

City of East Bethel Road Commission Agenda

6:00 PM

Date: June 14, 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 Minutes – May 10, 2016
6:10 PM	4.0	Road Financial Information & Roads Capital Funds Summary
6:15 PM	5.0	Roads Tour
7:45 PM	6.0	Council Report and Other Business
8:00 PM	7.0	Adjourn

EAST BETHEL ROAD COMMISSION MEETING

May 10, 2016

The Road Commission met at 6:30 pm at the East Bethel City Hall for its monthly meeting.

MEMBERS PRESENT: Al Thunberg, Chair Daniel Nowack Lori Pierson-Kolodzienski
Dennis Murphy Bob DeRoche John Witkowski

ABSENT: Kathy Paavola

ALSO PRESENT: Nate Ayshford, Public Works Manager
Jack Davis, City Administrator
Ron Koller, City Council Member/Road Commission Liaison

2.0 Adopt **Mr. Murphy moved and Ms. Pierson-Kolodzienski seconded to approve**
Agenda **the agenda as presented. Motion carried.**

3.0 Approve **Mr. DeRoche moved and Mr. Murphy seconded to approve the March 8,**
3/8/16 Minutes **2016 minutes as written. Motion carried.** Ms. Pierson-Kolodzienski
abstained.

4.0 Roads Mr. Ayshford reported not much has been taken out of the MSA except for
Financial some engineering costs for the 187th to Viking Blvd. service road project. The
Information Street Capital budget is doing okay. Mr. DeRoche asked why on the
Revenue/Expense Statement some of the percentages were so high - Cleaning
Supplies 113%, Chemicals and Chem Products 166%, and General Operating
Supplies 57%, Small Tools and Minor Equip 194%, Auto/Misc Licensing
Fees/Taxes 392%. Mr. Ayshford reported that the Small Tools and Minor
Equip is up because of a Bobcat attachment purchase. Usually with the budget,
we make sure the bottom line is within budget. Cleaning supplies are bought in
bulk, so that accounts for the high percentage of the small budget. Mr.
DeRoche asked if licensing was budgeted for on the Auto/Misc Licensing. Mr.
Nowack said he thought the percentage was high because a truck was
purchased. Mr. Ayshford stated a truck has not been purchased this year and
wasn't sure why it was so high, but will check into it and get an answer. He
believes inspection stickers also come out of that budget. Mr. Nowack noted
the maintenance fund is still "flush" and is not over budget. Mr. Ayshford
noted so far this year \$337,947 has been spent out of the annual \$863,500
budget with the Equipment Replacement Charge for \$125,000 transferred at
the beginning of the year, so spreading that out over 12 months is almost 1/8 of
the budget. All salt has been purchased per the contract, so the salt shed is full
for starting next year. He also noted that next year's bid amount was lowered,
which will save the City money. Cutting edges for the all the snow plows is
approx. \$10,000 per season. The four big cost items for snowplowing are
cutting edges, fuel, salt, and wages.

5.0 2016
Asphalt
Overlays

The Road Commission is asked to consider a recommendation to City Council to approve the 2016 asphalt overlay locations and request solicitation of bids.

The 2016-2020 Roads CIP that was recommended by the Road Commission and the City Council included overlays for the Whispering Oaks development and The Park development. Staff and the City Engineer have also recommended reclaiming a portion of The Woods due to failure of the subgrade that will reduce the life of an asphalt overlay. Also, with current oil market leading to reduced asphalt costs, staff have included needed parking lot overlays of the City Hall/Senior Center lot and the Fire Station #2/Public Works front lot.

