



**City of East Bethel
Park Commission Agenda**

6:30 PM

Date: March 9, 2016

Location: City Hall

Meeting Room: Council Chambers

Item

- 6:30 PM 1.0 Call to Order
- 6:31 PM 2.0 Adopt Agenda
- 6:32 PM 3.0 Approve – February 10, 2016 Minutes
- 6:33 PM 4.0 Park Financial Information
- 6:40 PM 5.0 2017-2021 Parks Capital Improvement Plan
- 7:15 PM 6.0 Council Report and Other Business
- 7:30 PM 7.0 Adjourn

EAST BETHEL PARK COMMISSION MEETING
February 10, 2016

The commission met at 6:30 pm at the East Bethel City Hall for the regular monthly meeting.

MEMBERS PRESENT: Kenneth Langmade, Chair Bill Zimmermann Bonnie Harvey
 Sue Jefferson Denise Lachinski

ABSENT: Stacy Voelker Tim Hoffman

ALSO PRESENT: Nate Ayshford, Public Works Manager
 Tom Ronning, City Council Liaison

2.0 Adopt **Mr. Zimmermann moved and Ms. Lachinski seconded to approve the agenda**
Agenda **as presented.**

3.0 Oath of Ms. Harvey, Mr. Langmade, and Mr. Zimmermann each took the Oath of Office.
Office

4.0 **Ms. Lachinski moved and Ms. Harvey seconded to elect Ken Langmade as**
Elections of **Chair. Motion carried.**
Chair and

Co-chair **Ms. Jefferson moved and Ms. Lachinski seconded to elect Bill Zimmermann**
as Co-chair. Motion carried.

5.0 Approve **Mr. Zimmermann moved and Ms. Lachinski seconded to approve the**
1/13/16 **minutes as amended Under Parks, Trails, Open Space Comp Plan to read,**
Minutes **“... starting trail, as this could be a multi-purpose trail segment starting at**
Booster Park then going north east to Fish Lake.” Motion carried.

6.0 Park Mr. Ayshford reported a Park Acquisition and Development Fund balance of
Financial \$30,131.73 and a Park Capital Fund of \$125,001.03. Expenses as of 1/31/16 were
Information \$36,534.57. Last year’s budget finished at 95%. Mr. Ayshford clarified that there
 are eight full-time employees, four are expensed to parks and four expensed to
 roads.

7.0 Dog City staff received an inquiry about developing a dog park in East Bethel or
Park northern Anoka County. A dog park is a public area where dogs are allowed to
Request run off-leash and provides a place where dogs and owners can socialize without
 interfering with other conventional park users. In Anoka County there are
 currently five dog parks, all located in the southern portion of the county where
 open space is harder to find and home density is higher. The closest dog park to
 East Bethel is located in Bunker Hills Park off of Hanson Blvd.

Anoka County has partnered with the Cities of Coon Rapids and Andover on the construction of a dog park at Bunker Hills Regional Park. Located off 133rd Avenue near the existing compost site, the 6.5 acre dog park has a separated small dog area, an open play area and a short trail for those that want to walk with their dog.

Dog parks typically require a minimum of 1 acre and are surrounded by fencing. Dog owners are required to clean up after their pets and maintenance can be provided by a public agency or sometimes a local kennel group. Costs vary for development but typically are \$100,000 to \$400,000. Anoka County, the City of Coon Rapids, and the City of Andover were able to build the Bunker Hills Dog Park with donated land and in-kind labor with a budget of \$45,000.

Randy Plaisance, 715 192nd Ave. NE, East Bethel was the requestor for the dog park. Mr. Plaisance currently uses the Bunker Park dog park and would like to see a dog park in East Bethel. He believes that adding a dog park to the city is a good place to start to increase buildable neighborhoods and a way to provide opportunities for social engagement for those utilizing the dog park.

Mr. Plaisance thought that the approximate \$35,000 cost could be shared with Anoka County; he will have to go before the Anoka County board to request a shared project. If it is a shared project, the park must be located on county property. There is enough county property located at Coon Lake Beach to support a dog park, however, the property is located in Columbus. It was suggested partnering with Columbus also. The Sandhill Crane area is also county property, however, Mr. Ayshford doubted the County would consider putting in a dog park at that location. Mr. Plaisance did not have a breakdown of the approximate \$35,000 cost splits, however, he believes it would be an equal share cost split. He thought maintenance would be handled by the County since it will be on county property, but again, he will have to check. The main costs involved are fencing, maintenance, signage and liability postings. Mr. Plaisance believes residents should be involved with the dog park. He suggested contacting surrounding vets, sporting groups, 4-H groups, etc. to help out with the park.

