

City of East Bethel
City Council Agenda
 Regular Council Meeting – 7:00 p.m.
 Date: October 21, 2015



	Item	
7:00 PM	1.0	Call to Order
7:01 PM	2.0	Pledge of Allegiance
7:02 PM	3.0	Adopt Agenda
7:03 PM	4.0	Presentations
	Pg. 3-8	A. Sheriff's Department Report
	Pg. 9-13	B. Fire Department Report
7:20 PM	5.0	Public Forum
7:30 PM	6.0	Consent Agenda
<i>Any item on the consent agenda may be removed for consideration by request of any one Council Member and put on the regular agenda for discussion and consideration</i>		
	Pg. 16-19	A. Approve Bills
	Pg. 20-43	B. Meeting Minutes, October 7, 2015 City Council Meeting
	Pg. 44-47	C. Pay Estimate #2 for the 185 th Ave, Laurel Road and Lincoln Drive Street Reconstruction Project
	Pg. 48-49	D. Pay Estimate #1 for the 2015 Street Overlay Projects
	Pg. 50	E. Supplemental Bill List
		New Business
7:32 PM	7.0	Commission, Association and Task Force Reports
		A. Planning Commission
		B. Economic Development Authority
		C. Park Commission
	Pg. 51	1. October Report
		D. Road Commission
	Pg. 52	1. October Report
7:40 PM	8.0	Department Reports
		A. Community Development
		B. Engineer
	Pg. 53-59	1. Resolution 2015-57, Advance Funding for Service Road Project
		C. City Attorney
	Pg. 60-66	1. Verizon Contract
		D. Finance
		E. Public Works
		F. Fire Department
		G. City Administrator
	Pg. 67-70	1. Social Media Policy

Pg. 71-72

Pg. 73

Pg. 74-86

2. Town Hall Meeting Format

3. October Work Meeting

4. Position Description Updates

8:15 PM

9.0

Other

A. Staff Report

B. Council Reports

C. Other

8:30 PM

10.0

Adjourn



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 4.0 A

Agenda Item:

Anoka County Sheriff's Report

Requested Action:

Information Item

Background Information:

Commander Orlando will present the September 2016 Sheriff's Report

Fiscal Impact:

Recommendation(s):

No action required at this time

Anoka County Sheriff's Office Report September 2015

Custodial Arrests / Significant Events

DWI's – There were six DWI arrests in September. Four of the traffic stops began with passerby's calling in the suspected drunken driving activities. One male was stopped after he was seen at a local gas station and appeared to try and get into the wrong vehicle. The clerk called in a possible drunk driver. The male had left the scene and was located nearby, driving. The male suspect fit the clerk's description. The male was stopped and showed signs of intoxication. The male did test and showed a .34 bac. This arrest occurred at 2:22 p.m. One incident involved passerby's who noticed the vehicle weaving and almost running into the ditch. The passerby had called in the report but decided to try and keep the driver from leaving after almost going into the ditch. Deputies arrived and met with the female suspect who was the lone occupant of the vehicle. The female refused to do field sobriety tests and refused to take a breath test. While at the jail, she became uncooperative and struck a detention deputy in the face with her head. The female was further charged with a 4th degree assault.

3rd Degree Assault – On 09-07-15 Deputy Fahey received a delayed assault report. The victim reported he had been at a house party the night before and a male that he knows, that he had an issue with about six months ago was there. The male came up to him and wanted to fight him, but the victim told the suspect he didn't want to fight. The victim reported the suspect then struck him in the jaw. The victim reported falling to the ground and the suspect left. The victim thought he just had a sore jaw but when he woke up the next day he was still in a lot of pain, so he went to the emergency room. The victim learned that his jaw had been fractured. CID was contacted and the investigation was turned over to a detective. During the investigation, the detective learned that the victim had actually run at the suspect, in an aggressive manner and was calling the suspect racially biased names. The suspect reported he felt he was going to be attacked by the victim and that is why he struck him first. Others at the party corroborated the suspect's rendition of the incident. The victim decided he did not want to pursue any charges after being told of the investigation results and the fact that he could be charged with a racially motivated crime.

5th Degree Controlled Substance – On 09-14-15 deputies were called to a suspicious occupied vehicle at a business that was closed. Deputy Kvam and Deputy Aker made contact with the occupants of the vehicle. Both the driver and passenger was very nervous and jittery. The female passenger had open sores on her face, which is an indication of methamphetamine use. The male driver advised that he does use methamphetamine but advised he had not used recently. Deputy Aker asked the male to exit the vehicle, at which time an uncapped syringe fell from his lap. Deputy Aker does have a narcotics certified K9, who they had run around the vehicle. The K9, Sherman, did alert to narcotics in the vehicle. Deputy Kvam performed a search of the vehicle and located a small crystal like substance rock on the drivers side floormat. Located inside a backpack belonging to the female was a baggie containing a white crystal like substance that tested positive for methamphetamine. There were several needles located inside the vehicle as well. Both the male and female were arrested and taken to jail.

Disorderly Conduct – On 09-20-15 deputies were called to a residence regarding a driving complaint on a neighbor. The victim reported she was walking on the road and a neighbor, whom she has had issues with, drove by her extremely close. The deputy went over and made contact with the neighbor, who appeared to be intoxicated. The deputy was told by the suspect that he had been home all day and not been driving. This was confirmed by the suspect's teenaged son. The deputy felt the hood of the vehicle, and it was cold to the touch. The deputy could not determine that the male had in fact been driving recently. The suspect then began yelling and swearing at the victim neighbor. The deputy advised the suspect to quit making a scene and mind his own business. The deputy left, but parked down the street. The deputy could see the suspect standing in his yard, continuing to yell and swear at the neighbor. The deputy told him to stop the behavior and if it continued, he would be charged. The suspect then went back into his garage. Ten minutes after clearing, deputies were called back by the victim stating the yelling and swearing was continuing. Upon arriving back in the area, the suspect was standing in the street. He claimed he wasn't doing anything. The suspect was arrested and taken to jail for disorderly conduct.

Burglary / Damage to Property – On 09-25-15 Deputy Nelson was contacted on a report of an atv and trailer found abandoned at a business. The business owner reported the atv had been found rolled over in front of his business. Deputy Nelson was able to identify the owner of the trailer

who advised he had his trailer at a local sporting goods business. Deputy Nelson went to that business and found that the surrounding fence had been cut and rolled back and that the atv and trailer had been taken. There was surveillance video which showed two suspects accessing the area. The males were not wearing any type of gloves. ACSO Crime Scene did respond to the business and processed the scene. This case is under investigation.

Arrest Breakdowns:

Felony – 3

5th Degree Possession of Controlled Substance – 2 (same incident)

2nd Degree Assault – 1 (juvenile incident)

Gross Misdemeanor – 1

Driving After Cancellation – Inimical to Public Safety

Misdemeanor – 7

Obstruct Legal Process – 1

Trespass – 1

Give False Name to Officer – 1

Disorderly Conduct – 1

Possess Small Amount of Marijuana – 1

Theft – 1

Juvenile Alcohol Offender – 1

CITY OF EAST BETHEL

SEPTEMBER 2015

ITEM	September-15	August-15	YTD 2015	YTD 2014
Radio Calls *	NA**	NA**	NA**	2,938
Incident Reports	343	340	2,982	3,020
Burglaries	3	5	30	22
Thefts	13	22	130	141
Crim Sex Conduct	2	1	9	18
Assault	2	1	19	19
Damage to Property	6	6	37	35
Harass Comm	0	4	27	28
Felony Arrests	3	6	41	31
Gross Misd Arrests	0	0	4	5
Misd Arrests	8	6	74	79
DUI Arrests	6	3	42***	38
Domestic Arrests	4	1	29	23
Warrant Arrests	3	4	32	42
Traffic Arrests	78	61	614	797

* Total Radio Calls for the month and YTD are the sum from City of East Bethel and Community Service Officer pages.

** Calls for Service not available at this time.

***Indicates at least 1 Underage Drink and Drive arrest.

CITY OF EAST BETHEL – COMMUNITY SERVICE OFFICERS

SEPTEMBER 2015

ITEM	September-15	August-15	YTD 2015	YTD 2014
Radio Calls	48	25	412	348
Incident Reports	42	24	286	290
Accident Assist	3	0	19	22
Vehicle Lock Out	8	4	33	41
Extra Patrol	36	45	250	345
House Check	0	0	0	0
Business Check	0	1	2	23
Animal Complaints	15	7	68	74
Traffic Assist	2	1	22	59
Aids: Agency	49	53	364	320
Aids: Public	16	13	146	142
Paper Service	0	0	3	4
Inspections	0	0	0	0
Ordinance Violations	1	0	10	4



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 4.0 B

Agenda Item:

Fire Department Report

Requested Action:

Informational only

Background Information:

The Fire Chief will present activity reports of Fire Department for September 2015.

Fiscal Impact:

None

Recommendation(s):

Informational only.



**East Bethel Fire Department
September 2015
Response Calls**

Incident Number	Incident Date	Alarm Time	Location	Incident Type
418	09/30/2015	14:48	Hwy 65 & 237 th	EMS call
417	09/30/2015	13:31	23365 London ST NE	EMS call
416	09/29/2015	18:13	22141 Vermillion ST NW	EMS call
415	09/29/2015	13:10	18462 Lakeview Point DR	Unauthorized burning
414	09/28/2015	22:34	21123 Okinawa ST NE	EMS call
413	09/28/2015	15:56	18635 Ulysses ST NE	Electric Sign Fire
412	09/28/2015	13:00	19140 East Front BLVD NE	EMS call
411	09/27/2015	15:13	20302 Austin ST NE	EMS call
410	09/26/2015	15:42	22790 Jewell ST	EMS call
409	09/26/2015	15:02	18164 65 HWY NE	Vehicle Fire (fire out)
408	09/26/2015	10:41	2401 225th AVE NE	EMS call
407	09/25/2015	19:23	311 217 AVE	EMS call
406	09/25/2015	16:32	18407 Hwy 65	EMS call
405	09/25/2015	11:24	21805 Zumbrota ST NE	EMS call
404	09/24/2015	01:06	700 200th AVE NE	EMS call
403	09/23/2015	05:39	19410 Leyte ST	EMS call
402	09/21/2015	11:35	221st AVE NE	Vehicle accident with injuries
401	09/19/2015	17:42	24046 Fillmore ST	EMS call
400	09/17/2015	20:48	23420 Isetta ST NE	EMS call
399	09/16/2015	17:05	23847 Johnson ST NE	Fire Alarm
398	09/16/2015	08:25	23035 Ulysses ST NE	EMS call
397	09/15/2015	17:10	24355 Highway 65 NE	EMS call
396	09/15/2015	05:16	20104 Naples ST NE	EMS call
395	09/13/2015	21:50	2415 225 AVE NE	Lift Assist
394	09/13/2015	18:42	23660 Isetta ST	Fire Alarm
393	09/13/2015	05:08	19700 Highway 65 NE	Unauthorized burning
392	09/12/2015	19:37	18891 Vickers STS	Unauthorized burning
391	09/12/2015	14:22	2717 183 AVE	EMS call
381	09/11/2015	15:29	3860 189 AVE	EMS call
390	09/11/2015	13:19	22435 Palisade ST NE	EMS call
389	09/11/2015	13:15	19140 East Front Blvd NE	EMS call
388	09/11/2015	09:17	21210 Polk ST NE	Fire Alarm
387	09/10/2015	10:35	21210 Polk ST NE	Fire Alarm
386	09/08/2015	18:21	Highway 65 NE	Passenger vehicle fire
385	09/07/2015	20:17	19140 E Front BLVD NE	Lift Assist
384	09/07/2015	19:08	19015 Channel LN	EMS call
383	09/07/2015	06:42	NE Fawn Lake DR NE	Power line down
382	09/06/2015	21:12	2445 NE 225 AVE	Arcing, shorted electrical equipment
381	09/05/2015	19:43	24180 London ST	EMS call
380	09/05/2015	12:00	19848 East Bethel BLVD	Safety Inspection
379	09/03/2015	17:46	2465 Waconia ST	EMS call

378	09/02/2015	21:12	24355 Hwy 65	Unauthorized burning
377	09/01/2015	14:38	21799 Tyler ST NE	EMS call
376	09/01/2015	09:42	Hwy 65 Frontage Road	Oil or other combustible liquid spill
Total				44



City of East Bethel
City Council
Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 6.0 A-D

Agenda Item:

Consent Agenda

Requested Action:

Consider approval of the Consent Agenda

Background Information:

Item A

Approve Bills

Item B

October 7, 2015 City Council Minutes

Meeting minutes from the October 7, 2015 City Council Meeting are attached for your review and approval.

Item C

Pay Estimate #2 for the 185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project

This item includes Pay Estimate #2 to Peterson Companies for the 185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project. This pay estimate includes payment for earthwork, storm sewer and curb and gutter construction and bituminous paving. Staff recommends partial payment of \$554,598.54. A summary of the recommended payment is as follows:

Table with 2 columns: Description and Amount. Rows include Total Work Completed to Date (\$ 808,801.53), Less 5% Retainage (\$ 40,440.08), Less Previous Payments (\$ 213,762.91), and Total Payment (\$ 554,598.54).

Payment for this project will be financed from the Municipal State Aid Construction Fund. Funds are available and appropriate for this project. A copy of Pay Estimate #2 is attached.

Item D

Pay Estimate #1 for the 2015 Street Overlay Projects

This item includes Pay Estimate #1 to Peterson Companies for the 2015 Street Overlay Projects. This pay estimate includes payment for concrete driveway construction and storm sewer casting adjustments. Staff recommends partial payment of \$8,822.93. A summary of the recommended payment is as follows:

Total Work Completed to Date \$ 9,287.30
Less 5% Retainage \$ 464.37
Total payment \$ 8,822.93

Payment for this project will be financed from the Street Capital Fund. Funds are available and appropriate for this project. A copy of Pay Estimate #1 is attached.

Fiscal Impact:

As noted above.

Recommendation(s):

Staff recommends approval of the Consent Agenda as presented.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



Payments for Council Approval October 21, 2015

Bills to be approved for payment	\$303,558.76
Electronic Payroll Payments	\$29,003.92
Payroll - City Staff October 8, 2015	\$34,341.53
Payroll - City Council October 15, 2015	\$1,775.99
Payroll - Fire Dept October 15, 2015	\$6,327.63
Total to be Approved for Payment	\$375,007.83

City of East Bethel

October 21, 2015

Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
	Reimburse Overpayment	101415	St Francis Blue Line Club	615		\$50.00
	Sales Tax Remittance	3rd Qtr 15	Minnesota Revenue	101		\$570.00
Anoka County CDBG	Professional Services Fees	101215	Dunaway Construction	233	23300	\$20,524.00
Anoka County CDBG	Professional Services Fees	6530	M. Praught Drilling, Inc.	233	23300	\$300.00
Anoka County CDBG	Professional Services Fees	9200	Steinbrecher Companies Inc.	233	23300	\$7,240.00
Arena Operations	Bldg/Facility Repair Supplies	104515	Becker Arena Products, Inc	615	49851	\$3,028.00
Arena Operations	Bldg/Facility Repair Supplies	S3384114.001	Pipeline Supply, Inc.	615	49851	\$60.81
Arena Operations	Bldg/Facility Repair Supplies	22561	Smith Bros. Decorating Co	615	49851	\$34.62
Arena Operations	Bldgs/Facilities Repair/Maint	35707598	Trane U.S. Inc.	615	49851	\$984.25
Arena Operations	Bldgs/Facilities Repair/Maint	092815	Wright-Hennepin Coop Electric	615	49851	\$29.95
Arena Operations	Cleaning Supplies	181089	Class C Components	615	49851	\$165.05
Arena Operations	Cleaning Supplies	181102	Class C Components	615	49851	\$122.25
Arena Operations	General Operating Supplies	544340	Ham Lake Hardware	615	49851	\$6.54
Arena Operations	General Operating Supplies	97533	Menards Cambridge	615	49851	\$297.14
Arena Operations	General Operating Supplies	58155-IN	R&R Specialties	615	49851	\$1,634.75
Arena Operations	Refuse Removal	1185711	Ace Solid Waste, Inc.	615	49851	\$101.79
Arena Operations	Repairs/Maint Machinery/Equip	58082-IN	R & R Specialities, Inc.	615	49851	\$5,573.19
Building Inspection	Electrical Inspections	100115	Brian Nelson Inspection Svcs	101		\$1,697.25
Building Inspection	Motor Fuels	845522	Mansfield Oil Company	101	42410	\$273.75
Building Inspection	Surcharge Remittance	23250003051	MN Dept Labor & Industry	101		\$1,273.82
Central Services/Supplies	Information Systems	B151005J	Anoka County Treasury Dept	101	48150	\$225.00
Central Services/Supplies	Information Systems	1332289017607	Midcontinent Communications	101	48150	\$650.00
Central Services/Supplies	Office Supplies	220743	City of Roseville	101	48150	\$96.95
Central Services/Supplies	Office Supplies	IN0932572	Innovative Office Solutions	101	48150	\$80.64
Central Services/Supplies	Personnel Advertising	261394	ECM Publishers, Inc.	101	48150	\$96.00
Central Services/Supplies	Telephone	100115	CenturyLink	101	48150	\$97.82
City Administration	Professional Services Fees	M21623	TimeSaver Off Site Secretarial	101	41320	\$527.50
Fire Department	Bldgs/Facilities Repair/Maint	13068	Sowada and Barna	101	42210	\$279.00
Fire Department	Clothing & Personal Equipment	82627	Fire Safety USA, Inc.	101	42210	\$475.00
Fire Department	Conferences/Meetings	316307	Foremost Promotions	101	42210	\$637.69
Fire Department	Conferences/Meetings	222633	League of MN Cities	101	42210	\$540.00
Fire Department	Conferences/Meetings	2015100611175 2	MN Fire Serv Cert Board	101	42210	\$20.00
Fire Department	General Operating Supplies	100715	Jackie Campbell	101	42210	\$22.49
Fire Department	Motor Fuels	845522	Mansfield Oil Company	101	42210	\$435.49
Fire Department	Motor Fuels	845526	Mansfield Oil Company	101	42210	\$266.60
Fire Department	Motor Vehicles Parts	1921-298345	O'Reilly Auto Stores Inc.	101	42210	\$183.49
Fire Department	Printing and Duplicating	74868	The Courier	101	42210	\$144.00
Fire Department	Refuse Removal	1185711	Ace Solid Waste, Inc.	101	42210	\$64.30
Fire Department	Repairs/Maint Machinery/Equip	55862	Ancom Communications	101	42210	\$536.20
Fire Department	Repairs/Maint Machinery/Equip	4042019801	BlueTarp Financial, Inc.	101	42210	\$139.97
Fire Department	Safety Supplies	81927864	Bound Tree Medical, LLC	101	42210	\$871.56
Fire Department	Small Tools and Minor Equip	3915	Menards - Forest Lake	101	42210	\$249.82
Fire Department	Telephone	100115	CenturyLink	101	42210	\$59.52
Fire Department	Telephone	100115	CenturyLink	101	42210	\$116.95
Fire Department	Telephone	100115	CenturyLink	101	42210	\$173.55
Fire Department	Telephone	100115	CenturyLink	101	42210	\$58.34
Fire Department	Unemploy Benefit Payments	10153148	MN Dept of Employment and	101	42210	\$7.13

