

City of East Bethel
City Council Agenda
 Regular Council Meeting – 7:00 p.m.
 Date: July 6, 2016



	<u>Item</u>	
7:00 PM	1.0	Call to Order
7:00 PM	2.0	Pledge of Allegiance
7:01 PM	3.0	Adopt Agenda
7:01 PM	4.0	Presentations
	A.	2016 Booster Day - Denise Lachinski
	B.	2016 East Bethel Royalty Pageant- Doug Meyenberg
7:15 PM	5.0	Public Forum
7:20 PM	6.0	Consent Agenda
		<i>Any item on the consent agenda may be removed for consideration by request of any one Council Member and put on the regular agenda for discussion and consideration</i>
pg. 5-9	A.	Approve Bills
pg. 10-17	B.	Meeting Minutes, June 8, 2016 City Council Work Meeting
pg. 18-26	C.	Meeting Minutes, June 15, 2016 City Council Meeting
pg. 27	D.	Resolution 2016-31, Accepting Donation from Hakanson Anderson
pg. 28	E.	Pay Request – CT WWTP Decommission Project - Dirtworks
pg. 29-33	F.	Animal Control Contract
pg. 34-55	G.	IUP Renewals
7:25 PM	7.0	Commission, Association and Task Force Reports
	A.	Planning Commission
	B.	Economic Development Authority
	C.	Park Commission
	D.	Road Commission
7:26 PM	8.0	Department Reports
	A.	Community Development
pg. 56-59	1.	Second Generation Chimney's Site Plan Review
	B.	City Engineer
	C.	City Attorney
	D.	Finance
	E.	Public Works
	F.	Fire Department
	G.	City Administrator
pg. 60-66	1.	Access Road- Ponds of Hidden Prairie
pg. 67-69	2.	Ordinance Opting out of MN Statutes Section 462.3593

pg. 70-173
pg. 174-176

3. Comp Plan RFP's
4. 2017 Budget Meeting Schedule and 2017 ACSO Law Enforcement Contract

7:55 PM

9.0

Other

- A. Staff Report
- B. Council Reports
- C. Other

8:00 PM

10.0

Adjourn



City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

Item 6.0 A-G

Agenda Item:

Consent Agenda

Requested Action:

Consider approval of the Consent Agenda

Background Information:

Item A

Approve Bills

Item B

June 8, 2016 City Council & Planning Commission Joint Work Meeting Minutes

Meeting minutes from the June 8, 2016 City Council Joint Work Meeting with the Planning Commission are attached for your review.

Item C

June 15, 2016 City Council Meeting Minutes

Meeting minutes from the June 15, 2016 City Council Meeting are attached for your review.

Item D

Resolution 2016-31 Accepting Donation from Hakanson-Anderson

The City of East Bethel has received a donation of eight Minnesota Twins Tickets valued at \$220.00 from Hakanson-Anderson. These tickets will be given away in a drawing as part of the Booster Days Family Fun Night scheduled for Friday, July 15, 2016.

Item E

Pay Request for the Castle Towers Wastewater Treatment Plant Decommissioning Project – Dirtworks Inc.

Dirtworks, Inc. completed the removal and disposal of the biosolids, drying beds, storage bunker, underground pipes and structures, cover soils and liner, and completed the clearing and grubbing and site grading for the Castle Towers Wastewater Treatment Plant Decommissioning Project. Staff recommends payment to Dirtworks, Inc. in the amount of \$72,120 for this work. A copy of the Dirtworks, Inc. invoice for this work is attached.

Item F

Animal Control Contract Renewal

Gratitude Farms proposes to continue their agreement for animal control services for the City under the same terms as in the previous contract. Their service includes patrol services, pickup and impound of dogs and other agreed upon domestic animals other duties as may be assigned by the City related to the animal control activity.