The 2016-2020 Roads CIP has set aside \$870,900 for the two neighborhood overlays. The Engineer's estimate for the overlays, asphalt reclaiming, and parking lot overlays is \$722,181 with a 10% contingency of 72,218 for total cost of \$794,399. A little more work than was originally planned is needed due to the poor condition of parts of existing roads. Asphalt prices still seem to be low. Where the roads have existing curb and gutter, the reclaim method will be used. This method does cost more, but produces a much better final product. Mr. Nowack asked if some of these roads are located in neighborhood with drainage issues. Mr. Ayshford said yes and that he believes those issues were resolved. There are parts of 209th and Austin Street that are in good shape and will not need to be overlaid. Even though roads in this area were laid in the mid 1990's, the breakdown is due to failure, not traffic. Mr. Davis stated that those roads have only 1.5-2" of asphalt. Mr. Ayshford stated that a typical road has a 2" base course, and 1.5" to 2.5" of wear asphalt for a ten ton road. Concrete areas will be left in place, plus a few catch basins with concrete spillways will be added, and Public Works will replace some culverts. City Hall/Senior Center parking lot will be a straight overlay. The Public Works building parking lot was built too high for proper drainage, so the parking area will be reclaimed and graded before any asphalt is laid.

Mr. DeRoche asked about adding onto the Public Works building. Mr. Ayshford said that will be looked at next year during the Comprehensive Plan review. Currently, the building is crowded from housing all the City equipment, having 3 stalls for the Anoka Sheriff Dept. substation, and 3 stalls for the Fire Dept. Mr. Ayshford suggested looking at this building during the Roads tour in June.

Mr. DeRoche moved and Mr. Nowack seconded to recommend City Council approve the 2016 asphalt overlay locations and request solicitation of bids. Motion carried.

6.0 2017-2021
Roads Capital
Improvement
Planning

The Roads 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.

We will discuss those projects that are listed for 2017 and determine if they need to stay in their current funding year or be rearranged to reflect any changes in our roads priorities. Other projects can be added and existing ones can be deleted if there is a need for restructuring the schedule. Staff is seeking input from the Road Commission on which projects to prioritize and add to the MSA Capital Improvement Plan and the Roads Capital Improvement Plan for the next 5 years.

Possible items up for addition to the MSA CIP include:

1. East Side Service Road (approx. \$2,170,000 with only \$785,160 eligible for MSA funding)
2. Davenport Street from 209th up to and including 213th Ave. (3/4 mile approx. \$550,000)
3. 181st Ave. from TH 65 to Jackson St. (3/4 mile with the cooperation of Ham Lake approx. \$800,00)
4. University Ave. from Sims Road to 221st Ave. (1 mile with the cooperation of Oak Grove approx. \$900,000)
5. Klondike Dr. (Gravel 1 3/4 mile approx. \$1,500,000-\$2,000,000)

This is a continuation from the March 2016 meeting. Recommended changes have been made into the plan. This plan is a guide/model for the next 5 years, with only the items for 2017 being approved for next year's budget. For 2017 there is no funding in the MSA budget because all MSA funding was advanced for the service road project behind the Aggressive Hydraulics area going to Viking Blvd. The same is true for 2018, so no projects from that fund are being planned as of right now. The service road Phase 3 portion has been changed to delete the part going south to 181st from the theater, to adding a portion on the east side by businesses, thinking that that will be a better fit for the City's higher need and would open up land for development as well.

The Street Capital Fund for 2017 has two neighborhoods designated for sealcoating – Sunny View Addition and DeGardners Addition; both neighborhoods are behind the ice rink.

No items were listed for 2020-21, so University Ave. reconstruction, Sandy Drive overlay, and Davenport reconstruction were added. All three projects are eligible for MSA funds, but because so much money is being dedicated to the service roads these projects may need to be funded by the Street Capital Fund.

Mr. DeRoche asked where the funding will come from for the east side service roads. He said it's very clear that development has to happen on the west side in order to pay for the sewer and water bonds. Any development further north will not put money toward the bond pay off, which leaves the east side. The less money left dedicated to the east side means higher assessments to businesses, which could result in loss of businesses; just as 3-4 businesses were lost on the west side, because the businesses couldn't afford the higher assessment. Mr. DeRoche doesn't see a developer coming in and providing a service road then assessing the costs to homebuyers. Mr. Ayshford said with

the MSA fund, if a developer did come along and wanted to develop the east side, funds could be advanced four years (2019-2022 at \$600,000/yr.), but that could be taking from future projects as well. So there is money available if a decision is made to move forward. Mr. DeRoche said it's either that or bonding, but there has to be development in order to justify bonding.

