

City of East Bethel Road Commission Agenda

6:30 PM

Date: December 8, 2015

Location: City Hall

Room: City Council Chambers



Item

- | | | |
|---------|-----|---|
| 6:30 PM | 1.0 | Call to Order |
| 6:31 PM | 2.0 | Adopt Agenda |
| 6:32 PM | 3.0 | Presentation from MnDOT and FHWA on Viking Blvd/TH65 Intersection |
| 7:30 PM | 4.0 | Approve Minutes – October 13, 2015 |
| 7:35PM | 5.0 | Road Financial Information |
| 7:40 PM | 6.0 | Bonde Private Road |
| 8:00 PM | 7.0 | Council Report and Other Business |
| 8:10 PM | 8.0 | Adjourn |



City of East Bethel Road Commission Agenda Information

Date:

December 8, 2015

Agenda Item Number:

Item 3.0

Agenda Item:

Minnesota Department of Transportation (MnDOT) and Federal Highway Administration (FHWA) Presentation on Viking Blvd/TH65 Intersection

Requested Action:

Informational item with no action required at this time

Background:

Representatives from MnDOT and the FHWA will be present to give a presentation and discuss possible improvements to the Viking Blvd/TH65 intersection. The need for improvements at this intersection is evident during rush hours and the associated delays required to clear the intersection. Also, with the planned future development in this area, this intersection will require even more traffic movement.

One possible plan that will be discussed is the “Superstreet” or “Reduced Conflict Intersection” design. These intersection designs have been used in North Carolina and San Antonio and may fit the needs of the Viking Blvd intersection.

The East Bethel City Council and local business and property owners have been invited to attend the presentation as well.

Attachments:

- 1) Basic Superstreet Design

Fiscal Impact: None at this time

Recommendation(s): Informational item

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Basic Superstreet Design



EAST BETHEL ROAD COMMISSION MEETING

October 13, 2015

The East Bethel Road Commission met on October 13th, 2015 at 6:30 P.M at the East Bethel City Hall for their monthly meeting.

MEMBERS PRESENT: Al Thunberg Kathy Paavola Lori Pierson-Kolodzienski
 Jeff Jensen Roger Virta

MEMBERS EXCUSED: Dennis Murphy
 Daniel Nowack

ALSO PRESENT: Nate Ayshford, Public Works Manager
 Tom Ronning, City Council Member
 Tim Harrington, City Council Member

Adopt Agenda **Ms Jensen motioned to adopt the agenda as submitted. Ms Paavola seconded; all in favor, motion carried unanimously.**

Approve **Ms Pierson-Kolodzienski motioned to approve the minutes. Ms Paavola seconded**
September 8, **the motion; all in favor, motion carried unanimously.**
2015 Meeting
Minutes

Roads Members reviewed the financial statements for Fiscal Year 2015. (Attachment 4.1)
Financial
Information & Mr Ayshford reported that the current Lincoln-Laurel-Longfellow project will be funded
Roads Capital from the MSA Capital budget and the street overlays will be funded by the Street Capital
Funds budget, both of which were close to completion.
Summary

Members discussed items from the Operations budget and noted that the financials looked to be on track for the year.

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

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

At the end of this year our MSA fund balance will be approximately \$300,000. In January of 2016 the City will receive their 2016 construction allotment of approximately \$600,000 which will put the fund balance at \$900,000. That would leave a funding shortage for the service road of \$1.5 million. To close the funding gap staff is recommending the City request advancement of funds into the MSA account. The

advancement would be for 2.5 times the construction allotment. MnDOT allows advancements up to 5 times the construction allotment. Approval of the advance funding would encumber our MSA funds through 2018. There are no interest payments that are involved with this means of project financing.

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

The Road Commission discussed the issue at length weighing both the positive and negative attributes of the project. All of the members agreed that something was needed in that area to improve safety at the intersection of 187th Ave and open up another means of access to the Classic Commercial Park. Concerns were raised about investing three years of the City's MSA allotment on this project and possibly having a shortfall if another priority project were to arise in that time. All of the members felt that increasing development and connections to the municipal services was also a top priority and if a developer were to indicate a commitment to a project in the area, they would feel more confident about proceeding with a service road project.