Services under this agreement will be billed at \$50.00 per hour in one quarter hour increments for call out services and monthly retainer of \$250.00. By contracting for this service, the city has realized a savings by not having to board animals at city facilities, paying city staff on weekends to stand by until the animal was retrieved and any humane liability issues.

Emergency veterinary services will be provided to injured animals only to the extent necessary to keep them from suffering and to provide humane conditions while boarding the animal. These charges are the responsibility of the owner. Should the owner fail to claim the animal within six days, the animal becomes the property of Gratitude Farms.

Gratitude Farms has provided exceptional service to the City and has performed our animal control since 2010. There is no increase in the proposed fees for this service from 2016 through 2017. Staff recommends approval of the attached contract.

Item G

Consider approval of the following IUP renewals:

1. Richard Wait - Home occupation of a hot rod factory at 20042 Polk St NE, East Bethel, Minnesota 55011.
2. David Niven - Home occupation of a screen printing business at 2731 225th Lane NE, East Bethel, Minnesota 55011.
3. Linda Gutzkow -To operate a business called Linda Gutzkow's Permanent Cosmetics at 20825 Tyler St NE East Bethel, MN 55011.
4. Stephen Van Krevelen - Home-based computer repair and IT support business known as *Anoka Computer Center, LLC*, located at 18333 Yancy St. NE, East Bethel, Minnesota 55092.
5. Cathy Erickson -Home occupation known as Creative Threads that does contract embroidery on hats and garments, and also does fabric cutting for embroidery companies at 912 207th Street NE, East Bethel, Minnesota 55011.
6. Anne Kubat - To allow for a renewal for an interim use permit for the purpose of owning and caring for either 2 beef steers OR 1 beef steer and 3 sheep at any one given time at 20511 East Bethel Blvd NE, East Bethel, Minnesota 55011.
7. Tammy Gimpl - Approval of a Private Kennel for 10 dogs at 22359 Bataan St NE, East Bethel, MN 55011.
8. Kathy Keenan - interim use permit for the purpose of owning and caring for 2 horses at 4455 224th Ave NE, East Bethel, Minnesota 55011.

The City has received no complaints on any of the renewals and all the renewal submittals are in compliance with the terms of their IUP's.



City of East Bethel
July 6, 2016
Payment Summary

Payments for Council Approval

Bills to be approved for payment	\$638,436.42
Electronic Payroll Payments	\$55,666.61
Payroll - City Council, June 15, 2016	\$1,775.35
Payroll - Fire Department, June 15, 2016	\$6,336.46
Payroll - City Staff, June 16, 2016	\$35,460.75
Payroll - City Staff, June 30, 2016	\$32,629.93
Total to be Approved for Payment	\$770,305.52