Chair Thunberg said the hope is that by having the road in on the west side it will encourage development and hook-ups to City sewer and water. Hopefully, if that happens the senior apartments will be built and various owners will split their properties for development. He agreed that if the road is completed and no development has occurred by 2019, it probably would not be feasible to do the east side. He believes it more important to do something to entice people to come, than to wait to see if there is an interest and then do something.

Mr. Nowack noted there is also the Superstreet proposal that may alter some of the plans. Mr. Ayshford stated that a Superstreet study has been started, but that East Bethel probably won't hear anything for a few months.

Mr. DeRoche reminded everyone that the Roads Commission twice recommended not doing the Johnson Street project (which was a road to nowhere), but people fought to do it...it was finally stopped by the City Council.

Mr. Ayshford did state that part of the reason for the west side service road is to alleviate traffic and for safety reasons, along with development. Mr. Nowack said he remembers people speaking about safety being a priority, due to the number of traffic accidents occurring at 187th. Chair Thunberg agreed that safety was a driving factor for the service road.

Mr. DeRoche moved and Ms. Pierson-Kolodzienski seconded to recommend the City Council accept the 2017-2021 Roads CIP as presented. Motion carried.

7.0 Council
Report and
Other Business

City Council liaison, Ron Koller reported:

- Congressman Tom Emmer was at the last Council Meeting for a Q & A session.
- The shade tree ordinance is completed. This ordinance is to protect shade trees on public property from being destroyed or vandalized.
- Castle Towers decommissioning – A lot of the sewage material has been removed and spread out over a farm field in a short amount of time. Thank you to the city engineer and Dirt Works for the clean-up.
- City Council has request CST do an EAW.
- The updated chicken ordinance was passed.
- The miniature horse ordinance stands as written.

Mr. Ayshford gave a heads-up on a possible future issue concerning snowmobiles being able to ride in the public right of way. Homeowners with opposition are wanting to put stakes across their driveways to prevent

snowmobiles crossing the driveway. Under City Ordinance, no one is allowed to put permanent stakes across their driveways.

Chair Thunberg asked if there is a schedule for the service roads behind Aggressive Hydraulics. Mr. Ayshford said there is a property acquisition being worked on and that it will probably be started but not be finished this year.

Chair Thunberg asked if there has been discussion on the development north of Viking Blvd. by the water tower. Mr. Ayshford said the developer is still working on it; there are roads laid out and grading is being done with some of the pond being filled in.

Chair Thunberg asked is anyone has heard of any other developments. Mr. Ayshford said something came through for a 40 acre development for single family houses; it is not in the sewer and water district.

The houses to be built by Fish Lake are on existing lots.

Mr. Nowack said that the realtor for the property where CST wants to go in was petitioning for a rezoning to rural residential for years to subdivide that to build houses. However, she was getting too much pushback so she stopped. Mr. DeRoche noted that was changed to light industrial back in 2008 as part of the sewer and water project and thought that changing the zoning along that corridor would have to be approved by the Met Council. Mr. Ayshford said the Comp Plan is going to be reviewed next year and that it will most likely look at the zoning for the area. Mr. Nowack said the realtor was confident that she could have sold off the property in smaller lots if it had been zoned residential.

Mr. Ayshford reported receiving a number of calls concerning the dust on gravel roads due to the dry weather. Residents asked if they could do a cost-share with the City for a chloride application. The City has paid for these applications in the past on Klondike, however, another option could be for residents paying for it through assessment if the city does not want to fund it with the General Fund. Dry roads application costs about \$3,000/mile and with 16 miles of gravel roads the cost would be approx. \$50,000. In the past the City has done Klondike because that is a commercial area and busy thoroughfare for people. The Commission might want to consider discussing this at a future meeting. Three options for residents could be: Do a cost-share, pay by assessment, or pay to have it done in front of their property. Luckily, it has rained to help with the dust problem.

Mr. Ayshford suggested plaques be made for both Roger and Jeff for their many years of service on the Roads Commission. **Mr. DeRoche moved and Mr. Nowack seconded to recommend City Council approve plaques and resolutions for both Roger and Jeff for their many years of service on the Roads Commission. Motion carried.**

The Roads Commission tour will be June 14 starting at 6:00 pm at City Hall.