Mr Jensen motioned to recommend the City Council postpone the project for 1 year and research the possibility of incorporating a "Michigan J turn" at the intersection of 187th Ave with MnDOT Cooperative agreement grants. Motion failed for lack of a second.

Mr. Jensen felt that although the proposed project did provide a safer alternative access to the Classic Commercial Park, it does not address the safety issue at 187th Ave and vehicles would still continue to have the same exposure to possible traffic stacking in the intersection and possible right-angle crashes. Ms Pierson-Kolodzienski stated that she felt something was needed sooner. The Commission discussed the possibility of postponing the project and the possible increase in construction costs and possibility of accidents.

The Commission discussed seeking other possible funding sources or how MnDOT Cooperative agreement grants could be used for future portions of the service road plan in the area.

Staff explained that the City has researched and applied for all available grants. They are waiting to hear the status of the TED grant and could apply for more MnDOT Cooperative Agreement Grants on future phases of the service road plan, but that they would require changing or closing access to TH 65. Staff explained that by seeking advance funding at this time, the City is not fully committed to the project until bids are received and awarded. If priorities changed or another project presented itself in the interim, the project could be postponed.

Mr Virta motioned to recommend the City Council seek advance funding of the City's MSA account to fund Phase 1 of the Service Road Plan, with the recommendation to continue to monitor changing development needs in the area and other possible funding options. Ms Paavola seconded the motion; Virta, Paavola, Thunberg, Pierson-Kolodzienski –Aye, Jensen-Nay; motion carries 4-1.

Council Report

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

Mr Ronning discussed the agreement the City was able to work out with Met Council to lower the expectations and payment requirements for the sewer and water project.

He also discussed the City's proposed budget and levy for 2016 stating that the City's overall budget only increased slightly with most line items remaining unchanged from 2015. The City has until the December City Council meeting to reduce any portion of the budget.

A Town Hall Meeting will take place on November 19th at City Hall with local, state, and congressional representatives available for questions.

Adjourn

Ms Pierson-Kolodzienski motioned for adjournment. Ms Paavola seconded; all in favor, motion carried. Meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Nate Ayshford
Public Works Manager

**City of East Bethel
Balance Sheet
Fiscal Year 2015
11/30/15**

Fund Name	Street Construction - State Aid (402)	Street Capital Projects (406)
G xxx-10100 Cash	188,268.93	813,613.03
G xxx-10200 Petty Cash		
G xxx-10700 Taxes Receivable-Delinquent		
G xxx-12200 Special Assess Rec - Delinquent		
G xxx-12300 Special Assess Rec-Deferred		
G xxx-13300 Due from Other Entities (Loan Payable)		
G xxx-16100 Land		
G xxx-16200 Building		
G xxx-16210 Depreciation		
G xxx-16300 Improvements		
G xxx-16310 Depreciation		
G xxx-16400 Machinery		
G xxx-16410 Depreciation		
Total Assets	188,268.93	813,613.03
G xxx-20400 Sales Tax Payable		
G xxx-20600 Contract Retainage		9,426.00
G xxx-20810 State Surcharges		
G xxx-20820 Due to MCES		
G xxx-21706 Health Insurance		
G xxx-21707 Dental Insurance		
G xxx-21708 Life Insurance PERA		
G xxx-21710 Medical Cafeteria Exp		
G xxx-21711 Dependent Care Cafe Exp		
G xxx-21712 Medical Cafe Reimb CY		
G xxx-21714 Dependant Care		
G xxx-21718 Disability/Life		
G xxx-21719 Union Dues		
G xxx-21721 COBRA		
G xxx-21722 COBRA		
G xxx-22200 Deferred Revenues		
G xxx-22500 Bonds Payable Current		
G xxx-23110 Bonds Payable Non Current		
G xxx-21500 Accrued Interest Payable		
G xxx-23200 Bond Premium		
G xxx-23900 Compensated Absences Payable		
G xxx-24500 Escrow		
Total Liabilities	-	9,426.00
Fund Balance		
G xxx-25300 Unreserved Fund Balance at 12/31/14	3,973.83	786,852.28
Excess of Revenues over Expenses (1/1/15 to 11/30/15)	184,295.10	17,334.75
Total Fund Balance	188,268.93	804,187.03
Total Liabilities and Fund Balance	188,268.93	813,613.03

