



**City of East Bethel
Park Commission Agenda**

6:30 PM

Date: April 13, 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 – March 9, 2016 Minutes
- 6:33 PM 4.0 Park Financial Information
- 6:40 PM 5.0 Youth Athletic Organizations
- 7:15 PM 6.0 Sidewalk and Trail Ordinance for New Developments
- 7:30 PM 7.0 Park Sign at Whispering Aspen Community Center
- 7:40 PM 8.0 2017-2021 Parks Capital Improvement Plan
- 7:50 PM 9.0 Council Report and Other Business
- 8:00 PM 10.0 Adjourn

EAST BETHEL PARK COMMISSION MEETING

March 9, 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 Zimmerman Stacy Voelker
Sue Jefferson Denise Lachinski

ABSENT: Bonnie Harvey Tim Hoffman

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

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

3.0 Approve **Ms. Lachinski moved and Ms. Jefferson seconded to approve the minutes as**
2/10/16 **written. Motion carried.**
Minutes

4.0 Park Mr. Ayshford reported a Park Acquisition and Development Fund balance of
Financial \$30,143.54 and a Park Capital Fund of \$180,125.37.
Information

5.0 2017- The Parks Commission prepares a Capital Improvement Plan annually which
2021 Parks updates projected projects, evaluates priorities and establishes funding for these
Capital works for the coming year and for each of the subsequent years for a five year
Improvement period. This plan is presented to City Council for its approval and use for
Plan preparing the coming year's budget.

Reviewed and discussed the projects listed for 2016 and the draft 2017-2021
Parks CIP.

Grants are applied for when possible.

The scheduled 2016 project is playground equipment at Rod and Norma Smith
Park, with a budgeted amount of \$35,000. Mr. Ayshford will bring equipment
quotes to the next meeting.

In 2017, a baseball field at Booster West Park is scheduled. Mr. Ayshford stated
it would be ideal to get partners to help with future park projects, i.e. baseball
fields, soccer fields, etc. Possible partners for the baseball field could be
SFYBA, Girls Softball Association, and SBAA. Mr. Ayshford will invite the
various organizations to the April meeting to bolster interest in partnering on the
ballfield project.

Scheduled for 2018 is playground equipment at Booster East and Bonde Park
soccer/lacrosse fields and irrigation. North Metro Soccer was suggested as a
possible partner on soccer fields.

Scheduled for 2019 and 2021 is playground equipment for both Anderson Park and Eveleth Park, respectively. Mr. Ayshford noted that the playground equipment at both parks is old style equipment that could easily be replaced by City staff; the Commission just needs to decide on what equipment to install.

Scheduled in 2020 is skateboard equipment at Maynard Peterson.

Mr. Ayshford noted a few possible future developments that could generate park dedication fees, with one development most likely being asked for trail easement rights in addition to dedication fees.

If the Commission wants to move forward with trails, it needs to send a proposal to City Council with the recommendation of what segment(s) it wishes to be installed and why, and include the approximate cost of the trail. It was asked if the income received from both telephone towers could be dedicated to the Park Capital Fund; that income goes directly into the City general fund. Mr. Ayshford noted that currently blacktop costs are very low.

Talked about connecting Norseland Manor trail to future development near Viking Blvd and Highway 65. A trail easement will come from Anoka County. Also, a bridge will be needed to cross the creek. Discussed the Cedar Creek Park/Fish Lake trail additions and the request by residents to have a trail installed along the large park located in the Meadows of Fish Lake. Another trail idea discussed is to connect the trail loop at Fish Lake.

Ms. Jefferson asked if some unused parks could be left unmaintained in order to put money toward trails. Mr. Ayshford suggested requesting money from new developments for trail costs. The best way is to have the developer install the trail. The current city ordinance requires all new developments to include trails/sidewalks on one side of the street.

Mr. Ayshford will check if park dedication fees can be requested if the CST business moves to East Bethel.

Final drafts of the Capital Improvement Plan will be provided for the April or May meeting.