City of East Bethel

October 21, 2015

Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	998	Bill's Quality Cleaning	101	41940	\$380.00
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	455408-09-15	Premium Waters, Inc.	101	41940	\$70.25
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	126432	Robert B. Hill Company	101	41940	\$18.00
General Govt Buildings/Plant	Cleaning Supplies	2939654	Dalco	101	41940	\$110.10
General Govt Buildings/Plant	Cleaning Supplies	IN0932572	Innovative Office Solutions	101	41940	\$108.63
General Govt Buildings/Plant	Refuse Removal	1185711	Ace Solid Waste, Inc.	101	41940	\$51.10
Legal	Legal Fees	09 2015	Eckberg, Lammers, Briggs,	101	41610	\$8,463.27
Legal	Legal Fees	144952	Eckberg, Lammers, Briggs,	101	41610	\$3,716.00
Payroll	Insurance Premiums	6220098	Delta Dental	101		\$694.50
Park Capital Projects	Bldg/Facility Repair Supplies	902030	Lowe's	407	40700	\$117.89
Park Capital Projects	Bldg/Facility Repair Supplies	971625	Lowe's	407	40700	\$6,206.52
Park Capital Projects	Bldg/Facility Repair Supplies	975490	Lowe's	407	40700	\$1,136.00
Park Capital Projects	Bldg/Facility Repair Supplies	976776	Lowe's	407	40700	(\$897.84)
Park Maintenance	Bldg/Facility Repair Supplies	97632	Menards Cambridge	101	43201	\$47.46
Park Maintenance	Bldg/Facility Repair Supplies	97706	Menards Cambridge	101	43201	\$27.45
Park Maintenance	Clothing & Personal Equipment	1182322386	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Clothing & Personal Equipment	1182333791	G&K Services - St. Paul	101	43201	\$19.00
Park Maintenance	Equipment Parts	362019621	BlueTarp Financial, Inc.	101	43201	(\$10.34)
Park Maintenance	General Operating Supplies	279702	S & S Industrial Supply	101	43201	\$31.91
Park Maintenance	Motor Fuels	845522	Mansfield Oil Company	101	43201	\$373.27
Park Maintenance	Motor Fuels	845526	Mansfield Oil Company	101	43201	\$512.70
Park Maintenance	Motor Vehicle Services (Lic d)	55972	Ancom Communications	101	43201	\$456.48
Park Maintenance	Small Tools and Minor Equip	363024166	BlueTarp Financial, Inc.	101	43201	\$130.97
Police	Professional Services Fees	S151002D	Anoka County Treasury Dept	101	42110	\$217,347.75
Police	Professional Services Fees	09 2015	Gratitude Farms	101	42110	\$660.00
Recycling Operations	Bldgs/Facilities Repair/Maint	101415	Gutter Geeks L.L.C.	226	43235	\$1,156.00
Recycling Operations	Professional Services Fees	10 2015	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	10 2015	Cedar East Bethel Lions	226	43235	\$417.80
Recycling Operations	Refuse Removal	1185711	Ace Solid Waste, Inc.	226	43235	\$160.83
Recycling Operations	Repairs/Maint Machinery/Equip	78854	Gerdin Auto Service Inc	226	43235	\$130.62
Sewer Operations	Other Equipment Rentals	Z3555601	Ziegler Inc.	602	49451	\$2,647.00
Street Capital Projects	Professional Services Fees	11392	City of Coon Rapids	406	40600	\$2,213.69
Street Maintenance	Bldgs/Facilities Repair/Maint	1182322386	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182333791	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	455408-09-15	Premium Waters, Inc.	101	43220	\$70.25
Street Maintenance	Clothing & Personal Equipment	362019622	BlueTarp Financial, Inc.	101	43220	\$97.97
Street Maintenance	Clothing & Personal Equipment	1182322386	G&K Services - St. Paul	101	43220	\$17.96
Street Maintenance	Clothing & Personal Equipment	1182333791	G&K Services - St. Paul	101	43220	\$31.95
Street Maintenance	Equipment Parts	1927689023	Rigid Hitch Inc.	101	43220	\$107.85
Street Maintenance	General Operating Supplies	547822	Ham Lake Hardware	101	43220	\$8.97
Street Maintenance	General Operating Supplies	69142	MN Trucking Assoc	101	43220	\$18.75
Street Maintenance	Lubricants and Additives	1539404967	O'Reilly Auto Stores Inc.	101	43220	\$51.90
Street Maintenance	Motor Fuels	845522	Mansfield Oil Company	101	43220	\$161.75
Street Maintenance	Motor Fuels	845526	Mansfield Oil Company	101	43220	\$1,271.51
Street Maintenance	Motor Vehicle Services (Lic d)	R241050041:01	I State Truck Inc.	101	43220	\$251.47
Street Maintenance	Motor Vehicles Parts	F-252740003	Allstate Peterbilt North	101	43220	\$17.10
Street Maintenance	Motor Vehicles Parts	F-252740004	Allstate Peterbilt North	101	43220	\$16.35

City of East Bethel

October 21, 2015

Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Motor Vehicles Parts	CG092915-1	Emergency Automotive	101	43220	\$223.42
Street Maintenance	Professional Services Fees	140013	Gopher State One-Call	101	43220	\$14.50
Street Maintenance	Professional Services Fees	140013	Gopher State One-Call	101	43220	\$17.40
Street Maintenance	Refuse Removal	1185711	Ace Solid Waste, Inc.	101	43220	\$81.90
Street Maintenance	Sign/Striping Repair Materials	TI-0290797	Newman Signs	101	43220	\$706.55
Street Maintenance	Small Tools and Minor Equip	97224	Menards Cambridge	101	43220	\$7.99
Street Maintenance	Street Maint Materials	21867	Bjorklund Companies, LLC	101	43220	\$95.74
Street Maintenance	Street Maint Materials	NP25739	Commercial Asphalt Co.	101	43220	\$95.70
Street Maintenance	Telephone	100115	CenturyLink	101	43220	\$70.06
Water Utility Operations	Bldgs/Facilities Repair/Maint	092815	Wright-Hennepin Coop Electric	601	49401	\$26.67
Water Utility Operations	Chemicals and Chem Products	3782606 RI	Hawkins, Inc	601	49401	\$45.00
Water Utility Operations	Professional Services Fees	29467	Protection Systems, Inc.	601	49401	\$651.94
Water Utility Operations	Repairs/Maint Machinery/Equip	368	Superior Control Systems	601	49401	\$272.40
Water Utility Operations	Telephone	100115	CenturyLink	601	49401	\$178.60
Water Utility Operations	Telephone	100115	CenturyLink	601	49401	\$72.94
Water Utility Operations	Telephone	100115	CenturyLink	601	49401	\$125.33
						\$303,558.76
Electronic Payroll Payments						
Payroll	PERA					\$6,273.89
Payroll	Federal Withholding					\$5,771.58
Payroll	Medicare Withholding					\$1,848.04
Payroll	FICA Tax Withholding					\$7,902.22
Payroll	State Withholding					\$2,341.79
Payroll	MSRS/HCSP					\$4,866.40
						\$29,003.92

EAST BETHEL CITY COUNCIL MEETING

OCTOBER 7, 2015

The East Bethel City Council met on October 7, 2015, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Steve Voss Ron Koller Tim Harrington
Brian Mundle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
Mark Vierling, City Attorney
Craig Jochum, City Engineer

1.0 The October 7, 2015, City Council meeting was called to order by Mayor Voss at 7:00 p.m.

Call to Order

2.0 The Pledge of Allegiance was recited.

Pledge of Allegiance

3.0 **Harrington stated I'd like to make a motion to adopt tonight's agenda. Under Department Reports, I'd like to remove Item A1, the Greystone Agreement. Mundle stated I'll second. Voss stated any other changes? Koller stated I'd like to pull Item 6D. Voss stated on the Consent Agenda, okay. All in favor say aye?" All in favor. Voss stated opposed? Motion passes. Motion passes unanimously.**

4.0 Davis stated at this time Mr. Troy Ferguson, the Superintendent of Schools for ISD 15, will present the strategic plan for the St. Francis School District. Thank you for coming Troy and welcome.

4.0A

ISD 15 Strategic Plan Presentation

Ferguson stated thank you so much. Mayor Voss, members of the Council, members of the audience, I thank you for this opportunity to come and present to you something that we're very excited about at Independent School District 15. We have adopted our first, we think our first ever, five-year strategic plan. It's a process that we've been working on for quite some time.

Ferguson stated we asked ourselves, back in, actually conversation started back in 2013. They really started to 'gather steam' in the spring and summer of 2014. We decided as the school board and cabinet that we needed to have some long-term planning that provided direction and a consistent view of what we want our district to look like and the direction we want it to go.

Ferguson stated we needed a framework for consistent and transparent decision making and we wanted to make sure that we're looking at our whole organization system-wide, not compartmentalized or in silos. In short, the strategic plan will identify how we do our business in the future.

Ferguson stated I already talked a little bit about the history of when this started. It's not a brand new thing. We contracted with a company called Transformation Systems Limited and they helped us set this amazing difficult process up. We started with what we call World Café meetings and we invited as many people as we could to come in and talk to us about their ideas for the district. What they wanted Independent School District 15 to look like. We had three of those public meetings and they were pretty well attended. We put out

surveys, we did telephone calls, we gathered as much information from as many people as we could to gather data to start to put together our new mission and the vision for our future.

Ferguson stated we put together a core planning team that had 30 representatives, a very eclectic group. Probably about half were school district employees including myself. We had principals, teachers, activities director, school social worker, maybe most important two students. And, we had people from across the district from different walks of life, members of the clergy, city officials, business owners, parents. It was amazing to get that group of people together. One of the rules, the first rule we had to learn is we have to have consensus. Try to get 30 people to, I mean you know how hard it probably is to get five or six of you to agree. I know that too. But that consensus was key.

Ferguson stated this core planning team, when we developed, you have the outline of our strategic plan. It's the big sheet. Every one of those words and every one of those statements was agreed to. There were times when we had, I'll call them, very spirited discussions over one word. So we spent three days in October and then we came back for another two days in the spring to finalize our work.

Ferguson stated we also had an action planning team that would decide, 'Okay, now we have this, now what are we going to do with it. What actions are we going to take.' And then a measurement and design team that tells us how are we doing. This is a five-year plan. We just started, it was just adopted May 11 of this year. We believe that this will continue on into, way beyond the five years. But I'll just say, 'infinity and beyond' because everyone knows what I mean then.

Ferguson stated our mission statement is at the top of the full sheet and it's also on the top of the half sheet, the 'cheater' sheet. If you just bear with me. Our mission is: 'To equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.' So we're saying, when we say 'all students' we mean birth to 100 if we're so lucky. So we have seniors that are pretty active in our Sand Hill Center, what used to be Bethel Elementary School. We're always looking to develop programming for them all the way down to early childhood.

Ferguson stated we're saying all students. We want them to think about dreaming. Your dreams as a first or second grader may be to be a fireman or a doctor or a 'you pick it.' But, it's probably going to change throughout time. We want to help students make sure that we guide them to the education and the experiences that they need to achieve those dreams. And, it's a lofty goal. It's huge. We're going to be working, there's not a 'magic button' to push but everything we do going forward will be focused on that mission.

Ferguson stated we have eight core values. The first one, and these are in no particular order but that group of 30 representatives from our district agreed on every word and said that we will support these publicly and privately. So just, again, bear with me.

- We believe that trust and respect are fundamental for thriving relationships.
- We believe that our community flourishes when individuals, families and organizations collaborate.

Ferguson stated I know we've worked on some collaboration with you. We really appreciate it when you let us put stuff on your sign out on 65. And hey, we'll return the favor at our high school and at Lifelong.

- We believe every person matters and has value.
- We believe responsibility and accountability are essential for personal growth, organizational improvement and community engagement.

- We believe that commitment to high expectations is essential to help achieve full individual and collective potential.

Ferguson stated the reason I'm reading this is the representative from TSL, that's very important that we state it out loud, that we proclaim that this is what we're about. So, I appreciate you bearing with me on that.

- We believe everyone benefits when culture and diversity are understood and respected.
- We believe lifelong learning enriches individuals and creates opportunities.
- We believe open exchange of ideas and communicated planning are integral for continuous improvement.

Ferguson stated so those are our core values. Those are the things that we hold deeply and the actions we take will be reflected in those core values. Everything will be steered towards our mission. We also have three strategic delimiters and those are the things that we have said we are not going to do. That's maybe, in some ways, just as important as the things that we said we are going to do.

- We will not allow past experiences to interfere with the consideration of new ideas.
- We will not make decisions without the use of relevant data provided by the appropriate personnel.
- We will not continue or adopt any program or service unless it is aligned with and advances the mission, and is accompanied by the necessary human and financial resources.

Ferguson stated so if we don't have the money to do it, even if it's an awesome idea, and if it doesn't fit our mission, even though it really may be a cool thing, we're not going to do it. So, we promised our community, our employees, our students, everybody that those are the things that we will not do moving forward.

Ferguson stated there are 15 results that came out of this process. Fifteen things that we're going to do over the next five years. And, we were so very excited about the collaboration and hard work and ability for us to get this together, that we wanted to 'jump in head first,' and you kind of want to hit them all. But, they urged us strongly to just pick three the first year because if you don't, if you 'bite off more than you can chew,' you won't realize any of them and then you get frustrated real quickly. So, this is where we're laying a foundation this year. These are the three results that we're working on this year.

- We're going to use established protocols to support transparent communication to foster trust among all ISD 15 stakeholders.

Ferguson stated that's why I'm here. I'm telling you about the strategic plan if you have any questions for me, and Jack calls me, I wouldn't say all the time but we talk frequently enough to where I have you in my phone. So, that's good. We want to be open and transparent and communicate back and forth. So, anything that we can do as a district to partner with you to work on concerns, Jack has my number. Actually, it's all over the place. So, please feel free to call. We are also saying:

- Every ISD 15 employee understands the strategic plan.

Ferguson stated so we've been going to all of our different groups, our teachers, our EAs, our bus drivers, our custodians, presenting this to all of them. At our big welcome back right before Labor Day, we presented it again. So, we're getting pretty close to where all of our employees understand it. And I know that because when a decision is made that maybe they don't like so much, they're telling me about it. So, I see that as a good thing. Does this really fit the strategic plan? We're suppose to be asking those questions. So I see that as a positive.

Ferguson stated I think the toughest one, well I mean they're all big deals, but the one that sounds relatively easy but we think is going to be a challenge is:

- We need to have a recognizable and consistent brand.

Ferguson stated we're 165 square miles and part of our district sits in your City and we have two schools that sit in your City. But we also sit in St. Francis and parts of Nowthen and parts of Andover and two counties and the City of St. Francis. So, we have all these entities that have history and have community pride. So, what are we going to call ourselves? And, I don't know that answer yet. And, I don't know what our logo is going to be but through the process of figuring that out this year, our goal is that every time you get something from our district, you know it's from us. Our colors are navy and white so we should be consistent with those colors. We should have recognizable font and style and that whole branding thing, it's a popular thing and it makes sense.

Ferguson stated a lot of people call us 'St. Francis' or 'St. Francis School District.' But, you guys live in East Bethel and do people from Nowthen want that? You know, what will it be, I guess stay tuned and we would welcome input on that.

Ferguson stated I've rushed this really fast because I know you're very, very busy. You have the information that I gave you. Anybody have any questions?

Voss asked is there anything that, I know you talked to Jack, but as a City or Council that we can do? Ferguson stated I think the best thing is to stay in touch. We would welcome, I would invite you as the Superintendent, if you want to come to talk to us about things that are happening in the City of East Bethel. I think that open two-way and bring whomever you want and we would be happy to hear what you have to say, what the plans are. I think the more we know about each other and about what your concerns are and what's going on, the better it's going to be for all of us. So, I guess I'm here to welcome you to any school board meeting or any other function. To me, that would be the #1.

Ferguson asked anything else? Voss asked any questions for Mr. Ferguson? Ferguson stated I know I went very quick, and intentionally, so thank you so much for your allowing me to come and I look forward to working with you in the future. Voss stated great, thanks Troy. Harrington stated thanks Troy. Ronning stated it looks like you've done a lot of work. Ferguson stated we did and we're not done. It's just starting. Ronning stated thank you for that.

Informational; no action required.

**5.0
Public
Forum**

Voss next on our agenda is the Public Forum. We do have one person that has signed in so we'll go with that first.

**5.0A
Coon Lake
Beach**

Jim Sobon stated the whole deal was just over the lakeshore property, you know? The Beach? All of a sudden, these maps I get. They're all different. Voss stated Jack, can I stop you for a minute? Can you state your name and address for the record? And then present to Council. I don't think we all know why you're here yet.

Jim Sobon, 426 Aspen Road, it's the Lake Beach over there. I don't know what to do here. Like I say, these deals are different. The maps. And, there's a little spot, like three feet, where it's seaweed and now all of a sudden the Coon Lake Beach, or the Clubhouse, they want me to pay for dock space there. There's never been dock space down there. I just want them to quit harassing me, you know, the Clubhouse over there.