8.0 Adjourn **Ms. Pierson-Kolodzienski moved and Mr. DeRoche seconded to adjourn at 7:11 pm. Motion carried.**

Respectfully submitted,

Gail Gessner, Recording Secretary
Submitted 5/14/16

DRAFT

**City of East Bethel
Balance Sheet
Fiscal Year 2016
5/31/16**

Fund Name	Street Construction - State Aid (402)	Street Capital Projects (406)
G xxx-10100 Cash	38,999.10	1,217,205.71
G xxx-10200 Petty Cash		
G xxx-10400 Interest Receivable		
G xxx-10700 Taxes Receivable-Delinquent		
G xxx-12300 Special Assess Rec-Deferred		
G xxx-13200 Due from Other Governments		
G xxx-13300 Due from Other Entities (Loan Payable)		
G xxx-xxxxx Pension (Deferred Outflows)		
G xxx-xxxxx Fixed Assets		
G xxx-xxxxx Accumulated Depreciation		
Total Assets	38,999.10	1,217,205.71
G xxx-20400 Sales Tax Payable		
G xxx-20600 Contract Retainage	27,473.31	6,301.59
G xxx-20810 State Surcharges		
G xxx-20830 MCES Reserve Capacity Loan		
G xxx-21706 Medical Insurance		
G xxx-21707 Dental Insurance		
G xxx-21708 PERA LIFE		
G xxx-21710 Medical Cafeteria Exp		
G xxx-21711 Dependent Care Cafe Exp		
G xxx-21712 Medical Care Reimbursement		
G xxx-21714 Dependent Care Reimbursement		
G xxx-21716 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-23999 Pension Liability		
G xxx-24500 Escrow		
Total Liabilities	27,473.31	6,301.59
Fund Balance		
G xxx-25300 Unreserved Fund Balance at 12/31/15	39,583.60	784,657.41
Excess of Revenues over Expenses (1/1/16 to 5/31/16)	(28,057.81)	426,246.71
Total Fund Balance	11,525.79	1,210,904.12
Total Liabilities and Fund Balance	38,999.10	1,217,205.71

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

Account Description	2016 Activity 1/1/16 to 5/31/16	2016 Budget	YTD as a % of Budget
Street Project State Aid			
E 402-40200-302 Architect/Engineering Fees	27,049.99	-	N/A
E 402-40200-307 Professional Services Fees	-	-	N/A
E 402-40200-404 Street Maint Services	-	-	N/A
E 402-40200-510 Land	1.00	-	N/A
E 402-40326-302 Architect/Engineering Fees	-	-	N/A
E 402-40326-307 Professional Services Fees	-	-	N/A
E 402-43124-342 Legal Notices	-	-	N/A
E 402-40326-530 Improvements Other Than Bldgs	-	-	N/A
E 402-43121-302 Architect/Engineering Fees	-	-	N/A
E 402-43125-302 Architect/Engineering Fees	1,083.89	-	N/A
E 402-43125-510 Land	-	-	N/A
	28,134.88	-	N/A
Street Project Non-State Aid			
E 406-40600-224 Street Maint Materials	-	-	N/A
E 406-40600-302 Architect/Engineering Fees	-	-	N/A
E 406-40600-307 Professional Services Fees	-	-	N/A
E 406-40600-342 Legal Notices	-	-	N/A
E 406-40600-404 Street Maint Services	-	-	N/A
	-	-	N/A

