

City of East Bethel Park Commission Agenda

6:00 PM

Date: June 8, 2016

Location: City Hall



Item

- | | | |
|---------|-----|---|
| 6:00 PM | 1.0 | Call to Order |
| 6:01 PM | 2.0 | Adopt Agenda |
| 6:02 PM | 3.0 | Approve – April 13, 2016 Minutes |
| 6:03 PM | 4.0 | Parks Financial Information & Parks Capital Funds Summary |
| 6:05 PM | 5.0 | Rod and Norma Smith Park Playground Equipment |
| 6:15 PM | 6.0 | Park Tour |
| 7:50 PM | 7.0 | Council Report and Other Business |
| 8:00 PM | 8.0 | Adjourn |

the number of East Bethel members. If the number of East Bethel members is high, then probably yes. However, if the number is low, then most likely no. Mr. Ayshford asked Mr. Skrypek to provide a membership number count. Mr. Ayshford stated that the Park Commission is trying to figure out if it should keep the current soccer fields at Booster Park for soccer or convert them into baseball fields.

SBA has approximately 950-1,000 players aged 13-19 years, with 40% being from East Bethel. Unfortunately, SBA can only carry five teams, due to the lack of full-size ballfields. More teams could be added if more full-size fields were available. There are plenty of smaller youth-sized fields available to use. Mr. Latawiec supposed smaller fields could be used for fast pitch teams. SBA does partner with cities on field rental. One request is to have roofs on the dugouts to provide shade for the players. Batting cages are also great to have available. Ms. Lachinski noted that the ice arena has batting cages available for use during the hockey off season and that turf is also used on the floor. Mr. Latawiec was unaware of those batting cages and would definitely consider using them.

Mr. Skrypek voiced a definite interest in using the turfed ice arena for soccer.

Mr. Latawiec said SBA would be quite willing to help build a full-sized baseball field with a partner. It has done a 50/50 partnership with Ham Lake and would probably do the same with East Bethel. One full-sized field could mean adding an additional three to four teams.

Chair Langmade asked that the requirement to remove field directions signage, balloons, etc. be added to the rental agreement; too many times these things are left behind for the city to clean up. Mr. Ayshford will have this added to the rental agreement.

6.0 Sidewalk and Trail Ordinance for New Developments

The current City Code 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 2½ 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.

The reasons for the Code amendment review is to lower costs to developers and maintenance costs; trails are bituminous and sidewalks are cement. It was clarified that R1 is 2.5 acres high density and RR is rural residential. Ms. Harvey is against amending the City Code. With trails being popular, it is best to keep this requirement in the Code. Mr. Hoffman agreed that it is good to have it in the Code for the future density development. Mr. Ayshford noted that pushback is coming from developers regarding cost and cutting into lot space. **Ms. Harvey moved and Mr. Hoffman seconded to recommend leaving Section 66-165 of the City Code as it is written.** Ms. Harvey said that a lot of thought and time was put into this Code. Ms. Jefferson noted that a developer could always ask for a variance to the Code. Mr. Zimmerman clarified if it is a busy street it would need a sidewalk. However, if it is RR and isn't a busy road, could less money be taken for connecting the large lots, with the taken money then used to connect one neighborhood to another area? Would this help to encourage development in East Bethel? Park dedication fees were revised to encourage development mainly for commercial development, not as much for residential development; the change was mainly for high density development and commercial, not for RR. **Motion carried 6-1. Mr. Zimmerman opposed.**

7.0 Park Sign
at Whispering
Aspen
Community
Center

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.

Mr. Ayshford clarified that the sign would be at the building. Both Mr. Hoffman and Ms. Lachinski will check with scouting groups to see if an Eagle Scout is looking for a project. It is preferred to have all the signs of the same style. If the City pays for the sign, Mr. Hoffman would like the sign to be similar to other city building signs. **Mr. Hoffman moved and Ms. Harvey seconded to table this item to the next meeting, at which time the scouting groups should have replied. Motion carried.** Mr. Ayshford will provide city building sign costs for the next meeting.

8.0 2017-2021 Parks Capital Improvement Plan 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 its approval and use for preparing the coming year's budget.