Voss stated so if I'm understanding what you're saying, you're in the area on the Beach that the City had surveyed a couple months ago. Sobon stated yup. Voss stated and you obviously have land that comes right up to the Lake. Sobon stated yeah, I've got land that goes up to that imaginary road. But that imaginary road, I mean, you know, they got, I don't know. Voss stated well, it's not 'imaginary.' The right-of-way is there. There's no road there.

Voss stated but to continue it sounds like there's a piece of land yet that the Community Center owns. Sobon stated yeah but it's in the water. I mean their part. Voss stated okay. Whatever you have, we don't have. So, I'm just trying to interpret what. Sobon stated I can show you this map here, what I'm talking about.

Voss stated I think we understand the issue. So, do you have a question for us? Sobon stated I just want them to quit messing with me over there. I get a letter, they're going to sue me. You know, I mean it's a goofy Clubhouse over there and they get, they're walking across my yard to go over there and, you know, do all this stuff. You know who I'm talking about. I don't know but that's it. Voss stated okay.

Ronning asked whatever's in the water, who does that belong to? Voss answered the State, right? Davis answered the DNR has control over it. It's totally open to public access in the water. DNR controls the water boundary.

Ronning asked does any right or group have the right or ability to any, does any group have the right or ability to charge for something in the water? Davis answered no. Ronning asked that's what your question is, sort of?

Voss stated what I think he's saying, though, is a slice of land that's there, between the City's right-of-way and the Lake. Davis stated the survey that we had done indicates that there is potentially a sliver of land that's owned by the Community Center between Mr. Sobon's property and Lakeshore Drive. There's also another small tract of land that's owned by the Community Center that's in front of Mary Kjenstad's property at the intersection of Lincoln and Lakeshore. The rest of that, per the survey, appears to be inundated and a big portion of Lakeshore Drive is actually under water.

Davis stated I think the question is, we've identified where our right-of-way is. And, the question would be the Community Center probably needs to identify where their property is. Voss stated okay. Davis stated thank you Jim. Voss stated yeah, thank you.

Voss asked is there anyone else here tonight for Public Forum? Davis stated the Royalty's here. They didn't have a chance to sign up. Voss stated that's fine. Would you like to speak before Council? Please step forward.

Miss East Bethel Karley Landwehr stated yes. So, we have talked to the EDA about a donation to our program to better our float, to make a new float, to represent the City of East Bethel better. We have a letter, we only have one if you guys could share. In this letter, it states our mission as the East Bethel Scholarship Program. It states what we are asking for from the EDA. We are also asking for a donation from the City, not an investment. We cannot take an investment. In our letter, it also states other things that we could use donations for, such as our crowns, help for the coronation, scholarships, helping us get our education is very nice. So, we are just asking to pass the EDA, for them to give us money, and then to ask for you guys to also give a donation, if possible.

East Bethel
Pageant
Donation
Request

Harrington asked what kind of donation? Landwehr stated we're asking for \$10,000 to \$15,000. Harrington stated okay. Landwehr stated to make our perfect float, in our idea, would cost about \$20,000 because we would like to buy a new trailer for safety issues. Any other questions?

Ronning asked who would administer these donations? Who will approve an expense and sign, endorse a check or some such thing. Landwehr stated we're asking you guys to make it possible for the EDA to give a donation. And, asking you guys to give a donation.

Davis stated the Royalty has a group, or a board of directors, that conducts their business. So, I'm assuming it would be that group. Landwehr stated we actually have our treasurer right here that would be dealing with the donations and how we spend them. In the letter is a plan for what we'd plan to spend the money on for the new float. And, kind of breaking it down.

Voss asked and how soon do you want to get moving on your project? Landwehr stated like yesterday. Voss stated I thought that'd be the answer.

East Bethel Princess Tori Larson stated we want to start it over the winter because that's our downtime for our float. So, just have it ready for spring and summer. Landwehr stated so when we do get busy with our parades, we can have a very nice presentable float that represents the City of East Bethel as best as possible.

Voss asked should we have this as future agenda item? Davis stated since we have the information now, if you want to, we can have this on the next EDA agenda for their recommendation back to City Council. We can either have it on the 21st City Council meeting or the November 4th, whichever one you choose. If you want to go back to the EDA, we can schedule it for the 4th. If you want us to present something and show where it would fit in with our budgets, we can do that on the 21st City Council Meeting. Voss stated the EDA meeting is the 19th. Davis agreed stating the 19th.

Ronning asked can you explain for them what the timeline might be based on what you just said. Davis explained depending on Council's direction, we can either consider this at the City Council meeting on October 21st. If the Council desires that the EDA provide a recommendation based on the information you just submitted, we could do it on November 4th. Landwehr stated okay.

Voss stated so the best course of action is see if Council tonight has consensus that we consider the recommendation from EDA. Because I think we want an EDA with Council direction whether they should even consider it. Then let EDA work through the details and make a recommendation to Council. Davis stated I think that would be the best process to do and then that way, we can present the EDA on the 19th of October and then schedule it for the Council meeting to consider their recommendation on November 4th. Voss stated okay.

Voss stated I'll move that we direct the EDA to consider the request for a donation from the East Bethel Royalty and bring a recommendation back to the Council. Koller stated I'll second. Voss asked any discussion?

Ronning stated you, I don't mean to insult anybody, sometimes you come up and present or address things and I'm not sure if the response is clear. Do you understand exactly what? Landwehr stated yes, we do. Ronning stated okay.

Harrington stated the questions I have, I attended the last EDA meeting that you guys had brought up about approaching the businesses. Is that? Landwehr stated we are both going tomorrow to the Chamber of Commerce meeting. Harrington stated okay, so that hasn't been ruled out yet. Landwehr stated no, we are actually going to pursue that. And, a big part of having a presentable float is the trophies that we bring back to the City. Larson stated there's actually one right out there. Landwehr stated yes, it's for our Anoka Halloween one.

Voss asked any other questions? Discussion? To the motion, all in favor say aye?" **All in favor.** Voss stated any opposed? That motion passes. **Motion passes unanimously.**

Voss stated I'm sure we're going to see you at the EDA. Landwehr stated yes. Ronning stated thank you. Voss stated thank you. Anyone else here for Public Forum tonight? Okay, we will move on to the Consent Agenda.

**6.0
Consent
Agenda**

Item A Approve Bills

Item B September 16, 2015 City Council Minutes

Meeting minutes from the September 16, 2015 City Council Meeting are attached for your review and approval.

Item C Resolution 2015-54 Setting Public Hearing Date – Delinquent Accounts

Collection of unpaid bills through the property tax system is provided for in the East Bethel Code of Ordinances, Chapter 74, Sec. 74-126 (b) for unpaid utility bills, Chapter 30, Sec. 30-15 for unpaid emergency services and Chapter 26, Sec. 26-41 and 26-91 (c) for unpaid property clean up and nuisance abatement charges. The ordinance also provides an opportunity for delinquent customers for a public hearing before the final certification of delinquent amounts owed to their property taxes. Council must establish a certification cutoff date each year that will determine the appropriate certification amounts.

Resolution 2015-54 provides the delinquent accounts and amounts owed assuming a certification cutoff date of September 30, 2015. Notices of the public hearing will be sent indicating a public hearing date of November 4, 2015. Amounts remaining unpaid by November 15, 2015, will be certified to the County Auditor for collection on property taxes.

Item D Accept Donation for Park Improvement, Resolution 2015-55

This item was removed from the Consent Agenda upon adoption.

Harrington stated I'll make a motion to adopt tonight's Consent Agenda. Voss stated and we previously had pulled Item D. **Ronning stated I'll second.** Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated opposed? Motion passes. **Motion passes unanimously.**

October 7, 2015
6.0D.
Accept
Donation
Park Imp,
Resolution
2015-55

Voss stated Ron, Item D. Or, do you want me to present it? Koller stated you can present it. Voss stated Item D is a Resolution. We received a donation from Dennis Feela who lives in the Deer Haven Subdivision on our northeast corner of our City. He made a donation of \$869.53. There's a Resolution that I'll read quickly:

“Dennis Feela, on behalf of the residents of Deer Haven Subdivision, donated the balance in the amount of \$869.53 from a fund previously established to raise money for park improvements.

The City of East Bethel accepts this donation and will use it for park improvements at Deer Haven Park.”

Voss stated I will move Resolution 2015-55, Resolution Accepting and Expressing Appreciation for Donation of Funds from Dennis Feela and the Neighborhood for Deer Haven Park. Harrington stated I'll second. Voss stated any discussion? All in favor say aye?" All in favor. Voss stated any opposed? Motion passes. Motion passes unanimously. Voss stated thank you Dennis.

**7.0
New Business**

Commission Association and Task Force Reports

7.0A
Planning
Commission

None.

7.0B
Economic
Development
Authority
7.0B.1.
Sept. Report

Davis presented the staff report indicating Karen Skepper Anoka County Director of Community and Governmental Relations, provided an update on the various types of assistance the County provides for economic development activities to the EDA. Ms. Skepper's presentation outlined the County's association with DEED and Greater MSP, the Economic Gardening Program, and the potential for County financial assistance with a development project.

Staff presented an overview of different types of assistance the City could provide for business recruitment and retention. It was noted that City has provided varying forms of administrative assistance that has supported the expansion of existing business and recruitment of new business. These efforts, with the exception of the creation of one TIF District, have been primarily staff support relating to guidance through City zoning and ordinance requirements and provision of information and data needed for business development decisions.

In addition to the basic administrative support, other forms of City assistance need to be discussed to determine what level the City Council believes to be appropriate.

Varying forms of financial assistance are the primary tools that are most commonly used by other cities in their efforts to retain and attract business and these include but are not limited to the following: Tax Increment Finance Districts; Tax Abatement; Below market rate sales of Public Lands and Buildings; Subsidies; Modification of City Fees; and, Partially or Wholly Infrastructure Improvements.

The cities of St. Francis, Isanti, and Cambridge have used or considered all of the above forms of assistance. The City of Oak Grove has used TIF Districts and tax abatement programs. The City of Ham Lake has relied on the Ham Lake Development Corporation for their business assistance outreach.

October 7, 2015
7.0B.1.
EDA Sept.
Report

Staff requests that Council consider adding this discussion to a future Work Meeting to explore East Bethel's desire to bring some of these tools into play for our use in future business recruitment and retention practices.

Ronning asked is that a motion or recommendation? Davis stated that's just a request. Ronning stated oh, a request.

Voss asked at the next meeting we'll discuss the agenda for the Work meeting? Davis replied yes. Voss stated okay, can we just continue this on to the next agenda? Davis stated we sure can.

Informational; will be considered again at October 21, 2015, meeting.

7.0C
Park
Commission

None.

7.0D
Road
Commission

None.

8.0

Department Reports

8.0A
Community
Development

8.0A.1

This item was removed from the agenda upon adoption.

Greystone
Agreement

8.0A.2

Davis presented the staff report indicating the Council is being asked to consider approval of the Larsons Woods Subdivision Developer's Agreement.

Larsons

Woods

Dev. Agree.

On July 1, 2015, the City Council approved the preliminary and final plat for Larsons Woods Subdivision. A title issue with a small remnant tract on the property has now been resolved and the attached Developer's Agreement for this subdivision has been submitted for your review.

The Developer's Agreement was prepared by the City Attorney and is acceptable to both the City and Mr. Jim Malvin.

Staff requests Council consider the approval of the Larsons Woods Developers Agreement.

Ronning stated move to approve the Larsons Woods Developers Agreement as stated in the previous reading and Attachment 1, 2, and 3. Harrington stated I'll second.

Voss stated any discussion? Vierling stated I'd note for the Council's benefit that there is an errant insertion of an acknowledgement paragraph that we will substitute out in the draft that was in the Council packet. It's a form matter but the Notary paragraph, which is the acknowledgement paragraph, apparently was borrowed from another Developer's Agreement and needs to be substituted out with the correct one. So, other than that, substantively, the Development Agreement that's in your packet is correct.

8.0A.2

Larsons

Woods

Dev. Agree.

Ronning asked okay to proceed with the motion? Vierling advised you are okay to proceed with your motion. I'm just noting that we're going to make that grammatical change. **Voss stated so noted for the motion.** Is there any discussion? Ronning asked any second? Harrington stated I seconded. Voss asked any discussion? All in favor say aye?" **All in favor.** Voss stated any opposed? That motion passes. **Motion passes unanimously.**

8.0B

Engineer

8.0B.1

Castle Towers

Decommission

Project

Jochum presented the staff report indicating the staff continues to work with the Minnesota Pollution Control Agency (MPCA) to permit the disposal of the biosolids from the Castle Towers Wastewater Treatment Plant. Staff is still waiting for comments from the MPCA regarding the request to land apply the biosolids on land that is approximately three miles east of the site. The week of September 21st City staff worked the biosolids within the pond with a dozer. There was some success of separating the water from the biosolids, which are currently estimated to be approximately 75% water.

Staff does not anticipate any additional work being done this year. It is anticipated that the permit from the MPCA to land apply the biosolids will take an additional two to three months for approval. The anticipated schedule includes securing the permit such that the biosolids can be applied prior to planting crops next spring.

One of the methods for removal of the biosolids that was discussed was pumping and hauling the material. We have since received comment from two pumping contractors that this approach solely would not be feasible. Staff is now concentrating on a dry and haul removal for the material with the possibility of some pumping being required at the end of the process.

Jochum asked are there any questions on that? Harrington asked are you still planning on staying under the \$200,000 on the remaining bond part? Jochum answered yes. Harrington stated okay.

Informational; no action required.

8.0B.2

Service Road

Project

Jochum presented the staff report indicating the Council is being asked to consider MSA advance funding for the Phase I Service Road Project.

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

Mn/DOT 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 \$600,000. 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 approximately \$1.5 million. To close the funding gap, staff is recommending that City request advancement of funds into the MSA account. The

advancement would be for 2.5 times the construction allotment. Mn/DOT allows advancements up to 5 times the construction allotment. Approval of the advancement 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 \$1.2 million. 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.

Staff requests approval to prepare the required Resolutions for Council consideration to request advancement of MSA funds and to present at the October 21, 2015, City Council meeting for consideration should the Council desire to proceed with this project.

Ronning stated I'll move to request advancement of MSA funds to be presented at the October 21, 2015, City Council meeting for consideration. Harrington stated I'll second.

Harrington stated I have a question. Craig, do they give you a reason why we weren't selected for the grant? Jochum stated not particularly other than they just said it was a very competitive grant cycle. But, basically, it comes down to because we're not closing the median it did not score very high. Ronning stated not to me, that makes sense. I understand that.

Voss asked is this going to Roads as well before it comes back to us in two weeks? Davis replied it will be on the Roads Commission meeting this Tuesday, this next week. Voss stated okay. Any other discussion? Other than that, it's very unfortunate. Davis stated I did put two attachments in there.

Davis stated I would like to point out one thing on those. Even if we have to advance funds to finance the whole project, at the end of the five-year period, we will have less of a negative account this way but we'll be behind one year on our next phase of the service road project for the Sewer Districts. So, it will set us back about a year but we can still manage to get the other projects that we had talked about: two reconstruction projects; and, then the extension of the southern portion of the west side service road.

Voss stated correct me if I'm wrong, but there's no second phase if there isn't a first phase. Davis stated that is correct. Voss stated the question I think we want to make sure we understand is when we consider this in two weeks, what are the potential adverse effects on other projects in the City. We need to understand that, I think. Davis stated in short, and we can detail this more, but in short what this will do, we had projected to hopefully start Phase 3, which would be the service road from Briarwood to 187th Lane in 2020. Now we'll have to wait until 2021 to start that.

Voss asked there's no other projects in the City that are on our MSA list? Davis stated Davenport and 181st Avenue are still in this plan and can still be done with the advanced funding. Voss stated all right. Any other discussion? Hearing none, all in favor say aye?" **All in favor.** Voss stated any opposed? That motion passes. **Motion passes unanimously.**

October 7, 2015
8.0C
City Attorney
8.0C.1
Assessment
Hearing
Decision
553
Lakeshore
Drive

Davis presented the staff report indicating the City Council conducted an Assessment Hearing on September 16, 2015, to consider objections to a proposed assessment for the retaining wall reduction at the intersection of 553 Lakeshore Drive and 179 Forest Road.

The area proposed to be assessed consists of every lot, piece, or parcel of land benefitted by said improvement, which has been ordered made and is as follows: Lots 356, 357, 358, 359, and 360, all in Block 6, Coon Lake Beach, Anoka County, Minnesota, as located in the City of East Bethel, Minnesota.

The total amount proposed to be assessed is \$4,441.20.

Written and oral objections were given at the Hearing and Council postponed action on the matter to further review the materials and testimony submitted by the owners. Resolution 2015-56, addressing the objections of the complainant and recommendations of the assessment, have been supplied by the City Attorney.

Based on the Findings of Fact within the City Attorney's presentation, staff requests City Council consider approval of Resolution 2015-56.

Ronning stated move to approve Resolution, adopt Resolution 2015-56. Harrington stated I'll second. Voss stated any discussion?

Voss stated real quick typo on Page 3, Item C., near the bottom of the page, between the fourth and the fifth word insert 'that' so it should say: The record is clear that... So, it's just inserting the word 'that.' **Voss stated so I move that addition. Mundle stated I'll second. Voss stated all in favor say aye?" All in favor. Voss stated opposed? Motion passes. Amendment motion passes unanimously.**

Voss stated to the motion, any further discussion? Hearing none, all in favor Resolution 2015-56 say aye?" **All in favor. Voss stated any opposed? That motion passes. Motion passes unanimously.**

8.0D
Finance

None.

8.0E
Public Works
8.0E.1
Ice Arena
Report

Davis presented the staff report indicating the St. Francis Blue Line and Youth Hockey Association and Gibson Management have completed a number of upgrades at the City Ice Arena over the past four months. The major improvement was the replacement of the dasher boards. These boards were installed used in 1996 and were due for replacement. The cost of the project was \$54,000. Through the efforts of Brad Kaehler with the Saint Francis Blue Line Club and Jen Smith of the St. Francis Youth Hockey Association, these two groups raised \$22,500 for their share of the costs and the old boards were sold for \$10,000. The City's share of the project was \$21,500.