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

Account Description	2016 Activity 1/1/16 to 5/31/16	2016 Budget	YTD as a % of Budget
Public Works - Streets			
E 101-43220-101 Full-Time Employees Regular	111,288.12	306,300.00	36%
E 101-43220-102 Full-Time Employees Overtime	560.31	10,500.00	5%
E 101-43220-103 Part-Time Employees	-	6,100.00	0%
E 101-43220-105 Employee On Call/Standby Pay	3,263.78	3,200.00	102%
E 101-43220-107 Commissions and Boards	20.00	1,700.00	1%
E 101-43220-122 PERA-Coordinated Plan	8,633.42	23,000.00	38%
E 101-43220-125 FICA/Medicare	9,497.78	29,900.00	32%
E 101-43220-126 Deferred Compensation	3,190.05	8,400.00	38%
E 101-43220-131 Cafeteria Contribution	23,750.00	57,000.00	42%
E 101-43220-151 Worker s Comp Insurance Prem	17,718.57	20,000.00	89%
E 101-43220-201 Office Supplies	118.69	100.00	119%
E 101-43220-211 Cleaning Supplies	452.47	400.00	113%
E 101-43220-212 Motor Fuels	4,383.19	36,000.00	12%
E 101-43220-213 Lubricants and Additives	721.26	3,200.00	23%
E 101-43220-214 Clothing & Personal Equipment	402.35	3,000.00	13%
E 101-43220-215 Shop Supplies	370.40	1,200.00	31%
E 101-43220-216 Chemicals and Chem Products	332.80	200.00	166%
E 101-43220-217 Safety Supplies	154.60	1,800.00	9%
E 101-43220-218 Welding Supplies	438.89	1,000.00	44%
E 101-43220-219 General Operating Supplies	285.03	500.00	57%
E 101-43220-221 Motor Vehicles Parts	1,553.39	7,200.00	22%
E 101-43220-222 Tires	244.42	4,500.00	5%
E 101-43220-223 Bldg/Facility Repair Supplies	508.22	500.00	102%
E 101-43220-224 Street Maint Materials	32,444.79	73,500.00	44%
E 101-43220-226 Sign/Striping Repair Materials	640.28	7,000.00	9%
E 101-43220-229 Equipment Parts	2,981.01	14,000.00	21%
E 101-43220-230 Snowplow Cutting Edges	800.00	10,000.00	8%
E 101-43220-231 Small Tools and Minor Equip	5,385.45	2,600.00	207%
E 101-43220-306 Personnel/Labor Relations	241.00	400.00	60%
E 101-43220-307 Professional Services Fees	452.20	600.00	75%
E 101-43220-321 Telephone	950.03	3,000.00	32%
E 101-43220-341 Personnel Advertising	-	100.00	0%
E 101-43220-342 Legal Notices	64.50	100.00	65%
E 101-43220-381 Electric Utilities	5,472.75	20,000.00	27%
E 101-43220-382 Gas Utilities	2,080.03	7,000.00	30%
E 101-43220-385 Refuse Removal	791.25	3,200.00	25%
E 101-43220-388 Hazardous Waste Disposal	-	500.00	0%
E 101-43220-401 Motor Vehicle Services (Lic d)	3,360.24	8,200.00	41%
E 101-43220-402 Repairs/Maint Machinery/Equip	8,247.46	6,400.00	129%
E 101-43220-403 Bldgs/Facilities Repair/Maint	2,566.29	4,000.00	64%
E 101-43220-404 Street Maint Services	-	52,000.00	0%
E 101-43220-422 Auto/Misc Licensing Fees/Taxes	392.40	100.00	392%
E 101-43220-431 Equipment Replacement Chgs	125,000.00	125,000.00	100%
E 101-43220-433 Dues and Subscriptions	-	100.00	0%
	379,757.42	863,500.00	44%



City of East Bethel Road Commission Agenda Information

Date:

June 14, 2016

Agenda Item Number:

Item 5.0

Agenda Item:

Roads Tour

Requested Action:

Informational Item

Background Information:

The Roads Commission has scheduled a tour of current and potential road projects in the City of East Bethel for the June meeting. The tour will depart City Hall at 6:00 p.m. and will visit the following streets and projects:

- Public Works Building
- Whispering Oaks Development (2016 Overlay locations)
- Lincoln, Laurel, Longfellow Project in Coon Lake Beach
- Drainage Improvement Project in Nordin Estates
- 181st Ave (future MSA project)
- Phase I Service Road possible locations (2016-2017 MSA project)
- Davenport (future MSA project)
- University Ave (future MSA project)

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



City of East Bethel Road Commission Agenda Information

Date:

June 14, 2016

Agenda Item Number:

Item 6.0

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, Ron Koller.

Attachments:

Fiscal Impact:

Recommendation(s):

Road Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____