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2015
1/1/15 to 11/30/15

Account Description	1/1/15 to 11/30/15 Actual	FY 2015 Budget	YTD as a % of Budget
Street Project State Aid			
E 402-40200-302 Architect/Engineering Fees	103,838.38		N/A
E 402-40200-307 Professional Services Fees	100.00		N/A
E 402-43124-342 Legal Notices	99.98		N/A
E 402-40200-404 Street Maint Services	857,923.55		N/A
E 402-40200-510 Land	21,500.00		N/A
	983,461.91	-	N/A
Street Project Non-State Aid			
E 406-40600-224 Street Maint Materials	4,441.20		
E 406-40600-302 Architect/Engineering Fees	1,250.40		N/A
E 406-40600-307 Professional Services Fees	55,410.09		N/A
E 406-40600-342 Legal Notices	199.01		N/A
E 406-40600-404 Street Maint Services	347,840.49		N/A
	409,141.19	-	N/A

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2015
1/1/15 to 11/30/15

Account Description	1/1/15 to 11/30/15 Actual	FY 2015 Budget	YTD as a % of Budget
Public Works - Streets			
E 101-43220-101 Full-Time Employees Regular	232,986.60	270,600.00	86%
E 101-43220-102 Full-Time Employees Overtime	2,238.73	10,200.00	22%
E 101-43220-103 Part-Time Employees	3,978.75	6,000.00	66%
E 101-43220-105 Employee On Call/Standby Pay	7,954.81	3,100.00	257%
E 101-43220-107 Commissions and Boards	-	1,700.00	0%
E 101-43220-122 PERA-Coordinated Plan	18,238.53	20,300.00	90%
E 101-43220-125 FICA/Medicare	20,310.96	26,500.00	77%
E 101-43220-126 Deferred Compensation	6,873.82	7,500.00	92%
E 101-43220-131 Cafeteria Contribution	45,391.50	49,500.00	92%
E 101-43220-151 Worker s Comp Insurance Prem	19,871.74	24,500.00	81%
E 101-43220-201 Office Supplies	97.87	100.00	98%
E 101-43220-211 Cleaning Supplies	1,119.15	400.00	280%
E 101-43220-212 Motor Fuels	17,285.45	36,000.00	48%
E 101-43220-213 Lubricants and Additives	3,004.10	3,200.00	94%
E 101-43220-214 Clothing & Personal Equipment	1,273.49	3,000.00	42%
E 101-43220-215 Shop Supplies	1,012.72	1,500.00	68%
E 101-43220-216 Chemicals and Chem Products	-	200.00	0%
E 101-43220-217 Safety Supplies	1,514.38	1,800.00	84%
E 101-43220-218 Welding Supplies	557.91	1,200.00	46%
E 101-43220-219 General Operating Supplies	443.03	500.00	89%
E 101-43220-221 Motor Vehicles Parts	4,544.20	7,200.00	63%
E 101-43220-222 Tires	4,086.22	4,500.00	91%
E 101-43220-223 Bldg/Facility Repair Supplies	694.88	500.00	139%
E 101-43220-224 Street Maint Materials	29,906.29	73,500.00	41%
E 101-43220-226 Sign/Striping Repair Materials	3,789.65	7,000.00	54%
E 101-43220-229 Equipment Parts	7,153.83	9,600.00	75%
E 101-43220-230 Snowplow Cutting Edges	7,364.53	10,000.00	74%
E 101-43220-231 Small Tools and Minor Equip	5,373.43	2,600.00	207%
E 101-43220-306 Personnel/Labor Relations	253.75	400.00	63%
E 101-43220-307 Professional Services Fees	368.45	600.00	61%
E 101-43220-321 Telephone	2,253.12	2,900.00	78%
E 101-43220-341 Personnel Advertising	64.50	100.00	65%
E 101-43220-342 Legal Notices	-	100.00	0%
E 101-43220-381 Electric Utilities	13,553.63	20,000.00	68%
E 101-43220-382 Gas Utilities	3,416.21	7,000.00	49%
E 101-43220-385 Refuse Removal	2,821.38	3,200.00	88%
E 101-43220-388 Hazardous Waste Disposal	-	500.00	0%
E 101-43220-401 Motor Vehicle Services (Lic d)	21,266.46	8,200.00	259%
E 101-43220-402 Repairs/Maint Machinery/Equip	3,984.53	6,400.00	62%
E 101-43220-403 Bldgs/Facilities Repair/Maint	2,155.76	4,000.00	54%
E 101-43220-404 Street Maint Services	39,302.17	52,000.00	76%
E 101-43220-415 Other Equipment Rentals	765.00	-	N/A
E 101-43220-422 Auto/Misc Licensing Fees/Taxes	226.30	100.00	226%
E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	100%
E 101-43220-433 Dues and Subscriptions	-	100.00	0%
E 101-43220-434 Conferences/Meetings	475.00	-	N/A
	662,972.83	813,300.00	82%