The Commission is asked to 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 the park priorities. Other projects can be added and existing ones can be deleted if there is a need for restructuring the schedule.

Mr. Ayshford noted that the 2017 Plan will be fixed once it is given to City Council, however, other years' items could be moved around.

For 2017, \$25,000 has been marked for skateboard equipment upgrades at Booster West. The equipment is usable and meets safety specs and is not in urgent need of upgrading. The initial thought was to replace the equipment, but \$25,000 will cover only upgrade costs. The Park Acquisition and Development fund has \$30,000 in it and the Capital Fund has \$200,000 which is used for soccer fields, baseball fields, playground equipment, etc.

Mr. Hoffman visited moving this \$25,000 to 2018 when Bonde Park soccer/lacrosse field irrigation is scheduled. If the \$25,000 is not used in 2017, it will remain in the Park Acquisition and Development Fund. The CST property will not generate park dedication fees since it won't be platted and only a few houses have been built to increase this fund. The CIP currently shows a \$5,000 increase from the City fund transfer each year to the Park Capital Fund.

The soccer field at Booster Park could be converted into a baseball field and the baseball fields at Bonde Park converted into soccer fields, however, it could be expensive putting a well in at Bonde Park for irrigation purposes. Mr. Hoffman would like to have 300 requested parking spaces available for soccer use at Bonde Park. Mr. Skrypek noted that it is ideal to have a path around the soccer fields for parents to walk. Based on the park layout presented on screen, he would prefer to have as much greenspace as possible to move fields around due to wear and tear.

Mr. Zimmerman moved and Mr. Hoffman seconded to approve the draft Park Capital Improvement Plan as written. Motion carried.

9.0 Council Report and Other Business Mr. Ronning reported:
 The HRA met on April 6 and the next meeting will be in July. Discussions are about the use of HRA funds. Council discussed using these funds for a service road at Classic Park. Council also talked about an HRA levy. Council discussed a possible property tax increase of 0.0031%.
 CST required submissions were incomplete as of the April 6 Council meeting. Handicap doors and a back-up generator have been installed at City Hall.

Verizon telephone tower is complete.

City engineer gave a presentation of the water tiers used by the city and residents.

Mr. Ayshford added:

Town Hall Meeting is scheduled for April 19 at 6:00 pm at the Senior Center. April 23 is Arbor Day with tree planting at 10:00am at Booster East Park and Recycling Day.

Mr. Ayshford and Jack Davis met with the DNR and Rep. Hackbarth regarding the Sandhill Crane natural area. It appears this land will be transferred from school trust land to State forest land. Being State forest land it will still have to be managed for timber production, so there may be some future tree cutting, but not clear cutting. There still may be a meeting to discuss forest plans.

10.0 Adjourn **Mr. Hoffman moved and Ms. Jefferson seconded to adjourn at 7:57 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 4/17/16

**PARK CAPITAL FUNDS SUMMARY
MAY 2016**

PARK ACQUISITION AND DEVELOPMENT FUND			
Account #	Description	2016 YTD	Remaining Balance
REVENUES:			
R 404-34791	Park Dedication Fees	-	
R 404-36210	Interest Earnings	<u>32.72</u>	
Total Revenues		<u>32.72</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			30,153.83

PARK CAPITAL FUND			
REVENUES:			
R 407-36210	Interest Earning	185.82	
R 407-39201	Transfer from General Fund	<u>55,000.00</u>	
Total Revenues		<u>55,185.82</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			180,186.85

City of East Bethel
Revenue / Expense Statement
Fiscal Year 2016
1/1/16 to 5/31/16

