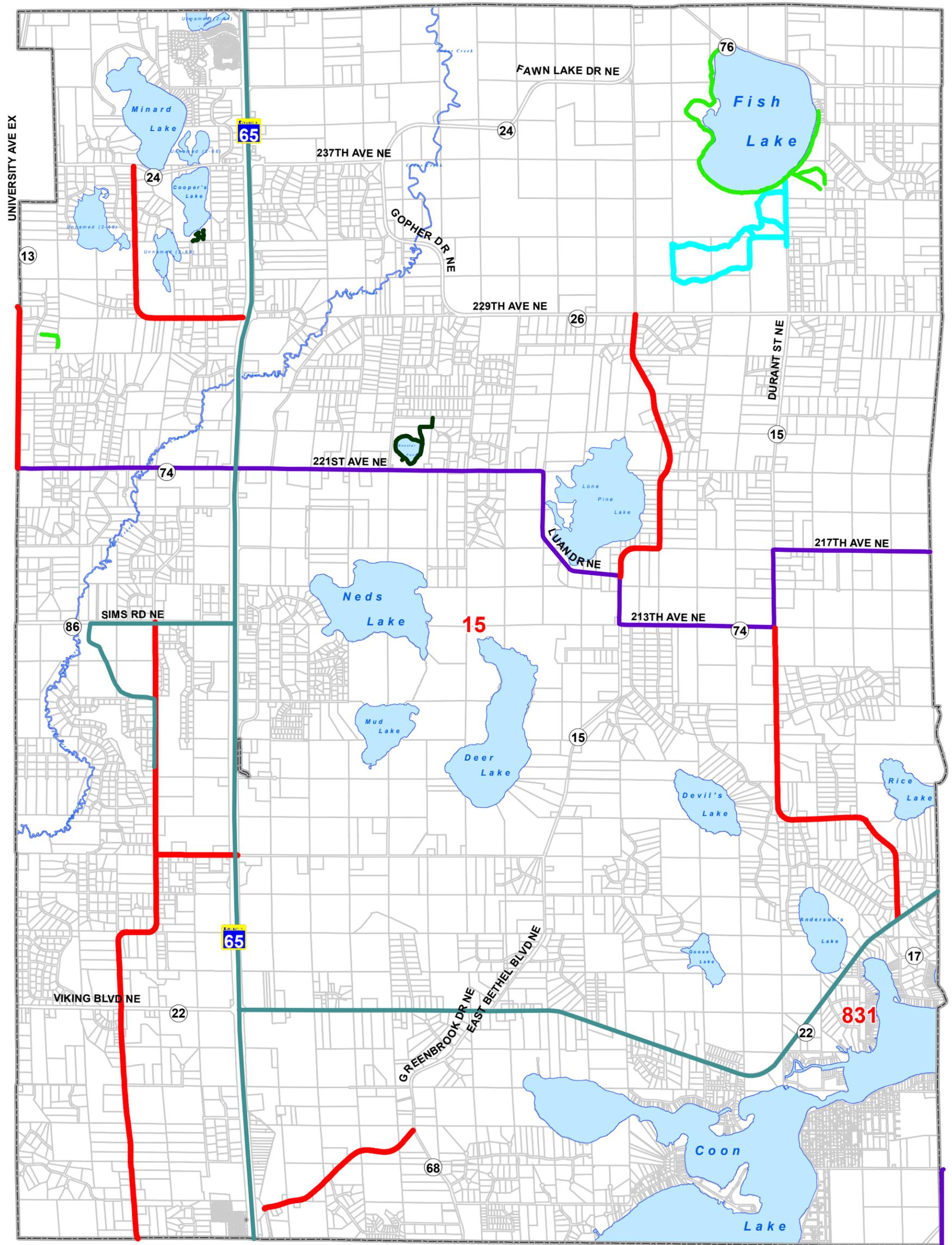
Revised
July 2007



- | | | | |
|--|------------------------------------------|--|-------------------------------|
| | Existing City Trail - On Road | | City-Owned Natural Area |
| | Existing City Trail - Off Road | | City-Owned Wildlife Corridor |
| | Existing City Trail (Winter Use Only) | | ISD #15 Ecological Study Area |
| | Proposed City Trail - Bituminous Surface | | Golf Course |
| | Proposed City Trail - Natural Surface | | Future Greenway Corridor |
| | North Anoka County Regional Trail | | Road Crossing Issue |
| | East Anoka County Regional Trail | | Future Connection/Greenway |
| | City Park - Existing | | Existing Connection/Greenway |
| | Open Space Managed By Others | | Stream |
| | | | City Boundary |
| | | | Parcel Base Map |



TRAILS



LEGEND

- | | |
|------------------------|-------------|
| Trails | Parcel/Lot |
| On Road | Water |
| Off Road - Natural | City Limits |
| Off Road - Paved | |
| Winter Use Only | |
| Proposed Regional | |
| State Snowmobile Trail | |

Map Date: January 2014



Sources:
Anoka County
East Bethel Planning Department
East Bethel GIS

**Parks CIP
2016-2020
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2016 Beginning Balance	\$26,028			
Park Dedication Fees		\$0		\$26,028
Skateboard Equipment Booster West			\$25,000	\$1,028
2016 Ending Balance				\$1,028
2017 Beginning Balance	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Pavilion at Norseland Manor Park			\$30,000	\$31,028
Irrigation system at Norseland Park			\$30,000	\$1,028
2017 Ending Balance				\$1,028
2018 Beginning Balance	\$1,028			
Park Dedication Fees		\$60,000		\$61,028
Fence at Norseland Manor Park			\$30,000	\$31,028
Cedar Creek Park/ Fish Lake Trail Additions			\$30,000	\$1,028
2018 Ending Balance				\$1,028
2019 Beginning Balance	\$1,028			