City of East Bethel Road Commission Agenda Information

Date:

December 8, 2015

Agenda Item Number:

Item 6.0

Agenda Item:

Bonde Private Road

Affected Properties: Bonde Trust – PID #153323120002; 153323130003; 153323210002;

Jacqueline Mayer – PID #153323130005

Zoning – Rural Residential

Requested Action:

Provide recommendation to the City Council regarding approval of a private road.

Background:

Evon Brownlee and Allan Bonde approached the City regarding property that they own off of 212th Avenue NE. They are in the process of selling this property and are inquiring about the current unimproved road that provides access to their lots. The same unimproved road also provides access to a Ms. Jacqueline Mayer who owns a home south of the Bonde properties. The Bondes have maintained this road and the City has never accepted it as a street beyond the boundary of the Norlyn Farms plat (please see attached map). Our City ordinance (Section 62-73) requires that a building permit shall not be issued for construction that does not have direct access by a public road or street. However there has been a precedence set as the City has accepted private roads in the past, including:

227th Ave NE (off of Bataan St NE), 217th Ave NE (off of MN 65), and Jonathan Trail NE (off of Skylark Dr).

If the City were to consider the acceptance of the Bonde property, it is recommended through a Resolution by the City Council acknowledging the private road with the following conditions:

1. Provide the City with the names and addresses of all of the respective property owners and lien holders, including the DNR along with consent forms for the private drive establishment and location.
2. Legal description that describes the entire road and right of way proposed as a private drive.
3. Maintenance agreement draft addressing all road maintenance and snow removal responsibilities, payments and organizational framework for collection.
4. Resolution will stipulate that if the property owners ever want the City to take over the driveway it will need to be brought up to City standards.

5. Minimum road requirements to meet emergency vehicle requirements, including additional Class 5 or other acceptable material to improve the road surface and condition.

Attachments:

- 1) Certificate of Survey
- 2) Bonde Aerial Photo

Fiscal Impact: Unknown

Recommendation(s): Staff requests that the Road Commission forward a recommendation to the City Council for the Bonde property. If the recommendation is to accept the private road, it should be with the conditions as stated above.