Other improvements that have been made include:

- Replacement of the existing 14 small Bose speakers with 7 Electro-Voice 350 watt Speakers. These were donated by Ben Geving;
- Installation of new electrical services for speakers and bench/scorers area;
- Repair of the overhead infra-red heating units for the bleacher area;
- Dry wall repair in the off rink practice corner;
- Installation of new monitor in the lobby with access to an upgraded scheduling software;
- Replacement of the existing boards for the outside rink, underground utility installation

for the outdoor lights, and extension to the warming house pad. All of these electrical works will be completed by November 2015;

- Installation of new matting in the bench boxes and public access way between the locker room entrance and public rest room entrance;
- Painting of locker room hallways and areas within the Arena; and,
- Installation of new engine and starter in the 1996 Zamboni and plumbing repairs in the Zamboni room.

In addition to the Open Skate for the general public on New Years Eve, public skating will be available at least once a week in January and February. These times are to be determined and will be posted on Arena and City websites.

\$31,600 of the improvements were paid from the Arena Depreciation Funds. Arena funds were collected from user fees. Upgrades to the outdoor rink in the amount of \$15,000 and these will be paid for from Park Capital Funds.

Voss stated those are significant improvements. That's nice to see. Davis stated they are.

Koller stated they are putting in a warming house pad. Do we have a warming house? Davis stated we're going to rent one. They make those available for rental. We're going to rent one this year and then we'll make a decision on what to do with a permanent structure or continued rental. Koller stated okay.

Harrington stated the new engine in the Zamboni, is that coming out of the Parks Budget too? Davis stated no, that comes out of the Depreciation Funds for the Arena. And incidentally, on our Capital Equipment Replacement Fund, that 1996 Zamboni is now considered to have another life expectancy of about 15 years. Voss stated I can imagine. Voss stated okay, any other questions for Jack on this item?

Informational; no action required.

8.0F
Fire
Department

None.

8.0G
City
Administrator
8.0G.1
Social Media
Policy

Davis presented the staff report indicating there are numerous items in the news on a daily basis that detail problems with personal social media comments and how postings can lead to consequences that may create serious problems for employers of the posters, even if the posters are not representing the City or their employer and are on their own personal time.

It is important for City employees to remember that personal communications may reflect on the City. Electronic communications are public, essentially permanent, and may be disseminated to large audiences.

For these and other reasons linked to unintended consequences of communications through social media, the City may need to consider the adoption guidelines that relate to use of this form of electronic interaction.

The cities of Ham Lake, Oak Grove, Isanti, and St. Francis do not have social media policies. The City of Cambridge addresses this issue in their personnel policies.

Attached are samples of existing policies that could be considered should Council desire to develop and approve a Communications/Social Media Policy.

Staff requests the City Council provide direction to Staff as to how they wish to proceed on this subject.

Mundle stated a first basic question, just to ask it, do we think we need it? A whole policy? Or, can we get away with a paragraph or two? Davis stated I think in the samples, one of them that our City Attorney's office drafted and prepared, which is about a page and a half, which would be incorporated into the Personnel Policies, fairly well covers most of the items that we need to address. I know this is a very 'touchy' subject and I'm sensitive to it also but we may need to have something in our policies just for our own protection should we have a situation where we get into some issues with things that can happen to social media comments.

Mundle stated okay and how does the Social Media Policy that is written up, how does that correspond with the rest of the Employee Policies as far as acting as an employee as part of the City. Davis stated it's an expansion of what we already have. We have a Technology Policy that relates to how computers are to be used and what you can use them for within the City itself. This would step out just a little bit further and emphasize the fact to City employees that what you say can affect the perception of the City. It reflects upon the City and it just emphasizes that you need to consider your statements and act in a professional manner when you're on social media outside the workplace.

Voss stated so Jack, maybe Jack or Mark can answer this, so to balance, it always happens when you do Policies, is how far do you go and yet not infringe so much. So my question would be, as a whole, where do you think this Policy lands? Is it restrictive? Is it something that employees are going to have a hard time with?

Vierling stated we hope it has struck a balance. Obviously, the essential nexus of what we're trying to do is keep workplace activities out of social media at least as far as introduced by employees. We prefer that they not be wearing logo wear as they take selfies of themselves or whatever the case may be. We have seen a number of communities where there's been problems with employees that inadvertently reflect back upon their co-workers, their supervisors, their cities that they work on. We're not trying to get in the place of First Amendment speech and what they want to do for themselves.

Vierling explained we are cautioning them to keep the City out of their communications either by their verbal presentation or by the way that they conduct themselves on social websites in terms of who they are talking about and what they're talking about. It's a fair expectation from an employer's standpoint to ask their employees to do that. Even if the employer themselves do not have a social media site such as Facebook and that type of thing.

Vierling stated there's always a judgment call that you get into vogue on these things but, you know, the bright line demarcation is to what extent is the communication, be it verbal or visual, reflecting back on the employee, employers, co-workers, things of that nature.

Ronning stated that's a slippery deal. Vierling stated it can be but on the other hand, if people are reasonably careful with what they do and think about it and are thoughtful, it's not that difficult. Ronning stated no, it shouldn't be. Personally, I've said this before and say it again, that absent a direct connection to the employer or to the head of a department or such and the ability to show some kind of harm, the rest of it belongs to First Amendment. And, I'm opposed to it, depending on what you come up with.

8.0G.1
Social Media
Policy

Voss stated it's reasonable for us, just like any employer. It's reasonable enough for us, the City, to have a Policy.

Ronning stated one thing to make sure that people are aware, a lot of this addresses what people do at home, on their own time, off the 'clock,' maybe not even in the State. That's where it gets touchy to me.

Mundle stated I do have a question on #3 under Confidentiality and Social Media, #3 states, Anything that belongs to anyone else, the material is created or maintained by someone else, the greatest approach is to allow that individual to post it. It's kind of an unwritten rule that once something is on the internet, that it doesn't belong to you any more. Ronning stated public domain.

Mundle stated maybe not actually public domain but you can't control it and what somebody else posts, somebody else can repost it. Vierling stated that's absolutely true but #3 does not speak to that. #3 speaks to not something that somebody else pulled off the internet. It's something that is confidential that you had from somebody else that you decide to put on the internet. Mundle stated okay, that's a clarification I was looking for. It wasn't quite clarified. So good, yeah.

Ronning asked what number was that you were referring to? Mundle replied #3. Ronning asked on which? Mundle stated on the back page. 'Anything that belongs to anyone else...' Ronning stated okay, I see.

Ronning stated with my negativity, I'm not trying to say there is no need to caution people. But, I'd be very cautious about anything I would support with what people do away from the workplace, without connection to the workplace, without reference to the workplace.

Voss stated I don't think that goes there. Ronning stated it shouldn't go anywhere. Voss stated well no, it's specific enough that, just like, again, it's just like any employer. They don't want their brand, they want control of their brand, they want control of their name and if things are used inappropriately by an employee, that's not going to 'fly.' That's what this is all about.

Ronning stated Mark mentioned the nexus, there has to be a connection. There has to be a relationship to the action and to the entity. And, the action has to show something's been harmed, how, when, and why. Now, that's maybe a little more extensive. I know in the industrial setting, that's where it goes.

Vierling stated I think 'harm' is no longer required. The issue is to what extent is, you know, the information about the workplace, co-workers, the employer being depicted on a private site. The essence is that the employer has the right to at least control what information it wishes to disseminate, if anything, about its workplace, its employees, its activities, things of that nature. Certainly, people have the right to put their own personal effects and personal comments about themselves. But what we're saying is if it's about the employer, your co-workers, pictures about co-workers, materials, things of that nature, that doesn't belong on your website. That belongs, if anyplace, on the employer's website if we're going to have one. Certainly free to post what you want about yourself but do not cross that line and pick something about the employer, at least on a internet setting without the employer's permission. Don't do that.

8.0G.1
Social Media
Policy

Davis stated and the other thing, I think, this does too, it at least raises the issue and people should be conscious that if you're going to be on social media, be responsible, be professional, and think twice before you hit the 'send' button.

Voss stated one option, perhaps, we have is to take this proposed Policy and why not distribute it to our staff now and see if there're any serious concerns over it. If we're uneasy about it, that's one way to find out. Because me, I never have this issue. So, believe me, I know how to spell 'Facebook' but that's about it.

Ronning stated there's two samples in here, I think. Voss stated well, you've got a proposed Policy, is the first part, right? Davis stated the first proposal is what was prepared by our City Attorney, which I think addresses the situation more than adequately. The second one wasn't labeled but that's from the City of Cambridge. The third one is from the City of St. Michael and the fourth attachment are some tips from the LMC in regard to drafting a Social Media Policy. We looked at probably about a dozen and the Cambridge and the St. Michael ones were very similar to what's being proposed here by the City Attorney. We put those in there just to show that we've taken a look at several. But, I think what the City Attorney has prepared covers what we need to address in this at this time. And, it doesn't specifically say do this or do that. It's a general outline and a guide for directions for your conduct on social media. It sets expectations.

Ronning stated in the ones you mentioned, what were the other ones that were reviewed. Davis stated I think we looked at one from Waseca, I'd have to go back and look. Mike got those and we'd sit down and look at them. They were all very similar. These two that we included were a little more directed, we thought, to our situation. But they're all kind of similar in nature in what they were trying to achieve. No one of them, none of them in there said you can't be on Facebook, you can't be this, you have to say this, or you have to say that. They were all fairly generic to give a lot of latitude and respect to First Amendment rights. And, again, like I said in the beginning, I'm very sensitive to that too. I think we have to be very careful with what we do but at the same time, I think there should be certain expectation levels that are made known to City employees that what you do and what you say on Facebook, Twitter, or whatever social media form you use, can reflect upon the City.

Voss asked so what's our pleasure? Mundle stated well, I think something should be in place. I'd prefer it to be three sentences that Jack used, just to keep it simple. But, I'm sure we're going to need something because what will probably happen is eventually an instance will happen and then the Council will have to debate what to do and if there's no Policy already in place, then what repercussions can happen, it would be backtracking rather than being progressive on this issue. Because social media sites are not going away. The internet is not going away.

Ronning stated this is probably old fashioned. If we're aware of a problem, I'm the sort that says, 'Well, let's call in the problem and deal with them.' Not 'painting everyone with the same brush.' Mundle stated that's why I want something simple.

Voss stated except this is laying out the expectations, which we don't have right now. These are just expectations. Ronning stated but it is everybody. Everybody is being 'painted' with this Policy. Voss stated yeah, it is. Ronning stated if you have a problem, address the problem. If you're aware of a problem.

Mundle stated but if we can stop problems from happening, before they happen, that's why we already have an Employee Handbook that states expectations that they're already being expected, like City employees can't be drinking alcohol while wearing City logo. I believe I read that one. Is that true Jack? Davis stated that's true. Mundle stated so we have that in there. It's just saying some expectations. I'd prefer them be simple rather than constricting any freedoms that anybody should have.

Ronning stated once again, this is in part, at least, directed at people's conduct away from work in their own personal settings without addressing the employer or employer functions. Mundle stated but their personal settings... Ronning asked does it include those items? Mundle stated if they're at their house and they post something that is a detriment to the City, then their personal setting affected the professional setting. Ronning stated right but the assessment, to make that judgment, is a very subjective, there's no 'cookbook' that says if this, then that. If that, then this.

Voss stated it becomes a discipline issue then, right? Davis stated it does and if we do get into a situation where we have an issue with this, we do have a Policy in place. We have been proactive, at least we've addressed the situation. I think that's very important to consider too. You know, an example would be, and I'll just use myself. Again, I've never been on Facebook or Twitter and I don't ever plan to be. But let's assume that I was and I was posting offensive material and I wasn't representing the City but I was on there. People know who you are and they say, 'Is this the kind of person that you want for your City Administrator?' I mean that affects the perception and then reflects badly upon the City. If you have employees that do that, then you associate their performance on social media, perhaps, to their performance on the job.

Mundle stated it may not be true at all but that's perception. Davis agreed.

Davis stated incidentally, my wife did set me up with a Facebook account so I could communicate with all my relatives but I don't know what my password is so I've never been able to get on it. Ronning stated I have the password but I don't know how to use it. Mundle stated I can offer training if you want. Davis stated that's okay but I'll pass. Thank you Brian. Voss stated yeah, the young one can.

Voss stated I guess my suggestion would be for us to take a look, think about it again, bring it up at the next meeting. I think it would be worthwhile for staff to get some feedback. Not necessarily for us. Davis stated I agree. I think that's a very good recommendation and I'd just like to disseminate this one. Voss stated give it to someone who is part of this use too. Davis stated I'll make sure they're under 50. Voss stated you might have to go further than that. Koller stated I'm on Facebook. Voss stated I just refuse to. I like the telephone. Koller stated my phone doesn't have a dial. Voss asked are you suggesting mine does?

Informational; will be considered again at October 21, 2015, meeting.

Davis presented the staff report indicating tax forfeit properties that aren't claimed by cities in the initial offering of these lands become properties owned in trust by the State of Minnesota. The local County Boards manage this inventory of properties. As needed, the local County Boards re-evaluate these properties for potential reclassification. At this time, cities are offered the option to acquire or recommend an appropriate use of these parcels.

As part of this process, the City has been contacted by the Anoka County Property Records Division and we have been notified that there may be several properties in their tax forfeiture inventory that may be of interest to the City. If the City is interested in acquiring any of these parcels, the County would need either a resolution or approved minutes showing that the City has taken official action to request the property, including the intended use of its acquisition.

If the City chooses not to acquire the properties, they would remain in the current status of tax forfeit property. The County would then review the parcels and most likely look at combining them, if possible. Depending on whether or not the parcel(s) would be buildable, they would then determine if they would be offered on a private or public land sale.

The properties submitted by the County to the City for consideration are listed in your packet.

Davis stated I'll go over these four that we think the City has interest in only by the last four number of their PIN for ease of presentation.

Parcel 0338 (Attachment 1) is potentially buildable depending on soil conditions. This property may have use for the City as a retention pond site for a future road extension.

Parcel 0008 (Attachment 1) may have value to the City as it includes the section of a City Street that transitions Cedar to Birch Road. It appears that the City only has a prescriptive easement through this parcel.

Parcels 0211-0217 (Attachment 2) do not appear to be buildable due wetland issues and have limited benefit for City use.

Parcels 0086-0105 (Attachment 3) Parcels 101-105 (0.23 acres) should be considered for City acquisition for future use for Fire Station #3.

Generally, no compensation is required for conveyance of tax forfeited property for a public use, provided the conveyance meets the requirements of the Statute. Attached is Minnesota State Statute 282.01, which describes methods of acquisition, along with other requirements and information relating to tax forfeited lands.

Staff requests the City Council consider a request of conveyance to the City of parcels PIN Nos. 36-33-23-24-0338, 36-33-23-32-0008, and 36-33-23-24-0101 thru 0105 for public use and inform the County that the City has no interest in the other parcels and we'll suggest an appropriate use for those.

Voss stated before we hear a motion, what's the compelling reason for not accepting all parcels? Davis stated they're non-buildable, they're wetlands, they have no use and some of them have some land that may be of value to the adjoining property owners, maybe like one lot. All these are in Coon Lake Beach. If you'll look at the attachment on the map, there's three of them that adjoining property owners, I think, may have an interest in because it would probably increase the usability of their lots by 20 or 30 feet. It would get these properties also on the tax roll. The other property may have some value as a building site. It's very debatable or it would probably already have been developed but my reasoning for not accepting the others, or not have any interest in them, is there's a potential

8.0G.2

Tax Forfeit

Property

Acquisition

maybe to get them back on the tax rolls.

Vierling stated another aspect I think the Council should be aware of, several years ago, cities could take property by tax forfeiture and nobody ever followed up on it. You have to take it and certify that you're going to put it to a public use. For years, communities certified it and really just kind of held it in a land bank and didn't do much with it. Three years ago, the Department of Revenue decided that they weren't going to tolerate that practice any longer so annually, when you take back property, A. you have to certify what public use you're going to put it to and then there's an annual verification that you have to follow up with the State and the County that you, in fact, have put that property to that use. If you have not, they will take it back from you and they will put it then in public auction and that type of process.

Voss stated I guess where I'm going with it, and I looked at all these properties in detail, but do we have any opportunity with any of these properties? There's a lot of wetland on it but to expand the wetland and create credit for future projects? Ronning stated that's an idea.

Davis stated Craig, I'll let you address the requirements for wetland credits and banks. I think just because you own wetlands... Voss stated I know you can't get it on the screen but Attachment 2's got two parcels. Are these ones that you're recommending we keep? Or not? Davis stated no, those are not. Voss stated I'm looking at that, seeing a partial wetland, but I'm also seeing quite a bit of real estate that either we can improve it, and this is an area that we need to start improving our stormwater anyway. Is there any reason to have this to either enhance that wetland, I know it's all cattail.

Jochum stated we'd have to look if there's any upland areas within the wetlands. It is a possibility. Voss stated you get credit for improving the quality of a wetland as well. Correct? Jochum answered correct. You could do it in a wetland bank-type thing. Basically, you have to build it and then there's a five-year monitoring period to make sure it is established. Voss stated I know we always want bigger pieces to do those kinds of things. I just want to make sure we're not going to, I mean we have an opportunity and I just want to make sure we're not just throwing it away.

Ronning stated with the wetland thing, the use that Steve's describing, would that fit the requirement? Vierling advised that would be permissible, yes. That's almost a conservation use that is also permissible. Voss stated even if we needed to improve stormwater, you know if we need more stormwater storage somewhere. I just want to make sure we're thinking it through.

Ronning stated I was thinking the same thing. What's wrong with all of it? Voss stated I've heard that before too, so, putting the land to use. Ronning stated that part I'm not aware of. Voss stated but by the same token, if there's adjoining properties that can actually use the land, there's benefit to that from a community basis too.

Voss asked have we talked to any of these adjoining property owners at all? Davis replied no, we just got the notice about three or four weeks ago so we haven't proposed that to them, to see if they're interested in purchasing it.

Davis stated what we'll do, if there's a property we don't want, they actually ask us to recommend a use for it. In these cases, we could recommend that it could be used for improvements of adjoining properties and could potentially be buildable in terms if

somebody wants to put an accessory building on it and expand the use of their lots. We'll recommend a use for it and then they'll decide how it's going to be disposed of, through a public sale.

Voss stated I don't even know if it's important whether it increases buildable to do something on it. Again, I don't know these properties but if it's a problem property and all of a sudden, you've got somebody that owns it, they're going to keep that piece of property cleaner. You know if it's a dumping ground or anything else or if it needs to be mowed or seeded, or whatever. We've got a better chance of that property owner making it look better at least if we don't have any kind of reasonable use for it in the future.