6.0 Council
Report and
Other
Business

Mr. Ronning reported:

An IUP for William Thompson was requested then withdrawn.
Two John Deere pieces of equipment will be replaced.
April 23 will be Arbor Day at Booster Park.
Building variance at 19303 E. Front Blvd. was granted.
Preliminary Plat for Sauter 2nd Addition was approved.
EDA request to vend at MnCAR was approved.
CST business relocation to East Bethel is still in process.

Mr. Ayshford reported:

Town Hall Meeting is scheduled for April 19 at 6:00 pm.
There is no new information on the Superstreet study by MnDOT.

It was asked if flowers could be planted around pavilions and park buildings. Mr. Ayshford stated there are shrubs around the buildings, however, groups are always welcome to plant and maintain perennials.

7.0 Adjourn **Mr. Langmade moved and Ms. Lachinski seconded to adjourn at 7:30 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 3/10/16

DRAFT

**PARK CAPITAL FUNDS SUMMARY
MARCH 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>25.78</u>	
Total Revenues		<u>25.78</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			30,146.89

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	144.37	
R 407-36230	Contributions and Donations	-	
R 407-39201	Transfer from General Fund	<u>55,000.00</u>	
Total Revenues		<u>55,144.37</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			180,145.40

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2016
1/1/16 to 3/31/16

Public Works - Park Maintenance

Account Description	2016 Activity 1/1/16 to 3/31/16	2016 Budget	YTD as a % of Budget
E 101-43201-101 Full-Time Employees Regular	44,315.05	211,600.00	21%
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	1,485.05	3,200.00	46%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	3,435.01	15,900.00	22%
E 101-43201-125 FICA/Medicare	4,381.58	21,000.00	21%
E 101-43201-126 Deferred Compensation	1,374.03	6,300.00	22%
E 101-43201-131 Cafeteria Contribution	11,400.00	45,600.00	25%
E 101-43201-151 Worker s Comp Insurance Prem	8,938.04	9,300.00	96%
E 101-43201-201 Office Supplies	-	100.00	0%
E 101-43201-211 Cleaning Supplies	-	500.00	0%
E 101-43201-212 Motor Fuels	995.51	18,000.00	6%
E 101-43201-213 Lubricants and Additives	-	500.00	0%
E 101-43201-214 Clothing & Personal Equipment	209.00	2,000.00	10%
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	68.20	1,200.00	6%
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	440.49	2,000.00	22%
E 101-43201-231 Small Tools and Minor Equip	540.69	1,500.00	36%
E 101-43201-306 Personnel/Labor Relations	91.80	300.00	31%
E 101-43201-307 Professional Services Fees	300.00	600.00	50%
E 101-43201-321 Telephone	153.59	1,500.00	10%
E 101-43201-341 Personnel Advertising	-	200.00	0%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	246.05	5,000.00	5%
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)	2,378.16	2,000.00	119%
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	898.87	8,000.00	11%
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%
	103,534.97	409,700.00	25%



City of East Bethel Park Commission Agenda Information

Date:

April 13, 2016

Agenda Item Number:

Item 5.0

Agenda Item:

Youth Athletic Organizations

Requested Action:

Informational Item

Background Information:

Representatives from local youth sports organizations will be on hand to discuss items pertaining to the City of East Bethel’s recreational facilities and participation by residents of East Bethel. They were asked to provide ideas for improvements to the park system as well as provide insight into what positive elements already exist. Items like number of facilities, fee schedules, ways to improve enrollment, and quality of athletic fields may be discussed. Because youth sports organizations are one of the major users of the park system, having open communication with the Park Commission will have benefits for future planning and decision making.

Attachments:

- 1. East Bethel Field and Facilities Request Form

Fiscal Impact: None at this time

Recommendation(s): Discussion item

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



2016

**APPLICATION FORM FOR THE USE OF
CITY PARK FACILITIES AND
WHISPERING ASPEN COMMUNITY CENTER
2241 221st Ave NE ~ East Bethel, MN 55011
763-367-7840 • 763-434-9578 (fax)**

Date of Application: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone Home: (____) _____ Email: _____

Organization: _____ Type of Event: _____

Date/Dates Requested _____ Approximate # of participants _____

If this event will require more than 150 parking spaces (over 500 participants and spectators) a parking plan will need to be filed as part of this application. The parking plan shall at a minimum obtain approvals for offsite parking and address security and traffic control issues to the satisfaction of the Parks Committee.