Road Commission Action

Motion by: _____

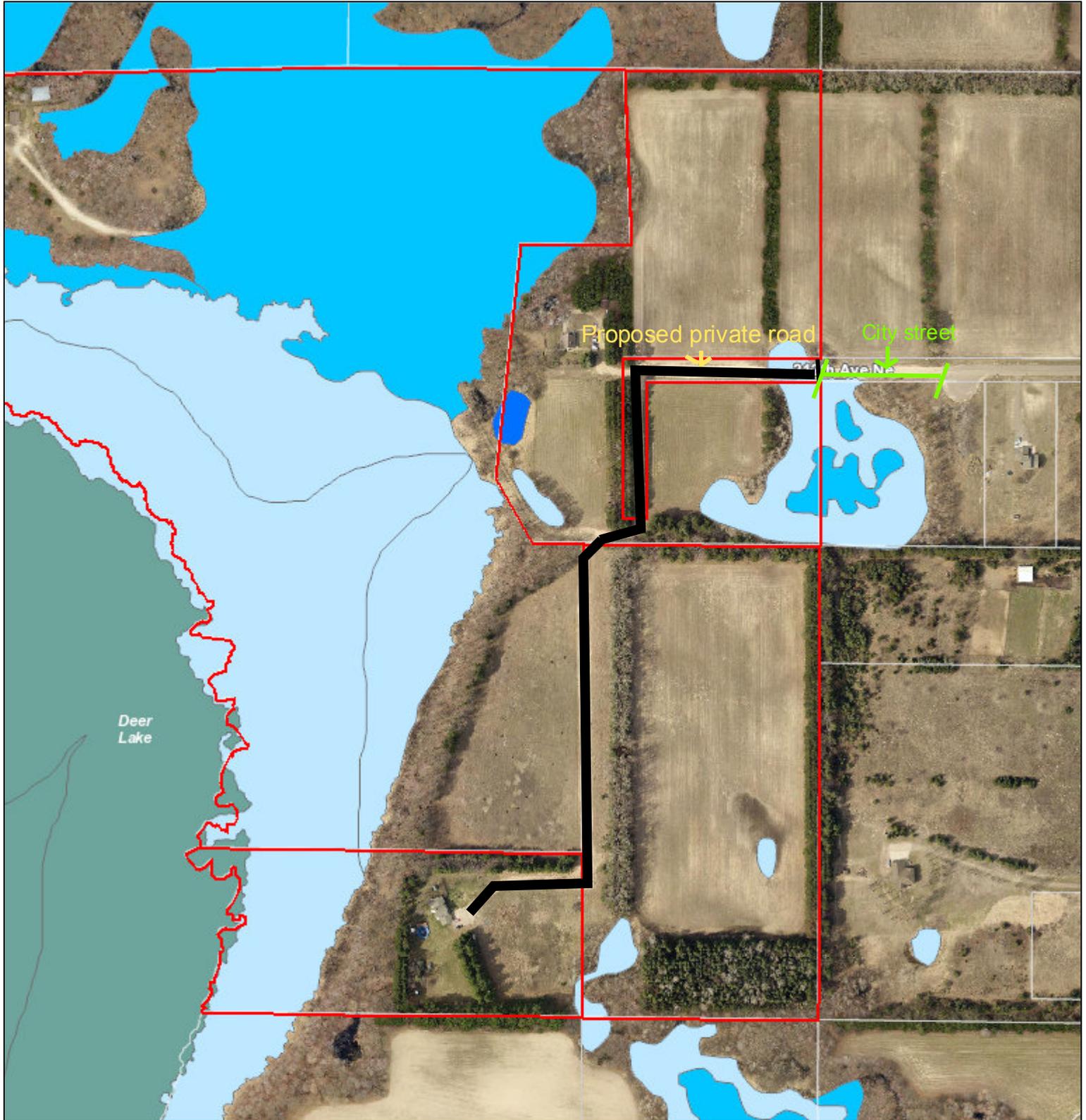
Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Bonde Access Road



1 in = 376 ft

Wetlands

-  Freshwater Emergent Wetland
-  Freshwater Forested/Shrub Wetland
-  Freshwater Pond
-  Lake
-  Riverine



Bryan Pittman
December 2, 2015

Map Powered by DataLink
from WSB & Associates



City of East Bethel Road Commission Agenda Information

Date:

December 8, 2015

Agenda Item Number:

Item 7.0

Agenda Item:

Council Report and Other Business

Requested Action:

Informational Item

Background:

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

Attachments:

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____