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
2005A Public Safety Bonds	Bond Interest	30196	Bond Trust Services Corp.	301	30100	\$16,275.00
2005A Public Safety Bonds	Fiscal Agent s Fees	31117	Bond Trust Services Corp.	301	30100	\$450.00
2008A GO SEWER REV BONDS	Bond Interest	GO 2008A	US Bank	308	30800	\$17,180.00
2010 GO WATER REVENUE NOTE	Bond Interest	062816	MN Public Facilities Authority	309	30900	\$267.95
2010 GO WATER REVENUE NOTE	Debt Srv Bond Principal	062816	MN Public Facilities Authority	309	30900	\$3,000.00
2010A GO Water Utility Rev Bnd	Bond Interest	30198	Bond Trust Services Corp.	310	31000	\$197,450.00
2010A GO Water Utility Rev Bnd	Fiscal Agent s Fees	31119	Bond Trust Services Corp.	310	31000	\$450.00
2010B GO Utility Revenue Bond	Bond Interest	30197	Bond Trust Services Corp.	311	31100	\$93,837.50
2010B GO Utility Revenue Bond	Fiscal Agent s Fees	31118	Bond Trust Services Corp.	311	31100	\$450.00
2010C GO Bond	Bond Interest	GO 2010C	US Bank	312	31200	\$9,746.25
215-221st 65 Service Rd	Architect/Engineering Fees	36323	Hakanson Anderson Assoc. Inc.	402	43125	\$864.55
Arena Operations	Electric Utilities	062216	Connexus Energy	615	49851	\$617.77
Arena Operations	Gas Utilities	505815136	Xcel Energy	615	49851	\$85.18
Arena Operations	Professional Services Fees	100022	Gibson's Management Company	615	49851	\$1,750.00
Arena Operations	Telephone	332373310-175	Sprint Nextel Communications	615	49851	\$24.30
Assessing	Professional Services Fees	2nd Qtr 2017	Kenneth A. Tolzmann	101	41550	\$13,623.00
Building Capital Projects	Info Systems Equip	187185	EPA Audio Visual, Inc.	401	40100	\$91,329.66
Building Capital Projects	Info Systems Equip	187186	EPA Audio Visual, Inc.	401	40100	\$4,685.00
Building Inspection	Motor Fuels	497693	Mansfield Oil Company	101	42410	\$271.22
Building Inspection	Professional Services Fees	1058747	STS Staffing	101	42410	\$20.43
Building Inspection	Professional Services Fees	1058748	STS Staffing	101	42410	\$326.88
Building Inspection	Professional Services Fees	1060635	STS Staffing	101	42410	\$326.88
Central Services/Supplies	Information Systems	221583	City of Roseville	101	48150	\$2,827.67
Central Services/Supplies	Office Equipment Rental	3100254209	Pitney Bowes	101	48150	\$151.32
Central Services/Supplies	Office Equipment Rental	306810979	US Bank Equipment Finance	101	48150	\$269.50
Central Services/Supplies	Office Supplies	IN1222369	Innovative Office Solutions	101	48150	\$151.90
Central Services/Supplies	Office Supplies	062016	Jackie Campbell	101	48150	\$29.93
Central Services/Supplies	Small Tools and Minor Equip	332373310-175	Sprint Nextel Communications	101	48150	\$0.99
Central Services/Supplies	Telephone	221633	City of Roseville	101	48150	\$249.73
Central Services/Supplies	Telephone	332373310-175	Sprint Nextel Communications	101	48150	\$86.88
City Administration	Professional Services Fees	M22186	TimeSaver Off Site Secretarial	101	41320	\$419.00
City Administration	Travel Expenses	062916	Jack Davis	101	41320	\$207.90
Civic Events	Professional Services Fees	062816	Hollywood Pyrotechnics, Inc.	227	45311	\$2,500.00
Civic Events	Professional Services Fees	062816	Hollywood Pyrotechnics, Inc.	101	45311	\$2,500.00