Hours Requested _____ to: _____ Special requests or needs: _____

List all amusement activities (Moon Bounce, Dunk Tank): _____

Park and Facility Requested (also indicate below) _____

The City of East Bethel reserves the right to charge the reservation applicant for additional sanitation facilities if the number of participants is projected to exceed 600. This number includes both participants and spectators.

Types of Facilities, Fees and Deposits

Pavilion/Shelter	Select Location	Non-resident/Per day	Resident	Key/Damage deposit
Pavilions with Electricity	<input type="checkbox"/> Booster West - #1	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> Booster East - #3	\$50.00 + tax	No fee	\$100.00
Pavilions without Electricity	<input type="checkbox"/> Booster East - # 2	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> Booster East - # 4	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> Bonde Park - #1	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> John E. Anderson	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> Cedar Creek	\$50.00 + tax	No fee	\$100.00
	<input type="checkbox"/> Firewood (Cedar Creek Only)	TBD	TBD	

Building/Rooms	Specify With (X)	Location	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Resident	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Resident	Key/Damage deposit
Whispering Aspen Community Center 24225 Pierce Path, East Bethel	<input type="checkbox"/>	Whispering Aspen	\$50.00 + tax	No fee	\$100.00

Ballfields	Specify Which Field #(s)	Location	Non-Resident Per field/Per day	Resident Per field/Per day	Key/Damage deposit	Tournament at any location
<input type="checkbox"/> Irrigated: Field #s 1-4		Booster West	\$20.00 + tax	\$20.00 + tax	\$100.00	\$350+ tax + \$200 deposit*
<input type="checkbox"/> Non-irrigated: Field #s 5-8		Booster East	\$10.00 + tax	No fee	\$100.00	\$50.00/field* + tax + \$100 deposit
Field #1 &/or #2		Bonde Park	\$10.00 + tax	No fee	\$100.00	N/A
Field #1	<input type="checkbox"/>	Maynard Peterson	\$10.00 + tax	No fee	\$100.00	N/A
Field #1	<input type="checkbox"/>	Anderson Lake	\$10.00 + tax	No fee	\$100.00	N/A
Field #1	<input type="checkbox"/>	Norseland Manor	\$10.00 + tax	No fee	\$100.00	N/A
Field #1	<input type="checkbox"/>	Rod & Norma Smith	\$10.00 + tax	No fee	\$100.00	N/A
Field #1	<input type="checkbox"/>	Deer Haven	\$10.00 + tax	No fee	\$100.00	N/A

Soccer Fields	Specify Field# (s)	Location	Price/Day	Key/Damage deposit	Tournament
<input type="checkbox"/> Irrigated Field #1 & 2		Booster West	\$10.00 + tax	\$100.00	\$200.00 + tax + \$200.00 Deposit
<input type="checkbox"/> Non-Irrigated Fields #1 - 4		Bonde	No fee with Deposit	\$100.00	No fee with \$100.00 Deposit

Horseshoe Pits	# of Pits	Location	League-Season	Tournament	Key/Damage deposit
		Booster East	\$100.00 + tax	\$50.00	\$100.00

Concession Stand	Specify with (X)	Location	Price	Deposit
SBAA Season, Monday-Friday		Booster West	\$1,000.00/per season	No deposit
Weekend Tournament		Booster West	\$300.00 + tax/weekend	\$300.00
One Day Fee – Non-Tournament		Booster West	\$50.00 + tax	No deposit

***Other tournament fees—If requested or required costs for field maintenance, rest room cleaning or garbage removal performed on a Saturday or Sunday of a reserved tournament event will be charged to the reservation holder on a time and materials basis. If additional sanitation facilities are required for a tournament this cost will be billed to the reservation holder.**