Ms. Lachinski noted that a survey was done about four years ago and that there was zero interest at that time. Mr. Zimmermann understands that residents have large yards for their dogs, however, he likes the social aspect of the dog park and agrees that it may bring more people to East Bethel. He is in support of the dog park as long as there is an interest by residents. Discussed avenues for finding out if there is an interest by residents. Suggestions were to provide information at the Town Hall meeting and Booster Days, play videos showing dog parks in use on Channel 10 and on the City website.

Mr. Plaisance suggested a dog park organization be formed if this idea moves forward; he is willing to spearhead the project, be a contact person, and be the liaison between the Parks Commission and the other parties involved.

Ms. Lachinski voiced concerns regarding vandalism to the fence and benches (if installed).

Mr. Langmade said a dog park is a good idea to look into.

Ms. Jefferson asked that Mr. Plaisance check further into finances and if funding could be available from other organizations and groups, and to check with surrounding communities, i.e. St. Francis and Isanti, to see if they are considering

putting in dog parks. Mr. Zimmermann’s concerns are financing and maintenance, but thinks a dog park is a great idea.

Mr. Plaisance will address the questions and concerns raised tonight and will bring more information to another meeting.

8.0 Tree Ordinance

As part of the requirements for applying for the annual Tree City USA award, the DNR and Arbor Day Council would like East Bethel to update a couple key components to its tree preservation ordinance as noted below.

Standard 2) A Tree Care Ordinance

A basic public tree care ordinance forms the foundation of a city’s tree care program. It provides an opportunity to set good policy and back it with the force of law when necessary. A key section of a qualifying ordinance is one that establishes the tree board or forestry department—or both—and gives one of them the responsibility for public tree care. It should also assign the task of crafting and implementing a plan of work or for documenting annual tree care activities.

Ideally, the ordinance will also provide clear guidance for planting, maintaining and removing trees from streets, parks and other public spaces as well as activities that are required or prohibited. Beyond that, the ordinance should be flexible enough to fit the needs and circumstances of the particular community.

Mr. Ayshford presented a Draft Tree Ordinance for review and approval. Ms. Lachinski asked that an amendment be added regarding the replacement of removed trees. Mr. Ayshford stated the Tree Preservation Ordinance, which is different from the Tree Ordinance, covers planting trees. Ms. Jefferson asked if this ordinance is adopted, will residents be liable for diseased trees. Mr. Ayshford left the wording vague in the draft ordinance regarding diseased and hazardous trees, and shade tree pests in order to allow flexibility when considering different circumstances. **Ms. Jefferson moved and Ms. Harvey seconded to recommend the City Council adopt the Draft Tree Ordinance. Motion carried.**

9.0 Council Report & Other Business

Mr. Ronning reported that the City Council has had more discussion on the Superstreet.

Council had a potential dangerous dog hearing that ended up being dismissed.

One firefighter will be leaving the department and three probationary firefighters will be promoted to regular status.

Work session item was a request from Ham Lake to re-evaluate the operating and non-operating budget items for both the Upper Rum River Watershed Management Organization and the Sunrise River Watershed Management Organization.

Dates set by City Council: April 19 Town Hall meeting, April 23 Recycling and Arbor Day, sometime in April a dumpster will be delivered for the Coon Lake beach clean-up.

The Park Commission had \$144,000 removed from the trails budget and placed in the general fund to help reduce property tax increases. The three miles around Fish Lake makes up the majority of hiking trails in East Bethel. The Park budget has been chipped away, is there any talk of getting money back into the budget? The 2016 budget is done. Staff, the commissions, and City Council will start working on the 2017 budget next month. CIP's will be done by May, then in June/July work will be done on budgets, with a final budget sent to Anoka County in September and the final budget approved in December.

Commissioners would like to do a park visit in June.

The Verizon tower is being built and is expected to be operational April 1st.

10.0 **Ms. Harvey moved and Mr. Zimmermann seconded to adjourn at 7:52 pm.**
Adjourn **Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 2/11/16

**PARK CAPITAL FUNDS SUMMARY
FEBRUARY 2016**

PARK ACQUISITION AND DEVELOPMENT FUND			
Account #	Description	2015 YTD	Remaining Balance
REVENUES:			
R 404-34791	Park Dedication Fees	-	
R 404-36210	Interest Earnings	<u>22.43</u>	
Total Revenues		<u>22.43</u>	
EXPENSES:			
E 404-40400-201	Office Supplies	-	
E 404-40400-223	Bldg/Facility Repair Supplies	-	
E 404-40400-224	Street Maint Materials	-	
E 404-40400-225	Park/Landscaping Materials	-	
E 404-40400-302	Architect/Engineering Fees	-	
E 404-40400-303	Legal Fees	-	
E 404-40400-307	Professional Services Fees	-	
E 404-40400-322	Postage/Delivery	-	
E 404-40400-342	Legal Notices	-	
E 404-40400-351	Printing and Duplicating	-	
E 404-40400-403	Bldg/Facilities Repair/Maint	-	
E 404-40400-405	Park & Landscape Services	-	
E 404-40400-416	Machinery Rentals	-	
E 404-40400-422	Auto/Misc Licensing Fees/Taxes	-	
E 404-40400-530	Improvements Other Than Bldgs	-	
Total Expenses		<u>-</u>	
December 31, 2015 Balance		30,121.11	
Current Balance			30,143.54