City of East Bethel

July 6, 2016

Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Economic Development Authority	Professional Services Fees	062916	Gail E. Gessner	232	23200	\$100.00
Engineering	Architect/Engineering Fees	36327	Hakanson Anderson Assoc. Inc.	101	43110	\$396.30
Engineering	Architect/Engineering Fees	36353	Hakanson Anderson Assoc. Inc.	101	43110	\$315.00
Engineering	Architect/Engineering Fees	36353	Hakanson Anderson Assoc. Inc.	101	43110	\$1,735.76
Engineering	Architect/Engineering Fees	36353	Hakanson Anderson Assoc. Inc.	101	43110	\$114.30
Engineering	Architect/Engineering Fees	36353	Hakanson Anderson Assoc. Inc.	101	43110	\$574.30
Engineering	Architect/Engineering Fees	36353	Hakanson Anderson Assoc. Inc.	101	43110	\$1,115.10
Finance	Office Supplies	IN1222369	Innovative Office Solutions	101	41520	\$36.05
Fire Department	Cleaning Supplies	26323	Menards - Forest Lake	101	42210	\$177.49
Fire Department	Clothing & Personal Equipment	182495	Aspen Mills, Inc.	101	42210	\$168.50
Fire Department	Conferences/Meetings	4227	MN Fire Serv Cert Board	101	42210	\$80.00
Fire Department	Electric Utilities	062216	Connexus Energy	101	42210	\$9.97
Fire Department	Electric Utilities	062216	Connexus Energy	101	42210	\$485.65
Fire Department	Electric Utilities	062216	Connexus Energy	101	42210	\$118.42
Fire Department	Electric Utilities	062216	Connexus Energy	101	42210	\$71.76
Fire Department	Equipment Parts	F-261580154	Allstate Peterbilt North	101	42210	\$26.08
Fire Department	Equipment Parts	F-261620010	Allstate Peterbilt North	101	42210	\$16.35
Fire Department	Gas Utilities	505815136	Xcel Energy	101	42210	\$142.90
Fire Department	Motor Fuels	497690	Mansfield Oil Company	101	42210	\$298.84
Fire Department	Motor Fuels	497693	Mansfield Oil Company	101	42210	\$431.45
Fire Department	Office Supplies	IN1222369	Innovative Office Solutions	101	42210	\$88.86
Fire Department	Repairs/Maint Machinery/Equip	100158	Ready Watt Electric	101	42210	\$4,905.82
Fire Department	Telephone	221633	City of Roseville	101	42210	\$46.84
Fire Department	Telephone	332373310-175	Sprint Nextel Communications	101	42210	\$7.20
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	102371	Rogers Electric	101	41940	\$999.83
General Govt Buildings/Plant	Bldgs/Facilities Repair/Maint	89221	Town and Country Fence	101	41940	\$1,590.00
General Govt Buildings/Plant	Electric Utilities	062216	Connexus Energy	101	41940	\$907.33
General Govt Buildings/Plant	Electric Utilities	062216	Connexus Energy	101	41940	\$183.92
General Govt Buildings/Plant	Electric Utilities	062216	Connexus Energy	101	41940	\$15.27
General Govt Buildings/Plant	Gas Utilities	505815136	Xcel Energy	101	41940	\$48.76
General Govt Buildings/Plant	General Operating Supplies	062016	Jackie Campbell	101	41940	\$71.13
MSA Street Construction	Architect/Engineering Fees	36322	Hakanson Anderson Assoc. Inc.	402	40200	\$901.25
MSA Street Construction	Architect/Engineering Fees	36324	Hakanson Anderson Assoc. Inc.	402	40200	\$1,348.00
MSA Street Construction	Architect/Engineering Fees	36325	Hakanson Anderson Assoc. Inc.	402	40200	\$8,305.43
Park Maintenance	Bldg/Facility Repair Supplies	583567	Ham Lake Hardware	101	43201	\$26.24
Park Maintenance	Chemicals and Chem Products	30132566	Federated Co-ops	101	43201	\$171.40
Park Maintenance	Cleaning Supplies	3042385	Dalco	101	43201	\$216.34
Park Maintenance	Clothing & Personal Equipment	1182734429	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182745831	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Clothing & Personal Equipment	1182757185	G&K Services - St. Paul	101	43201	\$18.21
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$21.36
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$113.39
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$84.08
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$34.79
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$336.80
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$32.50