RULES FOR USE

1. The approved applicant shall submit a key/damage deposit* or payments, if applicable, to the City Hall prior to the event. Key and damage deposit fee may be in the form of a personal or cashier's check. A deposit receipt will be issued. The amount of the deposit returned will be based on an inspection of the facilities. Full deposits will be returned as the un-cashed check as soon an inspection of the area occurs and the key is returned to City Hall. Keys must be signed out at the City Hall, during normal work hours (Monday–Friday 8:00 a.m. to 4:00 p.m.), located at 2241 221st Ave. NE, and is to be returned the next working day immediately following the activity.
2. Facilities are to be left in good condition. **Excessive refuse may subject the permit holder to additional cleanup or maintenance charges as determined by the City. The permit holder waives his/her rights to appeal any additional charges by accepting the permit for facility usage.**
3. The individual requesting the permit must be at **least 21 years of age** and will be responsible for activities for park and other facilities provided for in the permit.

4. The approved permit form must be presented, if requested, by city staff or other responsible authority.
5. Alcoholic beverages are prohibited in City Parks.
6. The City of East Bethel is not responsible for any lost, stolen, or damaged property belonging to the permit holder or any group named therein.
7. Cars are to be parked in designated parking areas or on roadways where permitted.
8. All games end at 9:30 p.m. All parks close at 10:00 p.m.
9. **Commercial and Athletic Associations** granted use of any City park or other City facility as evidenced by the issuance of a permit shall provide the City of East Bethel a Certificate of Insurance in an amount not less than \$1,500,000 in aggregate **naming the City as an additional insured**. This certificate of insurance **must** be provided prior to the permit being issued.

MISCELLANEOUS INFORMATION

1. **Athletic fields or facilities rented are subject to sales tax.** If an organization is exempt from paying sales tax, a Certificate of Exemption ST3 must be completed and submitted with the application form. A Certificate of Exemption ST3 form is available at www.taxes.state.mn.us.

RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT

In consideration of being permitted by the City of East Bethel to use the City Facilities described above on _____ ***(Insert date)***, Permittee hereby agrees and promises to release, waive, and relinquish any and all claims, of any kind or character whatsoever, that it may have or may acquire against the City arising out of or in any way pertaining to the use of the City Facilities by Permittee pursuant to the City Permit or any other conduct of the City relating to the use of the City Facilities as permitted. Permittee agrees and understand that this release and waiver applies only to negligence or strict liability and does not extend to, or relieve the City from, any intentional misconduct.

Permittee understands that this release and waiver of claims is intended to, and shall, bar and prohibit any and all causes of action, claims, demands, or litigation that Permittee may assert against the City relating to the use of the City Facilities pursuant to the City Permit, and Permittee does so knowingly and willingly. Permittee acknowledges and understand that permission to use the City Facilities is not essential and that alternative facilities are available from other sources. This release and waiver has been explained to Permittee, and Permittee has chosen to accept it and agrees to it as a condition of the grant of the City’s permission to the Permittee to use the City Facilities. Permittee believes this release and waiver is a reasonable term and condition and Permittee voluntarily agrees to it.

In addition, any and all claims that arise or may arise against Permittee, its agents, servants, or employees, as a consequence of any act or omission on the part of Permittee or its agents, servants, or employees while engaged in the use of the City Facilities shall in no way be the obligation or responsibility of the City. Permittee shall indemnify, hold harmless, and defend the City, its officers and employees, against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorneys’ fees, which the City, its officers or employees, may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of Permittee, its agents, servants, or employees, in the execution, performance, or failure to adequately perform Permittee's obligations pursuant to the City Permit or this Release, Waiver and Indemnification Agreement.

The undersigned, on behalf of the Permittee, has carefully read this Agreement, understands all of its terms and conditions, is satisfied with all of the terms and conditions, and signs this Agreement voluntarily and without any reservations on behalf of the Permittee, with the full authority of the Permittee’s directors to do so.

