



**City of East Bethel  
Road Commission Agenda**

**6:30 PM**  
**Date: October 13, 2015**  
**Location: City Hall**  
**Room: City Council Chambers**

	<b>Item</b>	
6:30 PM	1.0	Call to Order
6:31 PM	2.0	Adopt Agenda
6:32 PM	3.0	Approve Minutes – September 8, 2015
6:40PM	4.0	Road Financial Information
6:40 PM	5.0	Update on Service Road Projects
7:15 PM	6.0	Council Report and Other Business
7:30 PM	7.0	Adjourn



Mr Murphy asked about weight restrictions on these roads. Mr Reinke stated that none of the roads built using TDA had weight restrictions. Mr Ronning asked if any other companies in MN provide TDA and was told that First State Tire is the only one in the state who is able to supply large enough amounts of TDA for construction projects.

Other questions were raised about how the product would be transported across a very swampy area, settling of the road and frost heave. Mr Reinke explained that the TDA is laid down and firmed up enough so that the trucks can drive on it to the end and deliver more TDA to continue extending the road across a wetland area. As the road is constructed, each layer added causes the layer below it to compress more so that settling is not a problem once the road is done. The TDA also prevents frost heave through thermal insulation and the fact that there is void space between the pieces and they don't soak up water that would freeze.

Mr Reinke offered to have an engineer come to discuss the service road project more specifically.

## **Heart Safe 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 a presentation and training to the Commission members in basic CPR and AED use.

**Council Report**

Mr Ronning reported that the bids to clean up the Castle Tower Water Treatment Plant were too high. The City will be looking for alternate options. There was a presentation by Stepping Stone Emergency Housing. This is the only shelter in Anoka County. She noted that a number of homeless people were from East Bethel. The Council approved the 2016 preliminary budget. It will go to Anoka County next.

Mr Nowack asked about the Verizon tower that has not yet started building. Mr Ayshford stated that he understood there were still some legal issues that needed to be ironed out.

**Other Business**

Mr Ayshford reported that the MN Dept of Transportation is considering a new type of interchange on high volume roads called the "Superstreet". This could be used at Viking Blvd and Hwy 65. This style has been shown to increase traffic capacity and decrease stops required as well as increasing safety.

**Adjourn**

**Ms Pierson-Kolodzienski motioned for adjournment. Mr Nowack seconded; all in favor, motion carried. Meeting was adjourned at 8:40 p.m.**

Respectfully submitted,  
Susan Lori Irons  
Recording Secretary

**Attachments:**

4.1) Fiscal Year-to-date Financial Reports

**City of East Bethel  
Balance Sheet  
Fiscal Year 2015  
9/30/15**

<b>Fund Name</b>	<b>Street Construction - State Aid (402)</b>	<b>Street Capital Projects (406)</b>
G xxx-10100 Cash	875,853.08	1,016,118.31
G xxx-10200 Petty Cash		
G xxx-10700 Taxes Receivable-Delinquent		
G xxx-12200 Special Assess Rec - Delinquent		
G xxx-12300 Special Assess Rec-Deferred		
G xxx-13300 Due from Other Entities (Loan Payable)		
G xxx-16100 Land		
G xxx-16200 Building		
G xxx-16210 Depreciation		
G xxx-16300 Improvements		
G xxx-16310 Depreciation		
G xxx-16400 Machinery		
G xxx-16410 Depreciation		
<b>Total Assets</b>	<b>875,853.08</b>	<b>1,016,118.31</b>
G xxx-20400 Sales Tax Payable		
G xxx-20600 Contract Retainage		9,426.00
G xxx-20810 State Surcharges		
G xxx-21706 Health Insurance		
G xxx-21707 Dental Insurance		
G xxx-21708 Life Insurance PERA		
G xxx-21710 Medical Cafeteria Exp		
G xxx-21711 Dependent Care Cafe Exp		
G xxx-21712 Medical Cafe Reimb CY		
G xxx-21714 Dependant Care		
G xxx-21718 Disability/Life		
G xxx-21719 Union Dues		
G xxx-21721 COBRA		
G xxx-21722 COBRA		
G xxx-22200 Deferred Revenues		
G xxx-22500 Bonds Payable Current		
G xxx-23110 Bonds Payable Non Current		
G xxx-21500 Accrued Interest Payable		
G xxx-23200 Bond Premium		
G xxx-23900 Compensated Absences Payable		
G xxx-24500 Escrow		
<b>Total Liabilities</b>	<b>-</b>	<b>9,426.00</b>
<b>Fund Balance</b>		
G xxx-25300 Unreserved Fund Balance at 12/31/14	3,973.83	786,852.28
Excess of Revenues over Expenses (1/1/15 to 9/30/15)	871,879.25	219,840.03
<b>Total Fund Balance</b>	<b>875,853.08</b>	<b>1,006,692.31</b>
<b>Total Liabilities and Fund Balance</b>	<b>875,853.08</b>	<b>1,016,118.31</b>