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	124.34	
R 407-36230	Contributions and Donations	-	
R 407-39201	Transfer from General Fund	<u>55,000.00</u>	
Total Revenues		<u>55,124.34</u>	
EXPENSES:			
E 407-40700-219	General Operating Supplies	-	
E 407-40700-223	Bldg/Facility Repair Supplies	-	
E 407-40700-225	Park/Landscaping Materials	-	
E 407-40700-226	Street & Lot Restriping	-	
E 407-40700-231	Small Tools and Minor Equip	-	
E 407-40700-302	Architect/Engineering Fees	-	
E 407-40700-303	Legal Fees	-	
E 407-40700-403	Bldgs/Facilities Repair/Maint	-	
E 407-40700-405	Park & Landscape Services	-	
E 407-40700-530	Improvements Other Than Bldgs	-	
E 407-40700-550	Motor Vehicles	-	
E 407-40700-935	Street Capital Transfers	-	
E 407-45202-225	Park/Landscaping CCNH	-	
E 407-45202-302	Architect/Engineering Fees	-	
E 407-45202-342	Legal Notices	-	
E 407-45202-409	Other Repair/Maintenance	-	
E 407-45202-520	Buildings and Structures	-	
Total Expenses		<u>-</u>	
December 31, 2015 Balance		125,001.03	
Current Balance			180,125.37

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2016
1/1/16 to 2/29/16

Public Works - Park Maintenance

Account Description	2016 Activity 1/1/16 to 2/29/16	2016 Budget	YTD as a % of Budget
E 101-43201-101 Full-Time Employees Regular	28,513.22	211,600.00	13%
E 101-43201-102 Full-Time Employees Overtime	-	1,000.00	0%
E 101-43201-103 Part-Time Employees	-	6,100.00	0%
E 101-43201-105 Employee On Call/Standby Pay	748.35	3,200.00	23%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	2,194.62	15,900.00	14%
E 101-43201-125 FICA/Medicare	2,820.81	21,000.00	13%
E 101-43201-126 Deferred Compensation	877.86	6,300.00	14%
E 101-43201-131 Cafeteria Contribution	7,600.00	45,600.00	17%
E 101-43201-151 Worker s Comp Insurance Prem	-	9,300.00	0%
E 101-43201-201 Office Supplies	-	100.00	0%
E 101-43201-211 Cleaning Supplies	-	500.00	0%
E 101-43201-212 Motor Fuels	484.40	18,000.00	3%
E 101-43201-213 Lubricants and Additives	-	500.00	0%
E 101-43201-214 Clothing & Personal Equipment	114.00	2,000.00	6%
E 101-43201-215 Shop Supplies	336.04	400.00	84%
E 101-43201-216 Chemicals and Chem Products	-	2,000.00	0%
E 101-43201-217 Safety Supplies	-	700.00	0%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	30.77	1,200.00	3%
E 101-43201-221 Motor Vehicles Parts	86.94	2,100.00	4%
E 101-43201-222 Tires	-	1,000.00	0%
E 101-43201-223 Bldg/Facility Repair Supplies	492.76	2,500.00	20%
E 101-43201-225 Park/Landscaping Materials	-	7,000.00	0%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	149.66	2,000.00	7%
E 101-43201-231 Small Tools and Minor Equip	519.99	1,500.00	35%
E 101-43201-306 Personnel/Labor Relations	-	300.00	0%
E 101-43201-307 Professional Services Fees	100.00	600.00	17%
E 101-43201-321 Telephone	122.28	1,500.00	8%
E 101-43201-341 Personnel Advertising	-	200.00	0%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	81.95	5,000.00	2%
E 101-43201-384 Sewer Utilities	-	300.00	0%
E 101-43201-385 Refuse Removal	-	1,000.00	0%
E 101-43201-387 Heating Fuels/Propane	-	300.00	0%
E 101-43201-401 Motor Vehicle Services (Lic d)	-	2,000.00	0%
E 101-43201-402 Repairs/Maint Machinery/Equip	1,264.55	2,500.00	51%
E 101-43201-403 Bldgs/Facilities Repair/Maint	2,435.74	3,500.00	70%
E 101-43201-405 Park & Landscape Services	-	1,500.00	0%
E 101-43201-415 Other Equipment Rentals	428.87	8,000.00	5%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	322.82	1,000.00	32%
E 101-43201-431 Equipment Replacement Chgs	16,700.00	16,700.00	100%
E 101-43201-434 Conferences/Meetings	245.00	400.00	61%
	66,670.63	409,700.00	16%