City of East Bethel

July 6, 2016

Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Park Maintenance	Electric Utilities	062216	Connexus Energy	101	43201	\$32.02
Park Maintenance	Equipment Parts	F-261580154	Allstate Peterbilt North	101	43201	(\$26.08)
Park Maintenance	Equipment Parts	F-261600234	Allstate Peterbilt North	101	43201	\$3.24
Park Maintenance	Equipment Parts	F-261750122	Allstate Peterbilt North	101	43201	\$31.55
Park Maintenance	Equipment Parts	F-261760055	Allstate Peterbilt North	101	43201	\$11.28
Park Maintenance	Equipment Parts	582261	Ham Lake Hardware	101	43201	\$28.39
Park Maintenance	Equipment Parts	P67099	MN Equipment	101	43201	\$11.16
Park Maintenance	Equipment Parts	P67806	MN Equipment	101	43201	\$230.62
Park Maintenance	Equipment Parts	PC200149962	Ziegler Inc.	101	43201	\$94.22
Park Maintenance	Equipment Parts	PC200150285	Ziegler Inc.	101	43201	\$121.24
Park Maintenance	Lubricants and Additives	P48570	MN Equipment	101	43201	\$17.34
Park Maintenance	Motor Fuels	497690	Mansfield Oil Company	101	43201	\$574.69
Park Maintenance	Motor Fuels	497693	Mansfield Oil Company	101	43201	\$369.82
Park Maintenance	Motor Vehicles Parts	3591070	Auto Nation SSC	101	43201	\$88.97
Park Maintenance	Park & Landscape Services	594	A Family Tree & Brush Service	101	43201	\$2,250.00
Park Maintenance	Park/Landscaping Materials	23681	Bjorklund Companies, LLC	101	43201	\$45.00
Park Maintenance	Professional Services Fees	060916	Gail E. Gessner	101	43201	\$100.00
Park Maintenance	Telephone	221633	City of Roseville	101	43201	\$46.82
Payroll	Insurance Premium	07 2016	Dearborn National Life Ins Co.	101		\$1,294.63
Payroll	Insurance Premium	6532627	Delta Dental	101		\$44.10
Payroll	Insurance Premium	6532627	Delta Dental	101		\$44.10
Payroll	Insurance Premium	6532627	Delta Dental	101		\$597.20
Payroll	Insurance Premium	07 2016	NCPERS Minnesota	101		\$144.00
Payroll	Union Dues	06 2016	MN Public Employees Assn	101		\$429.00
Planning and Zoning	Escrow Reimbursement	36320	Hakanson Anderson Assoc. Inc.	101		\$565.20
Planning and Zoning	Escrow Reimbursement	36321	Hakanson Anderson Assoc. Inc.	101		\$3,196.10
Planning and Zoning	Escrow Reimbursement	36335	Hakanson Anderson Assoc. Inc.	101		\$414.60
Planning and Zoning	Escrow Reimbursement	062416	Lang Builders	101		\$3,125.00
Planning and Zoning	Escrow Reimbursement	062416	Lang Builders	101		\$1,800.00
Planning and Zoning	Escrow Reimbursement	061316	Sara Stream	101		\$150.00
Planning and Zoning	Legal Notices	366552	ECM Publishers, Inc.	101	41910	\$53.75
Planning and Zoning	Office Supplies	IN1223717	Innovative Office Solutions	101	41910	\$43.20
Recycling Operations	Electric Utilities	062216	Connexus Energy	226	43235	\$123.02
Recycling Operations	Gas Utilities	505815136	Xcel Energy	226	43235	\$25.00
Recycling Operations	Professional Services Fees	07 2016	Cedar East Bethel Lions	226	43235	\$1,200.00
Recycling Operations	Professional Services Fees	07 2016	Cedar East Bethel Lions	226	43235	\$416.96
Recycling Operations	Refuse Removal	05 2016	Freimuth Enterprises LLC	226	43235	\$895.40
Sewer Operations	Bldg/Facility Repair Supplies	96533	VWGoetsch Associates, Inc.	602	49451	\$988.00
Sewer Operations	Electric Utilities	062216	Connexus Energy	602	49451	\$353.09
Sewer Operations	Electric Utilities	062216	Connexus Energy	602	49451	\$52.64
Sewer Operations	Electric Utilities	062216	Connexus Energy	602	49451	\$35.68
Street Capital Projects	Architect/Engineering Fees	36326	Hakanson Anderson Assoc. Inc.	406	40600	\$4,540.76
Street Maintenance	Bldg/Facility Repair Supplies	584395	Ham Lake Hardware	101	43220	\$33.01
Street Maintenance	Bldgs/Facilities Repair/Maint	17355	Blaine Lock & Safe, Inc.	101	43220	\$225.00
Street Maintenance	Bldgs/Facilities Repair/Maint	1182734429	G&K Services - St. Paul	101	43220	\$5.33
Street Maintenance	Bldgs/Facilities Repair/Maint	1182745831	G&K Services - St. Paul	101	43220	\$5.33