Voss stated that's a tight area if we ever need land for doing public improvements. Jochum stated yeah, that would be the biggest thing I'd see, if any of them would work for that. I guess I personally haven't looked at them.

Davis stated some of these, this wetland designation that's shown on these maps, is generic information. It's coming off our GIS system. If you look at the aerial photographs, though, you can see that the wetlands extend out probably quite a bit further, just looking at the types of vegetation. In the instance on Attachment 3, it shows 067 thru 078, it appears that's a nice corner lot and could be buildable or used for creation of a wetland or retention ponds. But, if you look at the vegetation real close and you go down and look at the site, there's a lot of low spots on there. There's a lot of vegetation that indicates it could be wetlands. There's probably a reason that corner never develops.

Voss asked that's Hawthorne, right? Davis replied yes. Voss stated that road ends right past that. I know who owns the house at the end. That road does not go that far. Davis stated actually that one is on Forest Road, at the intersection of Forest and Emerson. But the one on Hawthorne is the one over, that's 0158 thru 0176. There is, one of those lots appears to be fairly dry ground but the rest of it appears to be wet.

Davis stated the other thing is off of Hawthorne, too, and behind the Fire Station, most all that property is wet and it's either in trust to the State of Minnesota or it's owned by the City. We can request all of these and as Mark said, if we don't do something with them or show that they're being put to public use, then perhaps they'd go back in their inventory and then they could be disposed of later.

Ronning asked what's the cost to this whole thing? Davis stated generally, there's not going to be a cost. We just have to show the County that we want them and there may be some minor admin cost on their part. But, the cost to get these in terms of what they're worth, depending on how you use them, and for our purpose they'd be used for a public purpose, there wouldn't be any cost for the property.

Ronning asked if you lost it down the road for some reason, there wouldn't be any cost at that point either? Davis replied no, I wouldn't anticipate and even if it was, it would be very minor cost.

Voss stated again, I just want to make sure we're evaluating these thoroughly. The one we were just talking about, Hawthorne, you couldn't even get a shed on there. You can see the wetlands in there. I don't mean to go through each one here.

Davis stated the aerials are actually more informative than our wetland designations are. Voss stated yeah, I can see open water. Okay. Jack you're looking for a motion going forward? Davis stated yeah, the County is expecting us to give a response back to these parcels that they've identified in their inventory reclassification and see if we have any interest in them. Voss asked is there a time certain when they need action? Davis replied if we needed to think about this another two weeks, I could get them to put it off until the end of the month.

Mundle stated if we say we want all of them and the worst that happens is that some go back. Voss stated I'm fine, if we look at them, like this one we looked at that's entirely under water, I don't know what the City would ever use that for anyway.

Davis stated and we have looked at them pretty closely and the ones, that's why we did identify one would be a parcel where it could be a retention pond or creation of wetlands if we dug it out and prepared it properly. It's only a quarter of an acre and most of these properties that are there are 20-foot by 100-foot lots.

Ronning asked on this Phase 1 road thing, is there any use for wetlands or expansion of wetlands credit involving that? Phase 1? Davis stated on the Phase 1 there will be, probably I'm going to guess, a couple of acres that will be wetlands that we'll have to mitigate somewhere. If you took these Coon Lake parcels, with the exception of the one I'm recommending we do acquire, you might get a tenth of an acre, maybe a little bit more.

Voss stated they're not worth that. Davis agreed it's really not worth what it takes to get that. Essentially, there'd be maybe one lot in each one of these groups so let's say you even had four or five, you're talking about getting two-tenths of an acre at the most, probably. And, they're scattered sites.

Voss asked Jack, you think from a staff flow, you feel that you've looked at these thoroughly? Davis stated I've looked at them very closely and Nate's looked at them. We've compared the aerials and the wetlands and what we think the benefits may be. Again, especially that one that's shown in Attachment 3 on the corner of Forest and Emerson is a fairly substantial amount of contiguous lots. But that hasn't developed since 1926 and, again, there's a reason why it hasn't. Voss stated all right.

Koller stated it all looks pretty wet. Voss asked is there a motion to staff on this matter? **Ronning stated I'll move to request conveyance of Parcels 36-33-23-24-0338; Parcel 36-33-23-32-0008; and, Parcel 36-33-23-24-0101 thru 0105 for acquisition for authorized public use under State Statute 282.01 Subd 1.a (e) 1 for parcels ending in 0338 and 0008 and State Statute 282.01 Subd 1.a (e) 8 for parcels ending in 0101-0105. Mundle stated I'll second.** Voss asked is that clear enough Jack? Davis responded yes, thank you. Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated any opposed? That motion passes. **Motion passes unanimously.**

Davis presented the staff report indicating attached is a report of City Code enforcement activities through September 2015 to show you what's ongoing and what we're dealing with in Code enforcement. One thing in particular to point out, you'll see some of these have a long number of days they've been open. A big part of that process is our attempt to work with property owners to try to get some of these issues resolved. If you have any questions on any of those, I'll be glad to answer them.

Ronning stated there's a little bit of, 'Complaintant, whatever that is, witnessed more than six chickens. They do not have an IUP to keep chickens. Complaintant witnessed electrical vehicle outside their property on several occasions, believing they were wiring the chicken coop to heat it. They do not have any electrical permits.' What's the cause to even look at that thing? Davis stated if we get a complaint, we investigate it. However, that one has been closed and everything's good on that one. Ronning stated that's a joke to me. Let's see, there's another one I came across, well, be that as it may.

Mundle asked how about under Vehicles, or under Notes, it states, 'Tarps do not resolve the issue.' Is somebody trying to play 'hide the car?' Davis stated yeah, I think that somebody thought that they could solve the issue of too many vehicles on the property or junk vehicles by covering them up with a tarp. Voss asked any other questions for staff on this?

Ronning stated there's one, 'piles of cement on yard near roadway.' That's debris or junk, total case is 6. 'Piles of cement on yard near roadway. New owners are pulling up old tennis court.' Are they refusing to move it? Or, unload it someplace? Davis stated no, they're just removing that. They're about 50% complete. They are in the process of, hopefully, getting it done by wintertime and we're still working with them to get that resolved. Voss asked any other questions?

Informational; no action required.

9.0 Other
9.0A
Staff Reports

Davis stated there's a Chamber of Commerce business breakfast meeting tomorrow morning at 65 Pub 'N Grub. As part of the agenda, they would like for Council to present a brief report on their activities with their Commissions and offer any other statements that they'd like and the Mayor will be there to answer questions. I'll be there to give an update on our new agreement with the Met Council. So, we hope to see all of you there, as many of you as can be, in the morning at 7 o'clock.

Mundle asked so they just want the liaison updates, the Commission updates and not any Council updates? Or is Steve taking care of the Council updates? Davis explained that will probably be, Steve will take care of that. But, anything you'd like to comment on, just try to keep your comments as brief and concise as possible. We'll probably only have about ten minutes for that section anyway. If something that you can relate to as far as fire, roads, parks, WMOs, whatever you're Commission assignment is would be good for them to hear. Mundle stated okay.

Voss asked and you said 7. Is it 7:30, right? Harrington confirmed 7:30. Davis stated I like to get there early. Voss stated I know you do. Ronning stated you are the original 'early bird.' Voss asked anything else Jack? Davis replied that's it.

9.0B
Council
Report –
Member
Harrington

Harrington stated I just have one question either for Craig or for Jack. Where are we at with Rochester Street? I've got a couple e-mails that residents are a little upset they were given cards that the road would be done or worked on in August and we're in October and they still haven't done a thing. Jochum stated they're actually starting the paving tomorrow. Harrington asked on Rochester? Jochum replied no, they're starting on 185th and then they're in town until they are done. So, they'll probably be on the overlays next week, probably towards the end of next week they'll be done.

Harrington stated I just say maybe in the future have the construction company, when we get close, don't say August. People make plans. Jochum stated they told us one thing and

Council
Member
Harrington

then switched it up on us. Harrington stated okay, that's all I got.

Voss asked the contractor doing Lower Road is doing the rest of our projects too, right?
Jochum answered the same sub-paver, yes.

Council
Member
Ronning

Ronning stated I'm done.

Council
Member
Koller

Koller stated well I had a Planning Commission meeting but it was canceled due to lack of a quorum. Voss stated oh, that's not good. Must be summer.

Council
Member
Mundle

Mundle stated Fire Open House this weekend at Station #1, 1 to 2, Chili Cook Off. Voss asked Saturday, right? Mundle replied Saturday, yup. So, free chili, come eat it and judge it.

Mundle stated this week is Fire Prevention Week so the Fire Department has been busy going around to the schools to educate the kids. I believe they did some training, or some educating today and tomorrow and the next day they'll be at the schools and be visiting them at some point.

Mundle stated BR&E, Business Retention & Expansion, continues. Interviews started and are, hopefully, thoroughly underway. Of the four that I have, I've done one. I have another one tomorrow, and I have to line up the other two. One of the tougher parts of it, that I've heard, is getting a hold of the businesses to get the interview. Voss stated they're busy folks. Mundle stated yup and the other side of that is it follows rush season for a lot of the seasonal, I shouldn't say seasonal, but for a lot of the businesses. To get everything done before freeze up. So, that's been another difficulty of getting the time. But, it is progressing.

Mundle stated what I've heard so far is that the businesses that have been interviewed like it. The interviewers are really enjoying it, learning about the businesses. Already some ideas of what has to improve has emerged. So, that's all.

Mayor Voss

Voss stated I don't have anything in particular other than to kind of relay a story. You know, we talked earlier about the issue with the Mn/DOT not coming through with our funding for the service road on the west side of 65. I was graphically reminded a few weeks ago of just how dangerous that intersection is at 187th and 65. On a Friday night just driving up 65, approaching that intersection, a semitruck, not one of the soil trucks but a big delivery truck, came across and realized he wasn't going to get onto northbound and was blocking southbound and he just went. There was a couple on a Harley that were on the inside lane and they moved very quickly out of the way or they would have went right into them. And, the truck behind them almost hit that semi and this was full traffic. It just reminded me how dangerous that intersection is. It's only a matter of time before something really serious happens there. I just want to stress to us, as Council, to keep finding a way to get that corrected from a safety standpoint and get that service road in.

9.0C
Other
9.0D
Closed

None.

Vierling stated thank you Mr. Mayor. At the present time it is recommended by staff that the Council go into Closed Session to review items classified under purchase or sale of real

Session
9.0D
Closed
Session

property, which is closed pursuant to Minnesota Statute 13D.0 subd. 3. The parcel will be identified and discussed is Property Identification Number 29-33-23-33-0002. The Closed Session will be tape recorded as is required by law with the tape being preserved for a period of two years. After the Council has concluded its Closed Session, we'll come back into Open Session for purposes of announcing any action that has been taken by the City Council. With that being said Mayor and Council, I recommend a motion be made to go into Closed Session for the purposes indicated.

Move to
Closed
Session

Mundle stated make a motion to go into Closed Session at 8:31 p.m. for the purposes indicated by the City Attorney. Harrington stated I'll second. Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated any opposed? Motion passes. **Motion passes unanimously.**

Reconvene
Open Session

Vierling stated thank you Mr. Mayor. For the benefit of the record and for the public, we'd note the Council's back into Open Session after having concluded a Closed Session with regard to issues of purchase and acquisition of real property being Parcel Identification Number 29-33-23-33-0002. The Closed Session was tape recorded and attended by all members of the City Council, the City Administrator, and myself. The Council reviewed issues with City staff, gave staff direction on communication to the property owner, but otherwise took no formal motions at this time. Thank you.

**10.0
Adjourn**

Harrington stated I'll make a motion to adjourn. Mundle stated second. Voss stated any discussion? All in favor say aye?" **All in favor.** Voss stated any opposed? Meeting adjourned. **Motion passes unanimously.**

Meeting adjourned at 9:30 p.m.

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial Inc.

PAY ESTIMATE #2
CITY OF EAST BETHEL
185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project

September 30, 2015

Honorable Mayor & City Council
 City of East Bethel
 2241 221st Avenue NE
 East Bethel, MN 55011

RE: 185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project
 Contractor: Peterson Companies
 Award Date: July 15, 2015
 Completion Date: July 15, 2016

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Peterson Companies:

Bid Schedule "A" - S.A.P. 203-122-001 - 185th Avenue NE

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	CLEARING	1.25	ACRE	\$2,500.00	1.25	\$ 3,125.00
2	GRUBBING	1.25	ACRE	\$2,500.00	1.25	\$ 3,125.00
3	REMOVE PIPE CULVERTS	27	LIN FT	\$24.26	27	\$ 655.02
4	REMOVE FENCE	781	LIN FT	\$2.35	781	\$ 1,835.35
5	REMOVE SIGN TYPE C	8	EACH	\$30.00	8	\$ 240.00
6	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	41	LIN FT	\$2.35	41	\$ 96.35
7	SALVAGE SIGN TYPE C	1	EACH	\$45.00	1	\$ 45.00
8	SALVAGE STEEL POST	25	EACH	\$22.90	25	\$ 572.50
9	COMMON EXCAVATION (EV) (P)	8649	CU YD	\$6.96	8,649	\$ 60,197.04
10	MUCK EXCAVATION (EV)	5970	CU YD	\$9.11	6,212	\$ 56,591.32
11	SELECT GRANULAR BORROW (LV)	2013	CU YD	\$16.66	4,475	\$ 74,553.50
12	GEOTEXTILE FABRIC TYPE V	555	SQ YD	\$0.54		\$ -
13	CALCIUM CHLORIDE SOLUTION	5742	GALLON	\$1.00		\$ -
14	AGGREGATE BASE CLASS 5	3367	TON	\$17.00	2,694	\$ 45,798.00
15	FULL DEPTH RECLAMATION	6167	SQ YD	\$0.57	6,167	\$ 3,515.19
16	SHOULDER BASE AGGREGATE CLASS 2	45	TON	\$49.54		\$ -
17	MILL BITUMINOUS SURFACE (2")	5	SQ YD	\$70.00		\$ -
18	BITUMINOUS MATERIAL FOR TACK COAT	424	GALLON	\$4.10		\$ -
19	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	1022	TON	\$60.15		\$ -
20	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	1022	TON	\$59.99	941	\$ 56,450.59
21	15" RC PIPE APRON	2	EACH	\$910.47	2	\$ 1,820.94
22	18" RC PIPE APRON	4	EACH	\$935.22	4	\$ 3,740.88
23	21" RC PIPE APRON	1	EACH	\$959.96	1	\$ 959.96
24	18" RC PIPE CULVERT DESIGN 3006 CLASS III	120	LIN FT	\$24.32	120	\$ 2,918.40
25	TRASH GUARD FOR 15" PIPE APRON	2	EACH	\$150.73	2	\$ 301.46
26	TRASH GUARD FOR 18" PIPE APRON	2	EACH	\$173.22	2	\$ 346.44
27	TRASH GUARD FOR 21" PIPE APRON	1	EACH	\$209.21	1	\$ 209.21
28	15" RC PIPE SEWER DESIGN 3006 CLASS V	1223	LIN FT	\$22.14	1,284	\$ 28,427.76
29	18" RC PIPE SEWER DESIGN 3006 CLASS III	736	LIN FT	\$18.39	736	\$ 13,535.04
30	21" RC PIPE SEWER DESIGN 3006 CLASS III	27	LIN FT	\$41.41	18	\$ 745.38
31	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	9.5	LIN FT	\$323.20	9.5	\$ 3,070.40
32	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	37.0	LIN FT	\$358.06	37.0	\$ 13,248.22
33	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	3.0	LIN FT	\$1,108.90	3.0	\$ 3,326.70
34	CASTING ASSEMBLY	12	EACH	\$725.52	12	\$ 8,706.24
35	GEOTEXTILE FILTER TYPE IV	20.8	SQ YD	\$1.02	20.8	\$ 21.22
36	INSTALL RANDOM RIPRAP	5.1	CU YD	\$30.40	8.27	\$ 251.41
37	CONCRETE CURB AND GUTTER DESIGN B618	2581	LIN FT	\$12.75	2,607	\$ 33,239.25
38	6" CONCRETE DRIVEWAY PAVEMENT	10	SQ YD	\$65.00	7	\$ 455.00
39	GUIDE POST TYPE B	7	EACH	\$65.00		\$ -
40	WIRE FENCE DESIGN 72-9322	97	LIN FT	\$31.50		\$ -

PAY ESTIMATE #2
CITY OF EAST BETHEL
185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project

Bid Schedule "A" - S.A.P. 203-122-001 - 185th Avenue NE (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
41	WIRE FENCE DESIGN 6.5-9323	756	LIN FT	\$22.75		\$ -
42	SIGN PANELS TYPE SPECIAL	11.4	SQ FT	\$22.35		\$ -
43	SIGN PANELS TYPE C	94.6	SQ FT	\$34.00		\$ -
44	INSTALL SIGN TYPE C	1	EACH	\$145.00		\$ -
45	INSTALL STEEL POST	25	EACH	\$54.96	12	\$ 659.52
46	SILT FENCE, TYPE MS	1363	LIN FT	\$3.10	1,423	\$ 4,411.30
47	STORM DRAIN INLET PROTECTION	10	EACH	\$250.00		\$ -
48	SEDIMENT CONTROL LOG TYPE COMPOST	3089	LIN FT	\$3.75	1,920	\$ 7,200.00
49	CULVERT END CONTROLS	4	EACH	\$50.00	2	\$ 100.00
50	FERTILIZER TYPE 3	1160	POUND	\$0.45		\$ -
51	SEEDING	2.9	ACRE	\$2,305.00		\$ -
52	SEED MIXTURE 25-131	1276	POUND	\$1.85		\$ -
53	MULCH MATERIAL TYPE 4	1.5	ACRE	\$3,130.00		\$ -
54	EROSION CONTROL BLANKETS CATEGORY 2	7030	SQ YD	\$1.15		\$ -
55	4" SOLID LINE WHITE - PAINT	4115	LIN FT	\$0.27		\$ -
56	4" SOLID LINE YELLOW - PAINT	1210	LIN FT	\$0.28		\$ -
57	4" BROKEN LINE YELLOW - PAINT	300	LIN FT	\$0.28		\$ -
58	4" DOUBLE SOLID LINE YELLOW - PAINT	500	LIN FT	\$0.56		\$ -
59	4" SOLID LINE WHITE - EPOXY	4115	LIN FT	\$0.41		\$ -
60	4" SOLID LINE YELLOW - EPOXY	1210	LIN FT	\$0.41		\$ -
61	4" BROKEN LINE YELLOW - EPOXY	300	LIN FT	\$0.41		\$ -
62	4" DOUBLE SOLID LINE YELLOW - EPOXY	500	LIN FT	\$0.82		\$ -
Total Bid Schedule "A"						\$ 434,494.59