Permittee agrees to abide by the provisions contained in the **“Rules for Use”**.

Signature of Permittee: _____

Signature of City of East Bethel Public Works Manager or designee: _____

If applicable, make check payable to the “City of East Bethel”. **All fees are non-refundable.**



City of East Bethel Park Commission Agenda Information

Date:

April 13, 2016

Agenda Item Number:

Item 6.0

Agenda Item:

Sidewalk and Trail Ordinance for New Developments

Requested Action:

Consider reviewing and updating section 66-165 of the City Code relating to requirements for new subdivisions

Background Information:

The current City Code (attachment #1) requires the installation of a trail or sidewalk on all streets in new subdivisions that are zoned RR, R-1, R-2 and all commercial and industrial districts and was adopted in 2007. Since that time, the City has not had any new subdivisions submitted that required the trails or sidewalks. The Community Development Department is currently working with interested parties looking to begin developing new housing subdivisions.

Staff is seeking guidance on balancing pedestrian friendly neighborhoods with possibly deterring the attractiveness of new development associated with the additional cost and developable land dedicated for trails and sidewalks. In Rural residential subdivisions where the lot sizes are 2 ½ acres or larger, it may not make sense to require sidewalks or trails unless they are part of a regional system. A suggested change to the code may be to require trails and sidewalks on a case by case basis in Rural Residential subdivisions where lot sizes are 2 ½ acres or larger. Consideration for trails and sidewalks should be related to the overall Comprehensive Plan and regional trail system.

Staff is asking for a recommendation on whether the current code is sufficient or requires any changes.

Attachments:

1. Chapter 66-165 of the City Code

Fiscal Impact:

None at this time

Recommendation(s):

Recommend any possible changes to the City Council regarding Chapter 65-165

Park Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Sec. 66-165. - Sidewalks and trails.

- (a) Except as otherwise determined by city council or the parks, trails, and open space comprehensive plan, concrete sidewalks and/or bituminous trails shall be provided in the right-of-way or easements in accordance with the following:

Zoning	Street Type	Sidewalk/Trail Regs
RR (rural residential)	Arterial and major collector streets	Trail on one side of street
	Minor collector	Trail on one side of street
	Local street	Trail on one side of street
	Cul-de-sac	No requirements
R-1 (single-family); R-2 (single-family and townhome)	Arterial and major collector streets	Sidewalk on one side of street and trail on opposite side of street or trails on both sides of the street
	Minor collector and local streets, excepting culs-de-sac	Sidewalk on one side of street
	Culs-de-sac	No requirements
Commercial/industrial districts	All streets, including culs-de-sac	Sidewalks on both sides of street. A trail may be required to be substituted for a sidewalk in areas in which the trail is part of the city's comprehensive trail system.

- (b) All sidewalks and trails shall be placed a minimum of seven feet back from the street to provide a green strip for tree planting and to promote pedestrian safety.

- (c) Sidewalks and trails must be constructed to the city's engineering manual standards.
- (d) As part of parkland dedication, a minimum of 30 feet may be required by the city for the purpose of trails. The city may require the subdivider or developer to provide a trail corridor greater than 30 feet where deemed fit.
- (e) Where a platted subdivision with a minimum overall density of three units/acre abuts parcels greater than two acres in size, the city may require a land dedication no less than 30 feet in width around the circumference of the platted subdivision for trail purposes.
- (f) The developer shall be responsible for construction of designated trails and sidewalks within trail easements and rights-of-way.

(Ord. of 10-17-2007, § 7(7-6))



City of East Bethel Park Commission Agenda Information

Date:

April 13, 2016

Agenda Item Number:

Item 7.0

Agenda Item:

Park Sign at Whispering Aspen Community Center

Requested Action:

Consider recommending the installation of a park sign at the Whispering Aspen Community Center

Background Information:

The Whispering Aspen Community Center is a hall available for rent in the Whispering Aspen development located just west of TH 65 and 241st Ave. Currently the facility does not have any identifying signs other than a sales office sign for BDM Construction which has an office in the facility. Numerous requests for a sign at the community center have arisen from renters and their guests trying to identify the unmarked facility.