Public Works - Park Maintenance

Account Description	2016 Activity 1/1/16 to 5/31/16	2016 Budget	YTD as a % of Budget
E 101-43201-101 Full-Time Employees Regular	76,166.80	211,600.00	36%
E 101-43201-102 Full-Time Employees Overtime	145.05	1,000.00	15%
E 101-43201-103 Part-Time Employees	-	6,100.00	0%
E 101-43201-105 Employee On Call/Standby Pay	2,198.85	3,200.00	69%
E 101-43201-107 Commissions and Boards	-	1,700.00	0%
E 101-43201-122 PERA-Coordinated Plan	5,888.31	15,900.00	37%
E 101-43201-125 FICA/Medicare	7,473.31	21,000.00	36%
E 101-43201-126 Deferred Compensation	2,355.36	6,300.00	37%
E 101-43201-131 Cafeteria Contribution	19,000.00	45,600.00	42%
E 101-43201-151 Worker s Comp Insurance Prem	8,938.04	9,300.00	96%
E 101-43201-201 Office Supplies	32.04	100.00	32%
E 101-43201-211 Cleaning Supplies	615.57	500.00	123%
E 101-43201-212 Motor Fuels	2,569.05	18,000.00	14%
E 101-43201-213 Lubricants and Additives	143.13	500.00	29%
E 101-43201-214 Clothing & Personal Equipment	342.00	2,000.00	17%
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	24.24	700.00	3%
E 101-43201-218 Welding Supplies	-	100.00	0%
E 101-43201-219 General Operating Supplies	201.75	1,200.00	17%
E 101-43201-221 Motor Vehicles Parts	86.94	2,100.00	4%
E 101-43201-222 Tires	168.00	1,000.00	17%
E 101-43201-223 Bldg/Facility Repair Supplies	978.60	2,500.00	39%
E 101-43201-225 Park/Landscaping Materials	2,592.95	7,000.00	37%
E 101-43201-226 Sign/Striping Repair Materials	-	1,500.00	0%
E 101-43201-229 Equipment Parts	1,636.80	2,000.00	82%
E 101-43201-231 Small Tools and Minor Equip	656.85	1,500.00	44%
E 101-43201-306 Personnel/Labor Relations	268.80	300.00	90%
E 101-43201-307 Professional Services Fees	400.00	600.00	67%
E 101-43201-321 Telephone	247.23	1,500.00	16%
E 101-43201-341 Personnel Advertising	144.00	200.00	72%
E 101-43201-342 Legal Notices	-	100.00	0%
E 101-43201-381 Electric Utilities	574.27	5,000.00	11%
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	2,585.74	3,500.00	74%
E 101-43201-405 Park & Landscape Services	-	1,500.00	0%
E 101-43201-415 Other Equipment Rentals	1,038.87	8,000.00	13%
E 101-43201-422 Auto/Misc Licensing Fees/Taxes	528.35	1,000.00	53%
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%
	158,924.65	409,700.00	39%



City of East Bethel Park Commission Agenda Information

Date:
June 8, 2016

Agenda Item Number:
Item 5.0

Agenda Item:
Rod and Norma Smith Playground Equipment

Requested Action:
Recommend playground equipment for Rod and Norma Smith Park

Background Information:
As part of the 2016 Park Capital Improvement Plan, the City of East Bethel has planned and budgeted for upgrading the playground equipment at the Rod and Norma Smith Park. The main climbing structure and swing set at this park are in poor condition and are in need of removal and replacement. Some of the existing playground borders will be salvaged and used for the new playground.

Staff has researched park equipment from manufacturers that would provide a swing set, main play structure, edging, and safety surfacing for this park while remaining under our \$30,000 budget. All of the equipment researched falls under previously bid pricing and the City can purchase from those lists and receive those discounted prices. Two designs are provided in the attachments for discussion and recommendation. Staff will handle the removal of the old equipment and installation of the new equipment.

- Attachments:**
1. Playground Design 1
 2. Playground Design 2

Fiscal Impact:
Up to the \$30,000 budgeted amount in the Park Capital Fund

Recommendation(s):
Staff recommends selection of playground equipment for Rod and Norma Smith Park.