Bid Schedule "B" - S.A.P. 203-123-001 - Laurel Road N.E.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	REMOVE SIGN TYPE C	4	EACH	\$30.00	4	\$ 120.00
2	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	24	LIN FT	\$4.00	24	\$ 96.00
3	SALVAGE SIGN TYPE C	1	EACH	\$45.00	1	\$ 45.00
4	SALVAGE RANDOM RIPRAP	14	CU YD	\$13.54	14	\$ 189.56
5	COMMON EXCAVATION (EV) (P)	215	CU YD	\$6.96	215	\$ 1,496.40
6	CALCIUM CHLORIDE SOLUTION	719	GALLON	\$1.00		\$ -
7	AGGREGATE BASE CLASS 5	418	TON	\$17.00	334	\$ 5,678.00
8	FULL DEPTH RECLAMATION	654	SQ YD	\$0.57	654	\$ 372.78
9	SHOULDER BASE AGGREGATE CLASS 2	6	TON	\$108.75		\$ -
10	MILL BITUMINOUS SURFACE (2")	3	SQ YD	\$33.00		\$ -
11	BITUMINOUS MATERIAL FOR TACK COAT	53	GALLON	\$5.60		\$ -
12	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	127	TON	\$66.25		\$ -
13	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	127	TON	\$66.09	122	\$ 8,062.98
14	15" RC PIPE APRON	2	EACH	\$910.47	2	\$ 1,820.94
15	TRASH GUARD FOR 15" PIPE APRON	2	EACH	\$150.73	2	\$ 301.46
16	15" RC PIPE SEWER DESIGN 3008 CLASS V	99	LIN FT	\$21.33	99	\$ 2,111.67
17	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	7.0	LIN FT	\$286.99	7.0	\$ 2,008.93
18	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	3.1	LIN FT	\$649.65	3.1	\$ 2,013.92
19	CASTING ASSEMBLY	3	EACH	\$822.47	3	\$ 2,467.41
20	GEOTEXTILE FILTER TYPE IV	20.8	SQ YD	\$2.00	20.8	\$ 41.60
21	INSTALL RANDOM RIPRAP	5.1	CU YD	\$30.40	8.27	\$ 251.41
22	CONCRETE CURB AND GUTTER DESIGN B618	295	LIN FT	\$12.75	297	\$ 3,786.75
23	GUIDE POST TYPE B	2	EACH	\$65.00		\$ -
24	SIGN PANELS TYPE SPECIAL	11.3	SQ FT	\$22.35		\$ -
25	SIGN PANELS TYPE C	11.3	SQ FT	\$37.00		\$ -
26	INSTALL SIGN TYPE C	1	EACH	\$145.00		\$ -
27	STORM DRAIN INLET PROTECTION	2	EACH	\$250.00		\$ -
28	SEDIMENT CONTROL LOG TYPE COMPOST	356	LIN FT	\$3.75	300	\$ 1,125.00

PAY ESTIMATE #2
CITY OF EAST BETHEL
185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project

Bid Schedule "B" - S.A.P. 203-123-001 - Laurel Road N.E. (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
29	CULVERT END CONTROLS	1	EACH	\$50.00	1	\$ 50.00
30	FERTILIZER TYPE 3	80	POUND	\$0.45		\$ -
31	SEEDING	0.2	ACRE	\$8,535.00		\$ -
32	SEED MIXTURE 25-131	88	POUND	\$1.85		\$ -
33	MULCH MATERIAL TYPE 4	0.2	ACRE	\$5,685.00		\$ -
Total Bid Schedule "B"						\$ 32,039.81

Bid Schedule "C" - S.A.P. 203-125-001 - Lincoln Drive N.E.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	CLEARING	0.25	ACRE	\$2,500.00	0.30	\$ 750.00
2	GRUBBING	0.25	ACRE	\$2,500.00	0.30	\$ 750.00
3	REMOVE PIPE CULVERTS	21	LIN FT	\$7.39	96	\$ 709.44
4	REMOVE FENCE	414	LIN FT	\$3.43	414	\$ 1,420.02
5	REMOVE RIPRAP	26	CU YD	\$29.16	26	\$ 758.16
6	REMOVE SIGN TYPE C	2	EACH	\$30.00	2	\$ 60.00
7	REMOVE MAILBOX SUPPORT	2	EACH	\$200.00	2	\$ 400.00
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	50	LIN FT	\$1.92	50	\$ 96.00
9	SALVAGE LANDSCAPE ROCK	20	SQ YD	\$11.45		\$ -
10	SALVAGE RANDOM RIPRAP	3	CU YD	\$57.84	3	\$ 173.52
11	COMMON EXCAVATION (EV) (P)	4183	CU YD	\$6.96	4,183	\$ 29,113.68
12	MUCK EXCAVATION (EV)	3392	CU YD	\$9.34	5,325	\$ 49,735.50
13	GEOTEXTILE FABRIC TYPE V	240	SQ YD	\$0.54	240	\$ 129.60
14	CALCIUM CHLORIDE SOLUTION	3439	GALLON	\$1.00		\$ -
15	AGGREGATE BASE CLASS 5	1975	TON	\$17.00	1,550	\$ 26,350.00
16	FULL DEPTH RECLAMATION	4170	SQ YD	\$0.57	4,170	\$ 2,376.90
17	SHOULDER BASE AGGREGATE CLASS 2	29	TON	\$54.56		\$ -
18	MILL BITUMINOUS SURFACE (2")	3	SQ YD	\$33.00		\$ -
19	BITUMINOUS MATERIAL FOR TACK COAT	249	GALLON	\$4.00		\$ -
20	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	600	TON	\$60.18		\$ -
21	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	600	TON	\$60.02	552	\$ 33,131.04
22	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	58	SQ YD	\$16.50		\$ -
23	18" RC PIPE APRON	1	EACH	\$935.22	1	\$ 935.22
24	TRASH GUARD FOR 18" PIPE APRON	1	EACH	\$173.22	1	\$ 173.22
25	15" RC PIPE SEWER DESIGN 3006 CLASS V	775	LIN FT	\$21.57	774	\$ 16,695.18
26	18" RC PIPE SEWER DESIGN 3006 CLASS III	28	LIN FT	\$37.98	32	\$ 1,215.36
27	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	9.4	LIN FT	\$364.04	9.4	\$ 3,421.98
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	30.0	LIN FT	\$402.99	30.0	\$ 12,089.70
29	CASTING ASSEMBLY	9	EACH	\$680.47	9	\$ 6,124.23
30	GEOTEXTILE FILTER TYPE IV	25.6	SQ YD	\$1.02	25.6	\$ 26.11
31	INSTALL RANDOM RIPRAP	6.8	CU YD	\$65.15	6.8	\$ 443.02
32	CONCRETE CURB AND GUTTER DESIGN B618	1220	LIN FT	\$12.75	1,181	\$ 15,057.75
33	6" CONCRETE DRIVEWAY PAVEMENT	25	SQ YD	\$65.00	23	\$ 1,495.00
34	MAILBOX	2	EACH	\$164.50		\$ -
35	MAILBOX SUPPORT	2	EACH	\$107.25		\$ -
36	INSTALL LANDSCAPE ROCK	20	SQ YD	\$22.90		\$ -
37	GUIDE POST TYPE B	1	EACH	\$65.00		\$ -
38	WIRE FENCE DESIGN 72-9322	348	LIN FT	\$46.00		\$ -
39	METAL POST EXTENSIONS	56	LIN FT	\$20.00		\$ -
40	SIGN PANELS TYPE C	59.0	SQ FT	\$34.00		\$ -
41	SILT FENCE, TYPE MS	1073	LIN FT	\$3.10	1,131	\$ 3,506.10
42	FLOTATION SILT CURTAIN TYPE STILL WATER	189	LIN FT	\$16.10		\$ -
43	STORM DRAIN INLET PROTECTION	9	EACH	\$250.00		\$ -
44	SEDIMENT CONTROL LOG TYPE COMPOST	840	LIN FT	\$3.75	780	\$ 2,925.00
45	FERTILIZER TYPE 3	360	POUND	\$0.45		\$ -

PAY ESTIMATE #2
CITY OF EAST BETHEL
185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project

Bid Schedule "C" - S.A.P. 203-125-001 - Lincoln Drive N.E. (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
46	SEEDING	0.9	ACRE	\$3,595.00		\$ -
47	SEED MIXTURE 25-121	98	POUND	\$2.95		\$ -
48	SEED MIXTURE 25-131	44	POUND	\$1.85		\$ -
49	MULCH MATERIAL TYPE 4	0.2	ACRE	\$5,685.00		\$ -
50	EROSION CONTROL BLANKETS CATEGORY 2	3291	SQ YD	\$1.15		\$ -
51	4" SOLID LINE WHITE - PAINT	2285	LIN FT	\$0.27		\$ -
52	4" DOUBLE SOLID LINE YELLOW - PAINT	1105	LIN FT	\$0.56		\$ -
53	4" SOLID LINE WHITE - EPOXY	2285	LIN FT	\$0.41		\$ -
54	4" DOUBLE SOLID LINE YELLOW - EPOXY	1105	LIN FT	\$0.82		\$ -

Total Bid Schedule "C" \$ 210,061.73

Bid Schedule "D" - Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$119,326.00	0.90	\$ 107,393.40
2	CONSTRUCT ACCESS ROAD	1	LUMP SUM	\$16,112.00	1.00	\$ 16,112.00
3	TRAFFIC CONTROL	1	LUMP SUM	\$7,750.00	0.90	\$ 6,975.00
4	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$1,500.00	0.90	\$ 1,350.00
5	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$2,000.00		\$ -
6	EROSION CONTROL	1	LUMP SUM	\$500.00	0.75	\$ 375.00

Total Bid Schedule "D" \$ 132,205.40

Total Bid Schedule "A" - S.A.P. 203-122-001 - 185th Avenue NE	<u>\$ 434,494.59</u>
Total Bid Schedule "B" - S.A.P. 203-123-001 - Laurel Road N.E.	<u>\$ 32,039.81</u>
Total Bid Schedule "C" - S.A.P. 203-125-001 - Lincoln Drive N.E.	<u>\$ 210,061.73</u>
Total Bid Schedule "D" - Miscellaneous Construction	<u>\$ 132,205.40</u>
Total Work Completed to Date	<u>\$ 808,801.53</u>
Less 5% Retainage	<u>\$ 40,440.08</u>
Less Pay Estimate #1	<u>\$ 213,762.91</u>
WE RECOMMEND PAYMENT OF:	<u>\$ 554,598.54</u>

APPROVALS:

CONTRACTOR: PETERSON COMPANIES

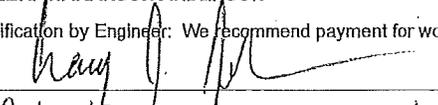
Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: 

Title: Project Manager Date: 10/14/15

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: 

Title: City Engineer Date: 10/15/15

OWNER: CITY OF EAST BETHEL

Signed: _____

Title: _____ Date: _____

**PAY ESTIMATE #1
CITY OF EAST BETHEL
2015 Street Overlay Projects**

September 30, 2015

Honorable Mayor & City Council
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: 2015 Street Overlay Projects
Contractor: Peterson Companies
Award Date: July 15, 2015
Completion Date: July 15, 2016

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Peterson Companies:

Bid Schedule "A" - Rochester Street, Leyte Street, 7th Street and 229th Avenue Overlay Projects

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MILL BITUMINOUS SURFACE (2")	244	SQ YD	\$37.41		\$ -
2	BITUMINOUS MATERIAL FOR TACK COAT	1296	GALLON	\$2.98		\$ -
3	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	2852	TON	\$58.67		\$ -
4	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 2" THICK	409	SQ YD	\$14.61		\$ -
5	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	240	TON	\$95.12		\$ -
6	ADJUST FRAME AND RING CASTING (SPECIAL)	4	EACH	\$500.00	4	\$ 2,000.00
7	4" CONCRETE DRIVEWAY PAVEMENT	77	SQ YD	\$60.00	93.33	\$ 5,599.80
Total Bid Schedule "A"						\$ 7,599.80

Bid Schedule "B" - Mobilization and Traffic Control

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$2,500.00	0.5	\$ 1,250.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$1,750.00	0.25	\$ 437.50
Total Bid Schedule "B"						\$ 1,687.50

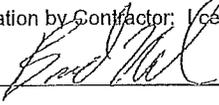
Total Bid Schedule "A" - Rochester Street, Leyte Street, 7th Street and 229th Avenue Overlay Projects	<u>\$ 7,599.80</u>
Total Bid Schedule "B" - Mobilization and Traffic Control	<u>\$ 1,687.50</u>
Total Work Completed to Date	<u>\$ 9,287.30</u>
Less 5% Retainage	<u>\$ 464.37</u>
WE RECOMMEND PAYMENT OF:	<u>\$ 8,822.93</u>

PAY ESTIMATE #1
CITY OF EAST BETHEL
2015 Street Overlay Projects

APPROVALS:

CONTRACTOR: PETERSON COMPANIES

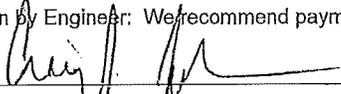
Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: 

Title: Project Manager Date: 10/14/15

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: 

Title: City Engineer Date: 10/15/15

OWNER: CITY OF EAST BETHEL

Signed: _____

Title: _____ Date: _____

City of East Bethel
October 21, 2015
Supplemental Payment Summary

This is a supplemental listing of invoices that were received after the creation of the Council packet. Due to the invoice deadline and the timing of the next Council meeting, they could be deemed as late payments which could possibly accrue late fees and/or finance charges if not paid by the due date.

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Payroll	Insurance Premium	152890001405	PreferredOne	101		\$6,698.30
						\$6,698.30



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 7.0 C.1

Agenda Item:

October Park Commission Report

Requested Action:

Information Item

Background Information:

The Parks Commission began the review of the City's 2008 Parks, Trails and Open Space Plan at their October 14, 2015 meeting. Follow up meetings will be devoted to modifications and updates to this plan that reflect current needs. The revision of this document will provide a guide for future park projects and will be incorporated in the City's 2018 Comp Plan.

Attachments:

Fiscal Impact:

None at this time

Recommendation(s):

No action required



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 7.0 D.1

Agenda Item:

October Roads Commission Meeting

Requested Action:

Information only

Background:

The Roads Commission reviewed and approved, by a 4-1 vote, the proposal to advance funding the Phase I service Road Project at their October 13, 2015 meeting. There was an in depth discussion of the project and some concern that there would be no safety improvements at the intersection of 187th Ave. and Hwy. 65. It was pointed out that this project, while providing no improvements at this intersection at this time, would provide an alternative ingress and egress route to a controlled intersection.

It was also noted and discussed that improvements to the 187th Ave. intersection would more than likely occur as part of the remaining phases of the project or as part of intersection improvements at Hwy. 65 and Viking Boulevard.

There were also concerns that advance funding this project would prevent the City from pursuing additional projects between 2017-2020. Staff explained that this funding proposal would still leave approximately 1.5M dollars available for future advance funding requests should priorities or needs change.

Fiscal Impact:

None at this time

Recommendation(s):

No action required



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 B.1

Agenda Item:

Phase I Service Road Municipal State Aid Fund Advancement

Requested Action:

Staff is requesting Council consider MSA advance funding for the Phase I Service Road Project.

Background Information:

As discussed at the October 7, 2015 City Council meeting, the funding gap to construct the Phase 1 service road from 187th Lane to Viking Boulevard is \$1.5 million. The total estimated cost of the 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 187th Lane and Hwy. 65 and enhance economic development opportunities along the alignment of the proposed road.

Also as previously discussed, 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 approve Resolution 2015-57 Municipal State Aid Street Funds Advance (Attachment 4) and authorize the City Engineer to execute the Municipal Request to Reserve Advance Funding (Attachment 5).

Attachments 2 and 3 show the MSA funding analysis that was previously approved by Council and the revised funding analysis with the proposed advancement, respectively. In general the advancement of MSA funds will move the Phase 2 service road project from the year 2018 to the year 2019.

Attachments:

- Attachment 1 - Service Road Location Map
- Attachment 2 - MSA CIP (Council Approved)
- Attachment 3 - MSA CIP (Proposed)
- Attachment 4 - Resolution No. 2015-57 Municipal State Aid Street Funds Advance
- Attachment 5 - Municipal Request to Reserve Advance Funding

Fiscal Impact:

As discussed above.