**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
<b>Street Project State Aid</b>			
E 402-40200-302 Architect/Engineering Fees	60,354.59		N/A
E 402-40200-307 Professional Services Fees	100.00		
E 402-43124-342 Legal Notices	99.98		N/A
E 402-40200-404 Street Maint Services	213,762.91		N/A
E 402-40200-510 Land	21,500.00		
	<b>295,817.48</b>	-	<b>N/A</b>
<b>Street Project Non-State Aid</b>			
E 406-40600-224 Street Maint Materials	4,441.20		
E 406-40600-302 Architect/Engineering Fees	374.10		N/A
E 406-40600-307 Professional Services Fees	53,196.40		N/A
E 406-40600-342 Legal Notices	199.01		N/A
E 406-40600-404 Street Maint Services	148,290.24		N/A
E 406-40600-530 Improvements Other Than Bldgs	-		N/A
	<b>206,500.95</b>	-	<b>N/A</b>

**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 - Streets			
E 101-43220-101 Full-Time Employees Regular	191,517.80	270,600.00	71%
E 101-43220-102 Full-Time Employees Overtime	2,089.81	10,200.00	20%
E 101-43220-103 Part-Time Employees	3,978.75	6,000.00	66%
E 101-43220-105 Employee On Call/Standby Pay	6,254.64	3,100.00	202%
E 101-43220-107 Commissions and Boards	-	1,700.00	0%
E 101-43220-122 PERA-Coordinated Plan	14,989.67	20,300.00	74%
E 101-43220-125 FICA/Medicare	16,735.54	26,500.00	63%
E 101-43220-126 Deferred Compensation	5,671.84	7,500.00	76%
E 101-43220-131 Cafeteria Contribution	37,138.50	49,500.00	75%
E 101-43220-151 Worker s Comp Insurance Prem	19,830.42	24,500.00	81%
E 101-43220-201 Office Supplies	97.87	100.00	98%
E 101-43220-211 Cleaning Supplies	795.35	400.00	199%
E 101-43220-212 Motor Fuels	14,606.88	36,000.00	41%
E 101-43220-213 Lubricants and Additives	2,928.22	3,200.00	92%
E 101-43220-214 Clothing & Personal Equipment	971.91	3,000.00	32%
E 101-43220-215 Shop Supplies	944.52	1,500.00	63%
E 101-43220-216 Chemicals and Chem Products	-	200.00	0%
E 101-43220-217 Safety Supplies	1,499.42	1,800.00	83%
E 101-43220-218 Welding Supplies	475.41	1,200.00	40%
E 101-43220-219 General Operating Supplies	329.21	500.00	66%
E 101-43220-221 Motor Vehicles Parts	2,952.68	7,200.00	41%
E 101-43220-222 Tires	4,086.22	4,500.00	91%
E 101-43220-223 Bldg/Facility Repair Supplies	602.88	500.00	121%
E 101-43220-224 Street Maint Materials	25,834.51	73,500.00	35%
E 101-43220-226 Sign/Striping Repair Materials	3,083.10	7,000.00	44%
E 101-43220-229 Equipment Parts	6,814.62	9,600.00	71%
E 101-43220-230 Snowplow Cutting Edges	577.19	10,000.00	6%
E 101-43220-231 Small Tools and Minor Equip	5,365.44	2,600.00	206%
E 101-43220-306 Personnel/Labor Relations	253.75	400.00	63%
E 101-43220-307 Professional Services Fees	275.50	600.00	46%
E 101-43220-321 Telephone	1,873.07	2,900.00	65%
E 101-43220-341 Personnel Advertising	64.50	100.00	65%
E 101-43220-342 Legal Notices	-	100.00	0%
E 101-43220-381 Electric Utilities	10,580.29	20,000.00	53%
E 101-43220-382 Gas Utilities	3,376.21	7,000.00	48%
E 101-43220-385 Refuse Removal	2,357.58	3,200.00	74%
E 101-43220-388 Hazardous Waste Disposal	-	500.00	0%
E 101-43220-401 Motor Vehicle Services (Lic d)	19,625.15	8,200.00	239%
E 101-43220-402 Repairs/Maint Machinery/Equip	3,984.53	6,400.00	62%
E 101-43220-403 Bldgs/Facilities Repair/Maint	1,981.01	4,000.00	50%
E 101-43220-404 Street Maint Services	39,302.17	52,000.00	76%
E 101-43220-415 Other Equipment Rentals	765.00	-	N/A
E 101-43220-422 Auto/Misc Licensing Fees/Taxes	116.55	100.00	117%
E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	100%
E 101-43220-433 Dues and Subscriptions	-	100.00	0%
E 101-43220-434 Conferences/Meetings	275.00	-	N/A
	580,002.71	813,300.00	71%