City of East Bethel
July 6, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Bldgs/Facilities Repair/Maint	1182757185	G&K Services - St. Paul	101	43220	\$9.17
Street Maintenance	Bldgs/Facilities Repair/Maint	217993-IN	Zahl Petroleum Maintenance Co.	101	43220	\$754.42
Street Maintenance	Clothing & Personal Equipment	1182734429	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182745831	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Clothing & Personal Equipment	1182757185	G&K Services - St. Paul	101	43220	\$18.32
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$126.23
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$473.67
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$84.09
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$16.61
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$128.25
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$5.00
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$180.21
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$188.57
Street Maintenance	Electric Utilities	062216	Connexus Energy	101	43220	\$352.16
Street Maintenance	Equipment Parts	F-261750013	Allstate Peterbilt North	101	43220	\$15.00
Street Maintenance	Equipment Parts	P68332	MN Equipment	101	43220	\$330.25
Street Maintenance	Equipment Parts	P68484	MN Equipment	101	43220	\$28.14
Street Maintenance	Equipment Parts	1539-457883	O'Reilly Auto Stores Inc.	101	43220	\$9.14
Street Maintenance	Equipment Parts	1539-457928	O'Reilly Auto Stores Inc.	101	43220	\$5.49
Street Maintenance	Equipment Parts	1539-458101	O'Reilly Auto Stores Inc.	101	43220	\$5.38
Street Maintenance	Equipment Parts	1539-458103	O'Reilly Auto Stores Inc.	101	43220	\$4.84
Street Maintenance	Equipment Parts	1921-358410	O'Reilly Auto Stores Inc.	101	43220	\$89.09
Street Maintenance	Equipment Parts	PC200149710	Ziegler Inc.	101	43220	\$50.98
Street Maintenance	Gas Utilities	505815136	Xcel Energy	101	43220	\$23.17
Street Maintenance	Lubricants and Additives	790443	Lube-Tech & Partners, LLC	101	43220	\$992.75
Street Maintenance	Motor Fuels	497690	Mansfield Oil Company	101	43220	\$1,425.26
Street Maintenance	Motor Fuels	497693	Mansfield Oil Company	101	43220	\$160.25
Street Maintenance	Motor Vehicles Parts	284080	S & S Industrial Supply	101	43220	\$13.04
Street Maintenance	Sign/Striping Repair Materials	TI-0298606	Newman Traffic Signs	101	43220	\$1,570.71
Street Maintenance	Small Tools and Minor Equip	4232066	Acme Tools - Plymouth	101	43220	\$33.51
Street Maintenance	Small Tools and Minor Equip	97047	James Ryan	101	43220	\$129.96
Street Maintenance	Small Tools and Minor Equip	284048	S & S Industrial Supply	101	43220	\$29.87
Street Maintenance	Street Maint Materials	160615	Commercial Asphalt Co.	101	43220	\$162.45