Recommendation(s):

Staff recommends Council consider approval of Resolution 2015-57 – Municipal State Aid Street Funds Advance and authorizes the City Engineer to execute the Municipal Request to Reserve Advance Funding and forward the appropriate documents to the MnDOT State Aid office for consideration.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



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

Attachment #2

MUNICIPAL STATE AID FUND As Approved By City Council	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2016 Beginning Balance	\$321,243			
Municipal State Aid Funding		\$603,199		\$924,442
HSIP Grant		\$500,000		\$1,424,442
Cooperative Agreement Grant		\$700,000		\$2,124,442
189th Ave/Taylor St Service Road (Phase I)			\$2,400,000	-\$275,558
2016 Ending Balance				-\$275,558
2017 Beginning Balance	-\$275,558			
Municipal State Aid Funding		\$603,199		\$327,641
None			\$0	\$327,641
2017 Ending Balance				\$327,641
2018 Beginning Balance	\$327,641			
Municipal State Aid Funding		\$603,199		\$930,840
HSIP Grant		\$500,000		\$1,430,840
Cooperative Agreement Grant		\$200,000		\$1,630,840
Classic Commercial Park Service Road, South Section (Phase 2)			\$1,500,000	\$130,840
2018 Ending Balance				\$130,840
2019 Beginning Balance	\$130,840			
Municipal State Aid Funding		\$603,199		\$734,039
181st Ave Reconstruction			\$400,000	\$334,039
2019 Ending Balance				\$334,039
2020 Beginning Balance	\$334,039			
Municipal State Aid Funding		\$603,199		\$937,238
Cooperative Agreement Grant		\$300,000		\$1,237,238
East Side Service Road, South Section(Phase III)			\$1,900,000	-\$662,762
Davenport St Reconstruction			\$600,000	-\$1,262,762
2020 Ending Balance				-\$1,262,762
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$5,215,995	\$6,800,000	

Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 5 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**

Attachment #3

PROPOSED MUNICIPAL STATE AID FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2016 Beginning Balance	\$321,243			
Municipal State Aid Funding		\$603,199		\$924,442
185th, Lincoln and Laurel			\$21,243	\$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
2016 Ending Balance				-\$1,496,801
2017 Beginning Balance	-\$1,496,801			
Municipal State Aid Funding		\$603,199		-\$893,602
None			\$0	-\$893,602
2017 Ending Balance				-\$893,602
2018 Beginning Balance	-\$893,602			
Municipal State Aid Funding		\$603,199		-\$290,403
HSIP Grant				-\$290,403
2018 Ending Balance				-\$290,403
2019 Beginning Balance	-\$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
2019 Ending Balance				-\$487,204
2020 Beginning Balance	-\$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
2020 Ending Balance				-\$384,005
TOTAL MUNICIPAL STATE AID FUND SOURCES & USES		\$4,215,995	\$4,921,243	
<p>Note: MSA Funding can be "Advanced Funded" to met certain requirements. The City can advance fund up to 5 times the construction allotment or \$3,000,000 whichever is less</p> <p>has anticipated numerous projects and can fund this within the regulations identified by MnDOT.</p>				

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2015-57

MUNICIPAL STATE AID STREET FUNDS ADVANCE RESOLUTION

WHEREAS, the Municipality of East Bethel is planning to implement the Phase 1 – Trunk Highway 65 Service Road Project in 2016, which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 9/28/2015	\$ 321,243
Less estimated disbursements:	
Project: Phase 1 – Trunk Highway 65 Service Road Project	\$1,818,044
Total Estimated Disbursements	\$1,818,044
Advance Amount (amount in excess of acct balance)	\$1,496,801

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project; of the Municipality of East Bethel in an amount up to \$1,496,801. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of East Bethel, County of Anoka, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of East Bethel, Minnesota on the 21st day of October, 2015, as disclosed by the records of said Municipality on file and of record in the office.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

MUNICIPAL REQUEST TO RESERVE ADVANCE FUNDING

The Municipality of East Bethel requests that the amount of \$1,496,801 be reserved from the Municipal State Aid Street Construction Fund for the State Aid Project listed below.

Project: Phase 1 – Trunk Highway 65 Service Road Project

MUNICIPAL APPROVAL

A Municipal Council Resolution authorizing this advance funding is attached or has been previously submitted.

Municipal Engineer

Date

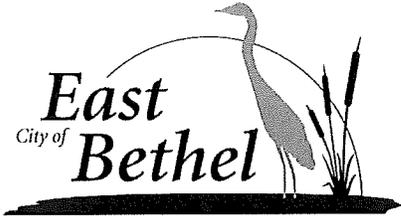
STATE AID APPROVAL

Construction funds in the amount of \$1,496,801 has been approved and reserved from the Municipal State Aid Street Construction Fund.

State Aid Finance

Date

Original retained in SAF Finance file, one copy to Municipal Engineer



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 C.1

Agenda Item:

Verizon Cell Tower Lease

Requested Action:

Directions Relating to the Verizon Cell Tower Lease

Background Information:

The City has yet to receive executed contracts from the law firm of Davis/Keultha, representing Verizon in the matter of the cell tower lease, for the site at 2345 221st Ave. Verizon's attorneys have been less than responsive through this process which began in April 2014 and the implementation of this project has been delayed.

The City Attorney will relate the attempts to connect with Verizon's attorneys and propose subsequent actions for Council to consider.

Attachments:

Attachment 1- October 13, 2015 Correspondence

Fiscal Impact:

Recommendation(s):

To be determined

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



ECKBERG
LAMMERS
ATTORNEYS AT LAW

www.eckbergglammers.com

Writer's Direct Dial:
(651) 351-2118

Writer's E-mail:
mvierling@eckbergglammers.com

Reply to Stillwater

October 13, 2015

Rodney W. Carter
Davis & Kuelthau, S.C.
300 N. Corporate Drive, Suite 150
Brookfield, WI 53045

Re: *City of East Bethel – Verizon Site Lease Agreement*
Our File No: 23746-25294

Dear Mr. Carter:

As I had noted to you in correspondence I forwarded on August 26, 2015, the Memorandum of Site Lease Agreement that you had forwarded to us had an error in the reference of the legal description at paragraph 2 which needed to be corrected. Since I have not heard from you, I have taken the liberty of making that correction and had the City sign the Memorandum of Lease Agreement which I am forwarding to you for re-signing by Verizon officials.

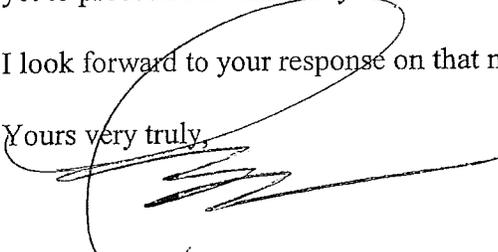
After that has been completed, if you would return two fully-executed copies of the Memorandum, we will secure recording through the office of the Anoka County Recorder, as I indicated in my August 26th communication.

The City is also concerned that this matter has delayed in terms of Verizon actually proceeding with any site work and any preparation on the site for the implementation of the facility.

I would appreciate hearing back from your offices regarding Verizon's timeline for implementation on this matter, as the City staff was given the impression by your local representative that this matter was yet to proceed forward this year. If that is not the case the City may have to review this situation further.

I look forward to your response on that matter, soon.

Yours very truly,


Mark J. Vierling

MJV/ndf

Stillwater Office
1809 Northwestern Avenue
Stillwater, MN 55082
Phone: 651-439-2878
Fax: 651-439-2923

Hudson Office
430 Second Street
Hudson, WI 54016
Phone: 715-386-3733
Fax: 715-386-6456

Rodney W. Carter
October 13, 2015
Page 2 of 2

c: Jack Davis, City of East Bethel

**FORM OF
MEMORANDUM OF AGREEMENT**

DRAFTED BY
AND RETURN TO:
Mark J. Vierling
Eckberg, Lammers, Briggs Wolff & Vierling PLLP
1809 Northwestern Ave
Stillwater MN 55082

(Space above this line for Recorder's use.)

MEMORANDUM OF SITE LEASE AGREEMENT

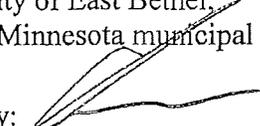
THIS MEMORANDUM OF SITE LEASE AGREEMENT is made this 3rd day of June, 2015, between the City of East Bethel, a Minnesota municipal corporation, with a mailing address of 2241- 221st Ave NE, East Bethel, Minnesota 55011, hereinafter referred to as ("LESSOR"), and Verizon Wireless (VAW) LLC d/b/a Verizon Wireless, with its address for notice located at 180 Washington Valley Road, Bedminster, New Jersey 07921, hereinafter referred to as ("LESSEE"). LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties".

1. LESSOR and LESSEE entered into a Site Lease Agreement (the "Agreement") on June 3, 2015, 2015, for an initial term expiring on December 31, 2020 (the "Primary Term").
2. Pursuant to the Agreement, LESSOR leased to LESSEE a portion of that certain parcel of property (the entirety of LESSOR's property is referred to hereinafter as the "Property") located at 221st Ave. N.E. (City Hall), in the City of East Bethel, County of Anoka, State of Minnesota and being legally described on Exhibit "A", together with the non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a right-of-way extending from the nearest public right-of-way, (City Hall Parking Lot), to the demised premises. The demised premises and right-of-way are referred to as the "Premises." In the event any public utility is unable to use the aforementioned right-of-way, LESSOR has agreed to grant an additional right-of-way either to the LESSEE or to the public utility at no cost to the LESSEE.
3. This Agreement shall be effective as of the date of execution by both Parties.
4. The terms, covenants and provisions of the Agreement, the terms of which are hereby incorporated by reference into this Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of LESSOR and LESSEE.

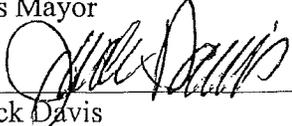
IN WITNESS WHEREOF, hereunto and to a duplicate hereof, LESSOR and LESSEE have caused this Memorandum to be duly executed on the date written herein below.

LESSOR:

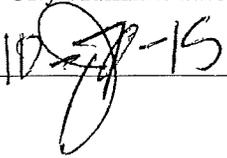
City of East Bethel
a Minnesota municipal corporation

By: 

Steven Voss
Its Mayor

By: 

Jack Davis
Its City Administrator

Date: 

10-27-15

LESSEE:

Verizon Wireless (VAW) LLC
d/b/a Verizon Wireless

By: _____
Lynn Ramsey
Its: Area Vice President Network

Date: _____



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 G.1

Agenda Item:

Social Media Policy

Requested Action:

Consider the approval of the attached Social Media Policy

Background Information:

On a daily basis there are numerous items in the news that detail problems with personal social media comments and how postings can lead to consequences that may create serious problems for employers of the posters, even if the posters are not representing the City and are on their own personal time.

It is important for City employees to remember that the personal communications may reflect on the City. Electronic communications are public, essentially permanent and may be disseminated to large audiences.

For these and other reasons linked to unintended consequences of communications through social media, the City may need to consider the adoption guidelines that relate to use of this form of electronic interaction. The approval of this policy would outline the expectations of social media conduct for employees and provide a standard that could be applied to address issues that may arise relating to inappropriate use of this form of communication.

At the October 7, 2015 City Council meeting, Staff was directed to solicit employee comment on the proposed policy. The draft policy was provided to City Hall, Public Works and Fire Department Staff and no negative comments were received. If the policy is approved it would be incorporated in the City Personnel Policy.

Attachments:

Attachment 1- Proposed City of East Bethel Social Media Policy

Fiscal Impact:

To be determined

Recommendation:

Staff requests the City Council consider approval of the proposed social media policy as provided in Attachment 1.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Proposed Social Media Policy

Use of Social Media

The City of East Bethel respects employees' rights to post and maintain personal websites, blogs and social media pages, but does require employees to act in a prudent manner with regard to website and internet postings that reference the City of East Bethel, its personnel, its operation or its property. When engaging in social networking, employees must abide by the Technology Use policy, as well as all other workplace rules for all conduct that may be directly or indirectly attributed to the City. Employees and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization. This policy is not intended to prohibit protected activity under the National Labor Relations Act or any other state or federal law.

Personal Social Media Activities

In general, off-duty or personal activities are the employee's personal business, except where such activities negatively affect an employee's job performance, the performance of others, the work environment, or the City's interests with the community. Employees who choose to communicate about the City externally, including in online forums, bulletins, or message boards, chat rooms, blogs, Facebook, MySpace, LinkedIn, Twitter, etc. (referred to collectively as "Online Social Media"), are expected to comply with the City's Employee Conduct policy, Sexual Harassment policy, Workplace Violence policy, Technology Use policy, and all other relevant policies found in the City's Handbook.

The following principles apply to external communications using Online Social Media and in other external communications:

1. **Personal responsibility:** Employees are personally responsible for the content they publish or communicate.
2. **Confidential Information:** Employees may not disclose private information protected by the Minnesota Data Practices Act.
3. **Respect:** Employees should respect their audience and avoid any offensive language or sentiments such as ethnic slurs, sexual comments, obscenity, or any conduct that would not be acceptable in the City's workplace.
4. **Disclaimer:** Employees who identify themselves as a City employee and comment on City-related topics must make clear that their views and positions are not those of the City or the City Council, unless specifically authorized by the City to speak on behalf of the City.
5. **City Logos:** Unless otherwise authorized, employees may not use City logos for their own personal use.
6. **Media Relations:** If a member of the news media or blogger contacts you about an Internet posting that concerns the City, please refer that person to the City Administrator.
7. **Comply with laws:** Employees must be mindful not to engage in any unlawful conduct, such as invasion of privacy, violations of security laws, defamation, etc.

Business Activities and Social Media

Employees must be explicitly authorized to conduct business for the City using Online Social Media by the City Administrator. Authorization must include review and approval of content prior to publication.

Confidentiality and Social Media

Even in a virtual reality, employees need to be cognizant of their obligations to the employer, employees, and clients with regard to confidentiality. Following the guidelines below will ensure compliance with the City's expectations.

1. **Private Information:** Private information protected by the Minnesota Data Practices Act is NEVER to be released.
2. **Legal Information:** Any conversations conducted in a closed meeting with our attorney's related to labor negotiation strategy, litigation strategy, the evaluation of an individual subject to City Council authority, and/or the preliminary consideration of allegations against an individual subject to City Council authority must not be disclosed. This policy is not intended to interfere with the employee's ability to discuss or enact labor organization efforts, or to perform their work.
3. **Anything that belongs to anyone else:** If the material was created or maintained by someone else, the greatest approach is to allow that individual to post it.
4. **Medical Information:** Medical information regarding other employees, directors, supervisors, administrators, or council members is NEVER to be released, published or posted via online social media.

Any employee who violates the City's Use of Social Media policy or any other workplace rule or policy will be subject to disciplinary action, up to and including termination.

City Social Media Activities

The City of East Bethel does not presently use any social media websites, but may choose to do so in the future in order to provide information to the public. The City of East Bethel disclaims liability for ads, videos, promoted content or comments accessible from any external web site. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the City of East Bethel. The City reserves the right to delete any postings that are obscene, vulgar, threatening, contain profanities or show the City or its residents in a negative manner.



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 G.2

Agenda Item:

Town Hall Meeting

Requested Action:

Consider a format change to the November Town Hall Meeting

Background Information:

Town Hall Meetings have previously used the following format:

- 6-7 PM, Informal Session in the Senior Center with Council and Staff
- 7-8 PM, Question and Answer Session with City Council in Council Chambers
- 8-9 PM, Reconvene Informal Session in the Senior Center with Council and Staff.

Scheduled to appear at the November 19, 2015 Town Hall Meeting are Congressman Tom Emmer, State Senator Michelle Benson and State Representative Tom Hackbarth. This presents a need to consider changing the format of the meeting to accommodate our guest presentations.

One possible change to the format could be as follows:

- 6-7 PM, Informal Session in the Senior Center with Council, Guests and Staff
- 7-8 PM, Legislative Reports and Question and Answer Session with Federal and State Representatives
- 8-9 PM, Question and Answer Session with City Council and Staff

This proposal would eliminate the informal session that is normally scheduled after the Question and Answer segment of the meeting.

In addition to our Congressman and State Representatives, officials from the University of Minnesota's Cedar Creek Ecosystem and Scientific Reserve will be present to answer questions and review the programs that are being conducted at their East Bethel facility.

Fiscal Impact:

Recommendation(s):

Staff is requesting Council adopt a format for the November 19, 2015 Town Hall Meeting that would provide ample time for presentations and citizen questions.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 G.3

Agenda Item:

October 28, 2015 Work Meeting

Requested Action:

Direction to schedule the October 28, 2015 Work Meeting

Background Information:

Should Council provide direction to hold the October 28, 2015 Work Meeting an agenda will need to be set. The following items are proposed for discussion:

1. Financing Tools
2. Rental Ordinance
3. Donation Policy

Attachments:

Fiscal Impact:

Recommendation(s):

Staff is seeking direction as to scheduling the Work Meeting and items to place on the agenda should the meeting be arranged.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel City Council Agenda Information

Date:

October 21, 2015

Agenda Item Number:

Item 8.0 G.4

Agenda Item:

Position Description Updates

Requested Action:

Consider approval of the attached Position Description Revisions

Background Information:

The City evaluates position descriptions as needed to ensure that the duties described match the current job responsibilities. When the Deputy City Clerk position was vacated in 2014, the position was reviewed and designated as that of Administrative Coordinator. Some of the duties previously held by the Deputy City Clerk were assigned to the Finance Director and Accounting Technician. As a result of these changes and the assignment of additional responsibilities, it is recommended that these two position descriptions be updated. A summary of the Administration/Finance positions and their last position description revision dates are listed below:

Position	Last Updated	Proposed to be updated
City Administrator	10/15/14	No
Finance Director	4/30/13	Yes
Accounting Technician	5/1/06	Yes
Administrative Coordinator	9/8/14	No
Receptionist	8/9/13	No

Attachments:

Attachment 1 - Proposed Finance Coordinator Position Description

Attachment 2 - Proposed Finance Director Position Description

Attachment 3 - Previous Accounting Technician Position Description

Attachment 4 - Previous Finance Director Position Description

Fiscal Impact:

Within each position description a salary grade is assigned. Staff is proposing that the Finance Director's current 11 to 13 Grade range be consolidated to the completion of steps of Grade 13 as currently reflected in the employment agreement for this position. This change will have no effect on the salary of this position or the 2016 budget and step increases will proceed as scheduled on the employee's anniversary date pending completion of a satisfactory performance review.

Due to additional IT, Video (meeting recordings, recording equipment maintenance, DVD's for meeting minutes and Channel 10) and Utility Billing responsibilities that have been added to the Accounting Technicians Position, Staff is recommending the reclassification of this position to Finance Coordinator and that the current pay grade of Step 7 G be updated to Grade 8 Step E, beginning January 1, 2016. This promotion would represent a salary increase of \$1.02 per hour. Jackie Campbell, our Accounting Technician, has performed the additional duties assigned her in an exemplary manner, exhibits the professionalism expected of the position and assumed and executed all her new duties with a team oriented approach and positive attitude. Ms. Campbell would be eligible for additional step increases with this position through Step 8 G on January 1, 2017 and January 1, 2018 pending a satisfactory performance review.

Recommendation(s):

Staff recommends the Council consider approving the promotion for Ms. Campbell and the revisions to the attached job position descriptions for the Finance Director and the Finance Coordinator.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

CITY OF EAST BETHEL POSITION DESCRIPTION

Job Description Title: Finance Coordinator	FLSA Status: Non-Exempt/Non-Union/Non-essential/Confidential
Department/Division: Finance	Position Status: Regular Full-Time
Accountable To: Finance Director	Salary Grade: Grade 8
Prepared By: City Administrator	Revision Date: January 1, 2016

Position Summary:

The Finance Coordinator position provides detailed support services to the Finance Director and Finance Department as a whole. This position processes all aspects of accounts payable, receivable and payroll through the application of basic fund accounting / payroll principals and general business procedures. This position also assists in IT and video operation activities for the City. This position requires considerable judgment, an extremely high level of attention to detail / organization and is typically performed under minimal supervision.