City of East Bethel Park Commission Agenda Information

Date:

March 9, 2016

Agenda Item Number:

Item 5.0

Agenda Item:

Parks Capital Improvement Planning

Requested Action:

Begin discussions about the Parks Capital Improvement plan

Background Information:

The Parks Commission prepares a Capital Improvement Plan annually which updates projected projects, evaluates priorities and establishes funding for these works for the coming year and for each of the subsequent years for a five year period. This plan is presented to City Council for their approval and use for preparing the coming year's budget.

Attached is the 2016-2020 Parks CIP. We will discuss those projects that are listed for 2016 and determine if they need to stay in their current funding year or be rearranged to reflect any changes in our park priorities. Other projects can be added and existing ones can be deleted if there is a need for restructuring the schedule.

Attachments:

- 1) 2016-2020 Parks CIP
- 2) Draft 2017-2021 Parks CIP

Fiscal Impact: None at this time

Recommendation(s): Discussion item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required:_____

**Parks CIP
2016-2020
Funding Analysis**

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

**Parks CIP
2016-2020
Funding Analysis**

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

**Parks CIP
2017-2021
Funding Analysis**

PARK ACQUISITION AND DEVELOPMENT FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	\$30,143			
Park Dedication Fees		\$0		\$30,143
Skateboard Equipment Booster West			\$25,000	\$5,143
2017 Ending Balance				\$5,143
2018 Beginning Balance	\$5,143			
Park Dedication Fees		\$60,000		\$65,143
Pavilion at Norseland Manor Park			\$30,000	\$35,143
Irrigation system at Norseland Park			\$30,000	\$5,143
2018 Ending Balance				\$5,143
2019 Beginning Balance	\$5,143			
Park Dedication Fees		\$60,000		\$65,143
Fence at Norseland Manor Park			\$30,000	\$35,143
Cedar Creek Park/ Fish Lake Trail Additions			\$30,000	\$5,143
2019 Ending Balance				\$5,143
2020 Beginning Balance	\$5,143			
Park Dedication Fees		\$80,000		\$85,143
New Park Development			\$75,000	\$10,143
2020 Ending Balance				\$10,143
2021 Beginning Balance	\$10,143			
Park Dedication Fees		\$80,000		\$90,143
New Park Development			\$75,000	\$15,143
2021 Ending Balance				\$15,143
TOTAL PARK ACQUISITION AND DEVELOPMENT				
FUND SOURCES AND USES		\$280,000	\$295,000	
<p>Park Dedication Fees- Residential = 10% of land or cash not to exceed \$2,000 per lot. Commercial = 5% of land or cash not to exceed \$2,000 per acre.</p>				

**Parks CIP
2017-2021
Funding Analysis**

PARK CAPITAL FUND	Beginning Balance	Sources (Revenues)	Uses (Project Costs)	Ending Balance
2017 Beginning Balance	\$145,125			\$145,125
Transfer From General Fund		\$60,000		\$205,125
Baseball field @Booster West Park			\$125,000	\$80,125
2017 Ending Balance				\$80,125
2018 Beginning Balance	\$80,125			
Transfer From General Fund		\$65,000		\$145,125
Playground Equipment Booster East			\$45,000	\$100,125
Bonde Park, Soccer/LaCrosse Fields and Irrigation			\$100,000	\$125
2018 Ending Balance				\$125
2019 Beginning Balance	\$125			
Transfer From General Fund		\$70,000		\$70,125
Playground Equipment Anderson Lakes			\$45,000	\$25,125
2019 Ending Balance				\$25,125
2020 Beginning Balance	\$25,125			
Transfer From General Fund		\$75,000		\$100,125
Skateboard Equipment Maynard Peterson			\$40,000	\$60,125
2020 Ending Balance				\$60,125
2021 Beginning Balance	\$60,125			
Transfer From General Fund		\$80,000		\$140,125
Playground Equipment Eveleth Park			\$40,000	\$100,125
2021 Ending Balance				\$100,125
TOTAL PARK CAPITAL FUND SOURCES AND USES		\$350,000	\$395,000	



City of East Bethel Park Commission Agenda Information

Date:

March 9, 2016

Agenda Item Number:

Item 6.0

Agenda Item:

Council Report and Other Business

Requested Action: Informational

Background Information:

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

Attachments:

Fiscal Impact:

Recommendation(s):

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____