# City of East Bethel Road Commission Agenda Information

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**Date:**

October 13, 2015

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**Agenda Item Number:**

Item 5.0

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**Agenda Item:**

Update on Service Road Projects

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**Requested Action:**

Consider recommendation to advance fund MSA monies for Phase 1 of the service road projects

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**Background:**

The City of East Bethel was not selected for a grant as part of the MnDOT Cooperative Agreement solicitation for the Phase I service road from 187<sup>th</sup> Lane to Viking Boulevard. The total estimated cost of this project is \$2.4 million. This project has been identified as a priority in our service road plan, would relieve congestion at the intersection of 187<sup>th</sup> LN and Hwy. 65, and enhance economic development opportunities along the alignment of the proposed road.

MnDOT has a program that allows Cities to advance money from their Municipal State Aid (MSA) account to cover project costs. To advance MSA funds the Council must pass two resolutions, one resolution requesting the funds and one resolution requesting that the funds be secured for the year 2016.

At the end of this year our MSA fund balance will be approximately \$300,000. In January of 2016 the City will receive their 2016 construction allotment of approximately \$600,000 which will put the fund balance at \$900,000. That would leave a funding shortage for the service road of \$1.5 million. To close the funding gap staff is recommending the City request advancement of funds into the MSA account. The advancement would be for 2.5 times the construction allotment. MnDOT allows advancements up to 5 times the construction allotment. Approval of the advance funding would encumber our MSA funds through 2018. There are no interest payments that are involved with this means of project financing.

The City has applied for Transportation Economic Development (TED) Grant in the amount of \$1,200,000. Applicants will be notified in December 2015 as to the approval and an award amount. Should the City receive this funding it can be applied to reduce the amount of advance funding requested from our MSA account.

**Attachments:**

- 1) Service Road Map
- 2) Current MSA CIP
- 3) Proposed MSA CIP

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**Fiscal Impact:** As discussed above

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**Recommendation(s):** Staff requests a recommendation to proceed with the advance funding of the Municipal State Aid funds for consideration by the City Council should the Road Commission desire to proceed with the project.

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**Road Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>MUNICIPAL STATE AID FUND As Approved By City Council</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$855,083			
Municipal State Aid Funding		\$603,199		\$1,458,282
HSIP Grant		\$500,000		\$1,958,282
Cooperative Agreement Grant		\$700,000		\$2,658,282
189th Ave/Taylor St Service Road (Phase I)			\$2,400,000	\$258,282
<b>2016 Ending Balance</b>				\$258,282
<b>2017 Beginning Balance</b>	\$258,282			
Municipal State Aid Funding		\$603,199		\$861,481
None			\$0	\$861,481
<b>2017 Ending Balance</b>				\$861,481
<b>2018 Beginning Balance</b>	\$861,481			
Municipal State Aid Funding		\$603,199		\$1,464,680
HSIP Grant		\$500,000		\$1,964,680
Cooperative Agreement Grant		\$200,000		\$2,164,680
Classic Commercial Park Service Road, South Section (Phase 2)			\$1,500,000	\$664,680
<b>2018 Ending Balance</b>				\$664,680
<b>2019 Beginning Balance</b>	\$664,680			
Municipal State Aid Funding		\$603,199		\$1,267,879
181st Ave Reconstruction			\$400,000	\$867,879
<b>2019 Ending Balance</b>				\$867,879
<b>2020 Beginning Balance</b>	\$867,879			
Municipal State Aid Funding		\$603,199		\$1,471,078
Cooperative Agreement Grant		\$300,000		\$1,771,078
East Side Service Road, South Section(Phase III)			\$1,900,000	-\$128,922
Davenport St Reconstruction			\$600,000	-\$728,922
<b>2020 Ending Balance</b>				-\$728,922
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$5,215,995	\$6,800,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less

A negative balance is not an indication of too many projects. It simply means the City has anticipated numerous projects and can fund this within the regulations identified by MnDOT.