Essential Duties and Responsibilities

The following are representative of duties and responsibilities of the position but are not intended to be all encompassing:

Finance / Accounting

- Accounts payable processing to include verification of invoices and entry into the accounting system
- Receives coded invoices from departments and matches to departmental purchase orders checking for coding accuracy. Coordinates with vendors to resolve all outstanding invoices.
- Prepares accounts payable list and check register for Council approval and prepares checks for mailing to vendors.
- Processes accounts payable year end reporting, prepares and mails 1099's to all vendors and contractors as needed.
- Maintains accounts payable filing system
- Monitors sales and use tax paid and received, submits quarterly report and payment to MN Revenue Department. Balances sales and use tax account in the accounting system.
- Assists with annual financial audit by preparation of schedules and gathering of supporting documentation.
- Monitors fuel reports, completes MN Revenue petroleum reports and refunds.
- Prepares payroll to include timesheet and leave input, tax deposits, check preparation and W-2 preparation.
- Prepares and submits all payroll withholding and PERA payments, quarterly and annual payroll tax reports for Federal, State, PERA and Unemployment purposes. Submits periodic reports relating to employment and participation such as new hire reporting, etc.
- Maintains all payroll records relating to promotions, step increases, benefits and deductions and other miscellaneous payroll activities.
- Prepares and posts journal entries relating to payroll accounts.
- Prepares annual workers comp audit paperwork and balances to payroll system.

Essential Duties and Responsibilities (Utility Billing):

- Prepares and distributes monthly utility bills for residential and commercial utility customers.
- Monitors, updates, and maintains Banyon Utility software and Neptune reader system.
- Prepares and distributes follow-up/delinquent notices for unpaid utility billings.
- Assists with preparation of special assessment roles relating to delinquent utility billings.
- Provides telephone assistance to public responding to inquiries regarding the City, its operations and activities or referring to appropriate City staff.
- Assists with utility billing / special assessment searches.

IT

- Performs several IT tasks such as program installation or repair, video program updates, IT backup as required.
- Monitors and updates accounting and utility billing programs and assists staff with questions or training in those programs as needed.
- Provides web site development and updates, backup for postings on Cable TV public channel, processes requests for notices, and assists with web site and Community Sign information.
- Oversees the video recording of City meetings and converts to appropriate format for playback on Cable Channel 10, format needed for meeting minute transcription and format needed for City website playback. Reviews and edits meetings as needed in cases of closed sessions, over-recording, etc. Schedules meetings for Channel 10 playback, uploads meetings to website media player for viewing by residents.

Other

- Tracks and purchases office supplies as needed; monitors state contracts, recommends purchase options, etc. for office equipment purchases.
- Maintains copier supplies and meter reporting.
- Maintains postage machine ensuring adequate postage and supplies. Performs system updates.
- Assists, when necessary, with building permit issuance, burning permit issuance, reception duties, cemetery inquiries, and other customer service duties.
- Performs other duties as directed or assigned by the City Administrator or Finance Director.

Minimum Qualifications:

- A 2-Year Degree in Accounting / Finance or combination of equivalent education and progressively responsible accounting work experience.
- Five years of experience in an automated fund accounting environment using current accounting software.
- Five years of experience in an office setting, preferably in a local government setting.
- Proficient using Microsoft software
- Ability to efficiently organize tasks and perform under tight deadlines.
- Demonstrated ability to multi-task efficiently and prioritize duties.
- Able to maintain knowledge, proficiency and accuracy in operation of word processing and computerized spreadsheets, accounting and video programs.
- Able to maintain knowledge, proficiency and accuracy in operation of computerized fund accounting and utility billing system.
- Ability to work independently.
- Ability to work extra or flexible hours as needed to complete assigned tasks.
- Compositional skills including good grammar, punctuation and spelling.
- Ability to establish and maintain effective working relationships with co-workers and the public.

Approved by:

City Administrator

Date

CITY OF EAST BETHEL POSITION DESCRIPTION

Position Title: Finance Director	FLSA Status: Exempt/Non-essential/Non-union/Confidential
Department/Division: Finance	Position Status: Regular Full-Time
Accountable To: City Administrator	Salary Grade: Grade 13
Prepared By: City Administrator	Date: January 1, 2016

Position Summary:

The Finance Director serves as the Chief Financial Officer and provides assistance to the City Administrator as needed. Under the general supervision of the City Administrator, this position provides oversight and direction to Finance, Accounting, Human Resources, Assessing, and Risk Management. This position also oversees the IT, video operation, and Ice Arena activities for the City. This position requires professional judgment, an extremely high level of attention to detail, organization and dependability.

Essential Duties and Responsibilities

The following are representative of duties and responsibilities of the position but are not intended to be all encompassing:

Administration

- Assists the City Administrator and attends City Council meetings as required
- Prepares reports as requested by the City Administrator
- Directly supervises Finance Coordinator
- Provides work direction to Administrative Support personnel as it relates to responsibilities of this position
- Provides work direction to the Ice Arena Manager
- Provides supervision and direction to the City Assessor
- Provides other duties as assigned

Finance / Accounting

- Responsible to direct all operations of the Finance Department in accordance with applicable state and federal laws and regulations, GFOA standards, GASB/FASB standards and pronouncements, GAAP and City Ordinances, procedures and policies.
- Responsible for the oversight of all accounting activities including: A/P, A/R, Utility Billing and Payroll.
- Develops and implements accounting policies, procedures and systems.

Investment Management

- Responsible for oversight and direction of the City's investment program ensuring compliance with state and federal limitations and restrictions.
- Invests City funds on an as needed basis and complies with safety, liquidity, yield best practices.
- Develops and presents to Administration policies and procedures for implementation of investment program.

Debt Management

- Responsible for oversight of City's debt management program ensuring compliance with state and federal regulations and City policies.
- Develops and presents to Administration policies and procedures for managing the

- City's debt service and debt programs (debt management plan).
- Submits all debt service invoices for processing ensuring timely payment.
- Coordinates and is lead contact for all Debt Service Rating Call Budget Management.
- Assists City Administrator and department heads in the development of annual operating and capital budgets.
- Prepares proposed, preliminary and final budget document.
- Completes and submits Preliminary and Final Levy documents to County.
- Assists with preparation of Capital Improvement Program (CIP) plans for infrastructure, parks, streets, city facilities, equipment and other capital improvements as needed.

Financial Reporting and Annual Audit

- Prepares Annual Financial Report (AFR) including all footnotes, narratives and financial data.
- Develops RFP's for audit services.
- Coordinates annual audit program/schedule with City's auditor.
- Completes and submits annual audit forms to the OSA.
- Maintains SRWMO accounting system.
- Maintains EBFRA accounting system and submits monthly reports to stakeholders.
- Assists in the completion of the annual EBFRA OSA reports.

Utility Billing Management

- Oversees utility billing system and financial management.
- Submits delinquent utilities to County for assessment.
- Submits monthly SAC report to MCES.
- Develops appropriate rate schedules for Water and Sewer services to ensure fund performance.

Human Resource Management

- Develops updated Employee Job Descriptions.
- Develops and maintains employee benefit programs such as leave, insurance (medical, dental, short/long term disability, deferred compensation), and pre-tax spending.
- Maintains City Pay Plan Schedule.
- Coordinates and leads efforts to update the City Personnel Policies.
- Provides financial analysis for and participates in labor negotiations.
- Acts as primary liaison for City Safety Committee - Conducts quarterly Safety Committee meetings.
- Coordinates the City's drug testing program.
- Coordinates employee issue resolution program.

Risk Management

- Responsible for City's Risk Management Program including development of agent service RFP's, claims management, asset inventory for insurance schedules, training and premium distribution.
- Works in conjunction with City insurance agent to complete annual workers compensation and property/liability League of MN Insurance Trust renewals.
- Submits all insurance claims (first reports of injury and property/liability claims).

Management Information Systems

- Provides work direction to Metro-Inet.
- Develops needs assessment for City computer software and hardware.
- Oversees and coordinates changes to City Website.

Qualifications

Minimum educational requirements - Bachelor's Degree from an accredited college or university in business administration, finance or accounting.

Preferred educational requirements - Master's degree in Business Administration or related field with equivalent work experience.

Minimum of five (5) years of automated accounting system experience including A/R, A/P, payroll and financial reporting.

Minimum of five (5) years of general municipal finance administration or oversight of finance operations in a local government setting or other public agency as the Chief Accounting Officer, Controller, Director of Finance or Assistant Director of Finance.

Minimum of five (5) years of department head or assistant department head level experience where supervision of technical, clerical and professional staff was required.

Communication: Must have an ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to quickly gather pertinent information and be able to communicate that information in a professional manner. Must be able to read and understand correspondence and memorandums and apply directives and regulations to fiscal management and supervisory situations. Must be able to effectively represent the City to the public and be able to give effective presentations at public meetings.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Must use analytical skills in decision making on all financial matters.

Interpersonal Relations: Must treat all people with respect and be sensitive to other's problems and concerns. Must be willing to accept criticism and/or discipline as appropriate. Must employ tact and diplomacy while working towards a team oriented work setting.

Quality of Work: All work must be of the highest quality ensuring accuracy and timeliness. Must be able to utilize time properly and productively.

Technical Knowledge: Knowledge of general accepted accounting principles as applied in a municipal government setting is necessary. Must be familiar with GASB and FASB pronouncements that affect operations and activities. Must have above average computer skills and abilities. Must be able to formulate, initiate and administer policies and procedures. Proficient with Microsoft and current accounting software.

Approved by:

City Administrator

Date

**CITY OF EAST BETHEL
JOB DESCRIPTION**

Job Description Title: Accounting Technician	FLSA Status: Non-Exempt / Union
Department/Division: Finance	Position Status: Regular Full-Time
Accountable To: Director of Fiscal and Support Services	Salary Grade: Per Union Agreement/Grade 7
Prepared By: City Administrator	Revision Date: May 1, 2006

Job Summary:

To provide support to accounting operations and activities for the City through the application of basic fund accounting principals and general business procedures to transactions for the City.

Scope of Responsibility:

The Accounting Technician has responsibility to perform general accounting tasks under the supervision of the Director of Fiscal and Support Services.

Essential Duties and Responsibilities:

1. Accounts payable processing to include verification of invoices submitted.
2. Receives departmental purchase orders and maintains alpha/numeric files and matches to invoices.
3. Receives coded invoices from departments and matches to departmental purchase orders checking for coding accuracy.
4. Prepares accounts payable list for Council approval.
5. Maintains accounts payable files.
6. Prepares payroll to include timesheet input, tax deposits, check preparation and W-2 preparation.
7. Prepares and submits quarterly and annual payroll tax reports for Federal, State and PERA purposes.
8. Prepares and submits PERA and related periodic reports relating to employment and participation.
9. Maintains all payroll records relating to promotions, step increases, deductions and other miscellaneous payroll activities.
10. Maintains postage machine ensuring adequate postage.
11. Assists with charitable gambling ordinance enforcement by reporting non payment or responses from authorized charitable gambling groups/associations.
12. Assists with investment activities by obtaining rate quotes and options.
13. Prepares and distributes utility bills for public utility customers.
14. Prepares and distributes follow-up/delinquent notices for unpaid utility billings.
15. Assists with preparation of special assessment roles relating to delinquent billings.
16. Provides telephone assistance to public responding to inquiries regarding the City, its operations and activities or referring to appropriate City staff.
17. Assists, when necessary, with building permit issuance, burning permit issuance and other customer service duties.
18. Assists with special assessment searches.
19. Assists with annual audit by preparation of schedules and gathering of supporting documentation.
20. Assists with preparation and posting of journal entries.

21. Performs several IT tasks relating to system wide backup as required.
22. Performs other duties as directed or assigned by the City Administrator or Director of Fiscal and Support Services.

Knowledge, Skills and Abilities

- Ability to efficiently organize tasks and perform under deadline pressures.
- Ability to work independently.
- Accuracy and proficiency in word processing and excel spreadsheet preparation.
- Compositional skills including good grammar, punctuation and spelling.
- Ability to work well with others and the general public in the completion of assigned tasks.

Minimum Qualifications:

- An associate's degree in accounting, business administration or related field.
- Three to four years experience in an automated fund accounting environment using current accounting software.
- Two years of experience using Microsoft software: Word and Excel.
- Three to four years of experience in an office setting, preferably in a local government setting.

Physical Demands & Working Conditions:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

The employee is frequently required to sit and talk or hear and occasionally use large motor skills to bend, stoop, crouch, kneel, push or pull.

Ability to occasionally lift and carry objects weighing up to 40 pounds for tasks such as carrying boxes, files and equipment.

Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading documents, processing paperwork and viewing a computer monitor.

Office environment: sitting for extended periods at a personal computer using repetitive movements and small motor skills. The noise level in the office environment is usually moderate.

Approved by:

City Administrator

May 1, 2006
Date

City of East Bethel	
Job Description	
Job Description Title: Director of Fiscal and Support Services	FLSA Status: Exempt/Non-essential
Department/Division: Finance	Position Status: Regular Full-Time
Accountable To: City Administrator	Salary Grade: Grade 11/12/13
Prepared By: City Administrator	Date: April 30, 2013

Job Summary

Under the general supervision of the City Administrator, this position is a key member of the City's management team providing oversight and direction to Finance, Administrative Support, Accounting, Assessing, Risk Management and Treasury operations and activities. Work collaboratively with the City Administrator and Department Directors in the execution of fiscal policies, procedures and operations. Acts as the City's Chief Accounting Officer.

Essential Duties and Responsibilities

The following are representative of duties and responsibilities but are not intended to be all encompassing.

Financial Management

- Responsible to direct all operations of the Finance Division in accordance with applicable state and federal laws and regulations, GFOA standards, GASB/FASB standards and pronouncements, GAAP and City Ordinances, procedures and policies.

Accounting Operations

- Responsible for all accounting activities to include A/P, A/R, Utility Billing and Payroll.
- Develops and implements Chart of Accounts in accordance with GFOA standards.
- Develops and implements accounting policies and procedures.

Investments

- Responsible for oversight and direction of the City's investment program ensuring compliance with state and federal limitations and restrictions.
- Develops and presents to Administration policies and procedures for implementation of investment program.

Debt Service

- Responsible for oversight of City's debt management program ensuring compliance with state and federal regulations and City policies.
- Develops and presents to Administration policies and procedures for managing the City's debt service and debt programs.

Employee Benefits

- Provides new employee orientation.
- Develops and maintains employee benefit programs such as leave, insurance, pre-tax spending, etc.
- Research and prepare analysis and recommendation for employee insurance benefits.

Risk Management

- Responsible for City's Risk Management Program including development of agent service RFP's, claims management, asset inventory for insurance schedules, training and premium distribution.

Budget and Financial Planning

- Assists City Administrator and department heads in the development of annual operating and capital budgets.
- Assists with preparation of Capital Improvement Program (CIP) plans for infrastructure, parks, streets, city facilities, equipment and other capital needs.

Labor Negotiations

- Provides financial analysis for and participates in labor negotiations as part of negotiating team.
- Assists City Administrator in researching and preparing analysis and recommendation for employee insurance benefits.

Assessing

- Provides supervision and direction for assessing activities.
- Develops RFP's for assessing and related services.

Financial Reporting and Annual Audit

- Prepares Annual Financial Report (AFR) including all footnotes, narratives and financial data.
- Develops RFP's for audit services.
- Coordinates annual audit program/schedule with City's auditor.

Supervision

- Directly Supervises Accounting Technician.
- Provides work direction to Administrative Support personnel as it relates to cash receipting, daily deposits and other cash control activities.
- Provides work direction to the Ice Arena Contractor and designated Manager(s).

Management Information Systems

- Coordinates development of needs assessment for all financial management software include accounting, payroll, utility billing, special assessment and financial reporting.
- Ensures distribution of financial data to department heads on a regular and periodic basis.

Utility Systems

- Established experience in utility systems billing and financial management.
- Documented experience with Metropolitan Council sewer projects, financing and systems management.

General

- Prepares regular and special reports as requested by the City Administrator.
- Provides financial advice to the City Administrator as requested.
- Attends meetings as necessary.
- Performs other duties as assigned.

Essential Knowledge, Skills and Abilities

Communication: Must have an ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to quickly gather pertinent information and be able to communicate that information in a professional manner. Must be able read and understand correspondence and memorandums and apply directives and regulations to fiscal management and supervisory situations. Must be able to effectively represent the City to the public and be able to give effective presentations at public meetings.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Must use analytical skills in decision making on all financial matters.

Interpersonal Relations: Must treat all people with respect and be sensitive to other's problems and concerns. Must be willing to accept criticism and/or discipline as appropriate. Must employ tact and diplomacy while working towards a team oriented work setting.

Quality of Work: All work must be of the highest quality ensuring accuracy and timeliness. Must be able to utilize time properly and productively.

Technical Knowledge: Knowledge of general accepted accounting principles as applied in a municipal government setting is necessary. Must be familiar with GASB and FASB pronouncements that affect operations and activities. Must have above average computer skills and abilities. Must be able to formulate, initiate and administer policies and procedures.

Physical Abilities: Must have the ability to read and discern visual images on a variety of media. Must have the ability to hear telephone conversations or discussions in a public setting. Must have above average keyboarding skills.

Minimum Qualifications

Bachelor's Degree from an accredited college or university in business administration, finance or accounting

Minimum of three (3) years of automated accounting system experience including A/R, A/P, payroll and financial reporting.

Minimum of five (5) years of general municipal finance administration or oversight of finance operations in a local government setting or other public agency as the Chief Accounting Officer, Controller, Director of Finance or Assistant Director of Finance.

Minimum of three (3) years of department head or assistant department head level experience

where supervision of technical, clerical and professional staff was required.

Desired Qualifications

Currently recognized as a GFOA CFPO.

Master's degree in Business Administration or related field.

Certified Public Accountant (CPA) certification.

Approved by:

City Administrator

Date

COPY