Over the past few years, the City has begun installing uniform signs at city parks. The Park Commission drafted a sign standard to be used on these signs. To date, all of the signs have been constructed and installed by Eagle Scout candidates with volunteered time and donated labor and materials. At this time, the City does not have any interested volunteers or groups looking for park projects.

With the lack of any interested volunteer groups, staff is asking the Park Commission if a sign should be installed sooner. A simple sign similar to our existing park signs would not exceed \$500. A more elaborate sign could also be used if the City desired. Funding for the possible sign would be provided from the Park Capital budget.

Attachments:

- 1. City Park Sign Standard

Fiscal Impact:

As noted above and dependent on a sign choice

Recommendation(s):

Staff recommends considering the installation of a sign at the Whispering Aspen Community Center to be funded from the Park Capital Budget.

Park Commission Action

Motion by: _____

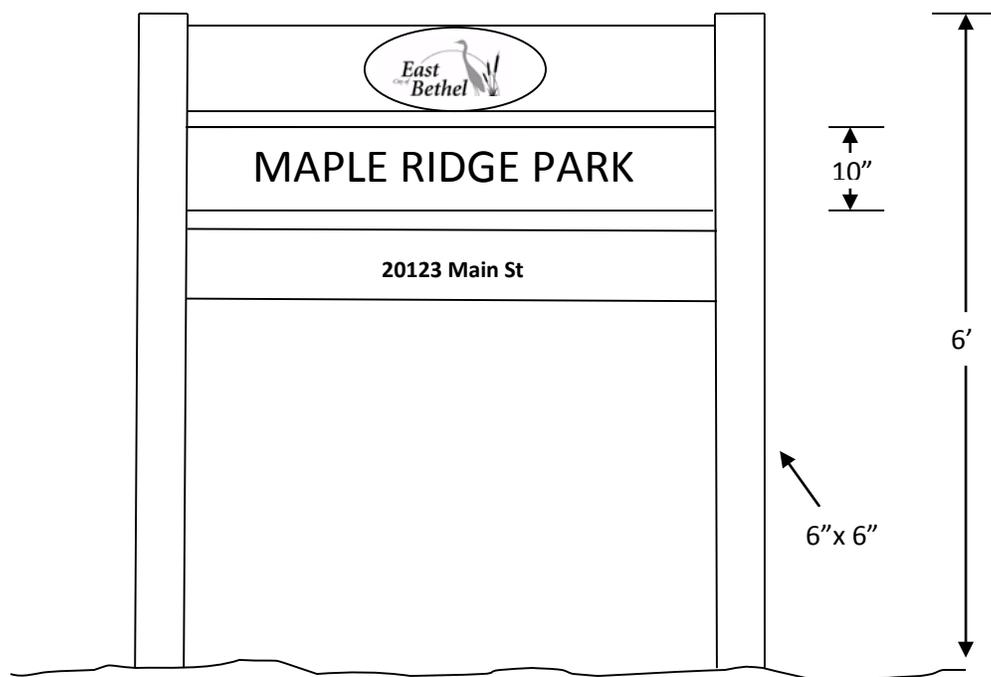
Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

East Bethel Park Sign Standards



- Sign Constructed of Cedar Material in Natural Finish
- 5" Routed Letters in Weather Resistant Black Finish
- 3" Routed Letters for Address
- 6' x 6' Posts, 2" x 10" Face Boards
- Top Face Board Reserved for City Logo Nameplate



City of East Bethel Park Commission Agenda Information

Date:

April 13, 2016

Agenda Item Number:

Item 8.0

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
Playground Equipment Eveleth Park			\$40,000	\$60,125
2020 Ending Balance				\$60,125
2021 Beginning Balance	\$60,125			
Transfer From General Fund		\$80,000		\$140,125
Skateboard Equipment Maynard Peterson			\$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:

April 13, 2016

Agenda Item Number:

Item 9.0

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: _____