City of East Bethel
July 6, 2016
Payment Summary

Dept Descr	Object Descr	Invoice	Check Name	Fund	Dept	Amount
Street Maintenance	Street Maint Materials	21634	Menards - Forest Lake	101	43220	\$252.77
Street Maintenance	Street Maint Materials	213195	Rivard Companies	101	43220	\$150.00
Street Maintenance	Telephone	221633	City of Roseville	101	43220	\$46.82
Street Maintenance	Telephone	332373310-175	Sprint Nextel Communications	101	43220	\$70.40
Tax Increment District No. 1-1	Professional Services Fees	062716	Village Bank	435	43500	\$26,170.70
Water Utility Capital Projects	Architect/Engineering Fees	36352	Hakanson Anderson Assoc. Inc.	433	49405	\$16,489.30
Water Utility Capital Projects	Professional Services Fees	062916	Dirtworks, Inc.	433	49405	\$72,120.00
Water Utility Operations	Electric Utilities	062216	Connexus Energy	601	49401	\$167.98
Water Utility Operations	Electric Utilities	062216	Connexus Energy	601	49401	\$942.26
Water Utility Operations	Electric Utilities	062216	Connexus Energy	601	49401	\$242.07
Water Utility Operations	Gas Utilities	061616	CenterPoint Energy	601	49401	\$27.21
Water Utility Operations	Gas Utilities	061616	CenterPoint Energy	601	49401	\$57.13
						\$638,436.42
Electronic Payroll Payments						
Payroll	PERA					\$12,861.32
Payroll	Federal Withholding					\$10,986.72
Payroll	Medicare Withholding					\$3,389.90
Payroll	FICA Tax Withholding					\$14,494.52
Payroll	State Withholding					\$4,469.07
Payroll	MSRS/H CSP					\$9,465.08
						\$55,666.61

EAST BETHEL CITY COUNCIL MEETING

JUNE 8, 2016

The East Bethel City Council met on June 8, 2016, at 6:30 p.m. for the City Council Work Meeting at City Hall.

MEMBERS PRESENT: Steve Voss Ron Koller Tim Harrington
Brian Mundle Tom Ronning

MEMBER ABSENT: Steve Voss

PLANNING COMMISSIONERS PRESENT:
Sherry Allenspach Lou Cornicelli Eldon Holmes
Glenn Terry Randy Plaisance

ALSO PRESENT: Jack Davis, City Administrator
Colleen Winter, Community Development Director

1.0 Call to Order The June 8, 2016, City Council Work Meeting was called to order by Acting Mayor Ronning at 6:30 p.m.

2.0 Adopt Agenda **Mundle stated I'll make a motion to adopt tonight's agenda. Harrington stated I'll second.** Ronning asked any discussion? All in favor?" **All in favor.** Ronning stated motion passes. **Motion passes unanimously.**

3.0 Discussion on Amendments to City Code Davis presented the staff report, indicating the purpose of tonight's Work Meeting is to discuss potential changes to the Zoning Ordinance, Section 48, Light Industrial, which was adopted in 2007.

Appendix A Zoning Section 48, Light Ind. A proposal by CST Companies to locate in the City was the first test of this section of the City Code and, as such, revealed a number of material weaknesses in our Ordinance. Application of this section of the City Code revealed an absence of definitions, deficiencies in content and inconsistencies in performance standards that could be interpreted to permit most any activity listed under permitted, conditional, and interim uses.

The intention to address these issues is to provide protection from uses that may be inconsistent with the Comprehensive Plan and beyond the objective of the intended goal of this portion of the Ordinance. The proposed changes would not alter the Light Industrial zoning designation, but would align the existing Zoning Ordinance with the Comprehensive Plan.

The following items will be discussed at the June 8, 2016 meeting:

1. Recommend a definition of Light Industrial that relates to our vision of this use and the conditions that are applicable to attracting this type of development.
2. Review of permitted uses within this zoning designation.
3. Review of performance standards within this zoning designation.
4. Review of prohibited uses within this designation.
5. Inconsistencies between City Code and the Comprehensive Plan

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

The objective of the meeting is to provide direction to Staff relating to developing recommendations for the drafting of:

1. A definition of light industrial use;
2. Permitted and prohibited uses; and,
3. Considerations for performance standards for uses within this classification.