Park Commission Action

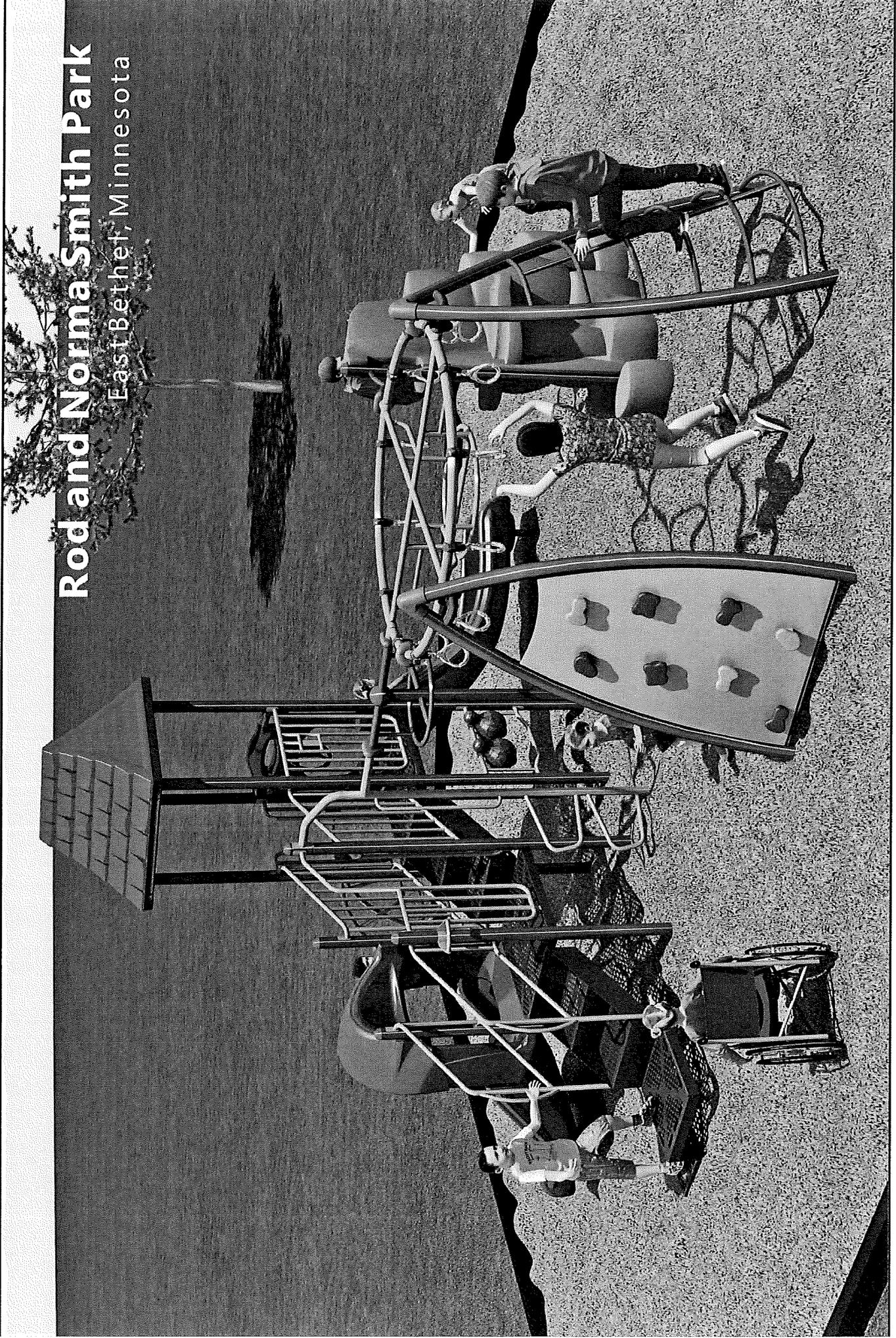
Motion by: _____

Second by: _____

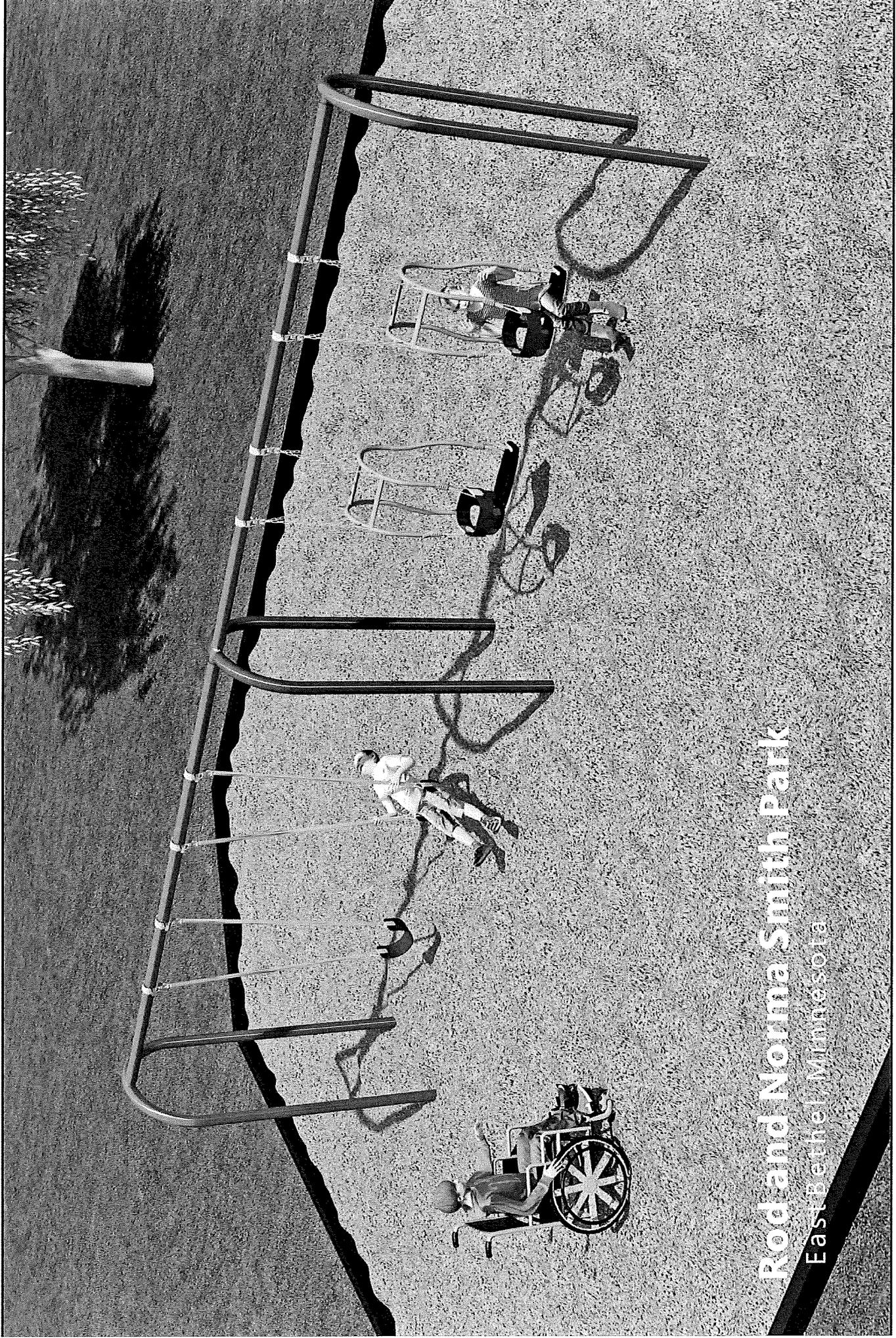
Vote Yes: _____

Vote No: _____

No Action Required: _____



Rod and Norma Smith Park
East Bethel, Minnesota



Rod and Norma Smith Park

East Bethel, Minnesota

Rod and Norma Smith Park

East Bethel, Minnesota





Rod and Norma Smith Park
East Bethel, Minnesota



City of East Bethel Park Commission Agenda Information

Date:

June 8, 2016

Agenda Item Number:

Item 6.0

Agenda Item:

Parks Tour

Requested Action:

Informational Item

Background Information:

The Parks tour will depart City Hall at 6:00 p.m. and will visit the following Parks:

Booster Park (skate park and baseball field locations)

Bonde Park (soccer/lacrosse upgrades)

Eveleth Park

Outdoor Ice Rink

Rod and Norma Smith Park

Anderson Lakes Park

Deer Haven Park

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Park Commission Agenda Information

Date:

June 8, 2016

Agenda Item Number:

Item 7.0

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: _____