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>STREET CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$573,293			
Transfer from General Fund		\$425,000		\$998,293
Rendova St- Overlay			\$140,000	\$858,293
Okinawa and Tippecanoe-Overlay			\$225,000	\$633,293
209th, Austin, and 204th-Overlay			\$505,900	\$127,393
<b>2016 Ending Balance</b>				\$127,393
<b>2017 Beginning Balance</b>	\$127,393			
Transfer from General Fund		\$425,000		\$552,393
Sunny View Addition- Sealcoat			\$53,000	\$499,393
DeGardners Addition- Sealcoat			\$75,500	\$423,893
<b>2017 Ending Balance</b>				\$423,893
<b>2018 Beginning Balance</b>	\$423,893			
Transfer from General Fund		\$425,000		\$848,893
Hidden Haven West-sealcoat			\$180,000	\$668,893
Hidden Haven East-sealcoat			\$70,000	\$598,893
Cedar Brook Addition-sealcoat			\$90,000	\$508,893
<b>2018 Ending Balance</b>				\$508,893
<b>2019 Beginning Balance</b>	\$508,893			
Transfer from General Fund		\$425,000		\$933,893
181st Ave Reconstruction			\$300,000	\$633,893
<b>2019 Ending Balance</b>				\$633,893
<b>2020 Beginning Balance</b>	\$633,893			
Transfer from General Fund		\$425,000		\$1,058,893
University Ave Reconstruction			\$400,000	\$658,893
<b>2020 Ending Balance</b>				\$658,893
<b>Total Street Capital Fund Sources and Uses</b>		\$2,125,000	\$2,039,400	

**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>PROPOSED MUNICIPAL STATE AID FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$300,000			
Municipal State Aid Funding		\$603,199		\$903,199
HSIP Grant				\$903,199
Cooperative Agreement Grant				\$903,199
189th Ave/Taylor St Service Road (Phase I)			\$2,400,000	-\$1,496,801
<b>2016 Ending Balance</b>				-\$1,496,801
<b>2017 Beginning Balance</b>	-\$1,496,801			
Municipal State Aid Funding		\$603,199		-\$893,602
None			\$0	-\$893,602
<b>2017 Ending Balance</b>				-\$893,602
<b>2018 Beginning Balance</b>	-\$893,602			
Municipal State Aid Funding		\$603,199		-\$290,403
HSIP Grant				-\$290,403
<b>2018 Ending Balance</b>				-\$290,403
<b>2019 Beginning Balance</b>	-\$290,403			
Municipal State Aid Funding		\$603,199		\$312,796
Classic Commercial Park Service Road, South Section (Phase 2)			\$1,500,000	-\$1,187,204
MnDOT Setaside Funds		\$500,000		-\$687,204
Cooperative Agreement Grant		\$200,000		-\$487,204
<b>2019 Ending Balance</b>				-\$487,204
<b>2020 Beginning Balance</b>	-\$487,204			
Municipal State Aid Funding		\$603,199		\$115,995
MnDOT Setaside Funds		\$500,000		\$615,995
Davenport St Reconstruction			\$600,000	\$15,995
181st Ave Reconstruction			\$400,000	-\$384,005
<b>2020 Ending Balance</b>				-\$384,005
<b>TOTAL MUNICIPAL STATE AID FUND SOURCES &amp; USES</b>		\$4,215,995	\$4,900,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 4 times the construction allotment or \$3,000,000 whichever is less

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**Street Capital Projects  
2016-2020  
Funding Analysis**

<b>STREET CAPITAL FUND</b>	<b>Beginning Balance</b>	<b>Sources (Revenues)</b>	<b>Uses (Project Costs)</b>	<b>Ending Balance</b>
<b>2016 Beginning Balance</b>	\$573,293			
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Rendova St- Overlay			\$140,000	\$858,293
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<b>2019 Ending Balance</b>				\$633,893
<b>2020 Beginning Balance</b>	\$633,893			
Transfer from General Fund		\$425,000		\$1,058,893
University Ave Reconstruction			\$400,000	\$658,893
<b>2020 Ending Balance</b>				\$658,893
<b>Total Street Capital Fund Sources and Uses</b>		\$2,125,000	\$2,039,400	



# City of East Bethel Road Commission Agenda Information

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**Date:**

October 13, 2015

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**Agenda Item Number:**

Item 6.0

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**Agenda Item:**

Council Report and Other Business

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**Requested Action:**

Informational Item

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**Background:**

Staff and the Roads Commission will discuss current issues facing the City Council with the City Council liaison, Tom Ronning.

**Attachments:**

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**Fiscal Impact:**

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**Recommendation(s):**

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**Road Commission Action**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_