Park Dedication Fees		\$80,000		\$81,028
New Park Development			\$75,000	\$6,028
2019 Ending Balance				\$6,028
2020 Beginning Balance	\$6,028			
Park Dedication Fees		\$80,000		\$86,028
New Park Development			\$75,000	\$11,028
2020 Ending Balance				\$11,028
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$280,000	\$295,000	
<p>Park Dedication Fees- Residential = up to 6 units/acre: 10% of land or cash equal to market value of land; 6 or more units/acre: 10% of land +1 % for each unit above 6 units/acre or cash equal to market value of land. Commercial = 5% of land or cash equal to market value of land</p>				

**Parks CIP
2016-2020
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2016 Beginning Balance	\$36,934			
Transfer From General Fund		\$50,000		\$86,934
Playground Equipment- Rod and Norma Smith Park			\$35,000	\$51,934
2016 Ending Balance				\$51,934
2017 Beginning Balance	\$51,934			\$51,934
Transfer From General Fund		\$50,000		\$101,934
Baseball field @Booster West Park			\$90,000	\$11,934
2017 Ending Balance				\$11,934
2018 Beginning Balance	\$11,934			
Transfer From General Fund		\$75,000		\$86,934
Playground Equipment Booster East			\$45,000	\$41,934
2018 Ending Balance				\$41,934
2019 Beginning Balance	\$41,934			
Transfer From General Fund		\$75,000		\$116,934
Playground Equipment Anderson Lakes			\$45,000	\$71,934
2019 Ending Balance				\$71,934
2020 Beginning Balance	\$71,934			
Transfer From General Fund		\$75,000		\$146,934
Skateboard Equipment Maynard Peterson			\$40,000	\$106,934
2020 Ending Balance				\$106,934
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$325,000	\$255,000	



City of East Bethel Park Commission Agenda Information

Date:

October 14, 2015

Agenda Item Number:

Item 6.0

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: _____