Based on the recommendations that originate from this meeting, staff will present a draft report for a potential ordinance change to the Planning Commission at the July 26, 2016, meeting for further review and comment.

Davis asked those present to reference Attachment A, definitions for industrial use and discuss the proper definition of this term. He noted that not allowing outside manufacturing would be consistent with past discussions. Also, to require all storage to be inside and to not create strong odors or vibrations beyond the property line.

Holmes stated under the industrial definition it states... 'where process is not likely to create offensive noise, vibrations, dust, heat, smoke, odor, glare, or other objectionable influences.' He asked how the City will regulate that as one person's noise is another person's not noise and it is the same with odor. Davis stated that is the current issue the City is faced with. He explained there are regulations to model these types of activities; however, they are difficult to enforce. These issues are limited to within the boundaries of the property and if objectionable or discernable from adjacent properties, then it is an issue. Davis stated one of the ordinances has language in how to address the issue but no matter what the City does, there will be questions relating to ability to enforce. Davis indicated that even this general statement will be an improvement over the current language.

Terry suggested extending that sentence to indicate: '...objectionable influences beyond the site.' Davis concurred and referenced the handout with another definition of industrial use that included that language stating: '...objectionable when measured at the property line.'

Holmes asked if a meter would be required to make that measurement. Davis stated 'measured' or 'measurable' may not be the correct words and in this case it would be if detected at the property line. He explained some wordsmithing will be needed and the intent is to get the member's suggestions and guidance on how to improve the existing ordinance.

Ronning stated you have to bear in mind what is reality with noise and sound, noting 80 decibels is a common thing in industry but that would eliminate things like lawnmowers, Harleys, and a baby's cry. He stated another issue is obnoxious noise. Davis stated this would give a better definition and direction to staff to determine what is or is not a permitted use.

Mundle supported including reasonable expectations even though it may not be known tonight how to measure or detect some of these items. He stated that will be learned through research and becoming more familiar and noted that other definitions have almost this exact phrase so there has to be a way to do it. Davis agreed that while a general statement is enough for most cases, it 'sets the table' for some uses that may be contemplating locating in an area and what will be expected of them.

Ronning stated whatever the answers are, it won't be fair to everybody but it is supposed to be what is best for the community. Davis stated the existing Zoning Ordinance is so vague,

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

unclear, and ambiguous, that it permits just about every use. He stated anything to create clarity will give the staff better direction on how to evaluate these issues as they come forward in the future.

Holmes asked about the difference between the current code language and proposed language. Davis stated the differences and inconsistencies between the Code and Comp Plan also need to be resolved, noting the Comp Plan contains the language that has been under discussion but that is not stated in the Code. In addition, the Code contains two sections with conflicting language relating to outdoor storage.

Mundle suggested adding language in the Code to indicate which document prevails, the City Code or Comp Plan as there may be other areas that conflict. Davis agreed there are other instances of conflict and inconsistencies. He stated the City Attorney's opinion is that the specific statement trumps the general statement so in this case about the requirement for exterior storage, the specific statement of 50% of the rear yard takes precedence over the general statement of 'no exterior storage.'

Mundle suggested a sentence saying if there are any conflicts between the Comp Plan and City Code, the Comp Plan rules. Then various interpretations are not needed. Cornicelli pointed out that Codes are enforceable but Comp Plans are not enforceable. Ronning stated ordinances and codes are living documents that are changed and amended but the Comp Plan is in place for ten years. Davis stated the City can clear up the inconsistencies between the two so both express the same intent. Mundle stated then just as extra insurance, language can be added saying City Code rules over the Comp Plan.

Davis described several scenarios of exterior storage and recommended reasonable percentage based on the footprint of the building.

Consensus was reached that industrial uses shall have no outside manufacturing activities.

Holmes asked whether the City will need to buy meters to measure things like smoke, odor, and vibration. Davis explained that the applicant bears the burden of proof if there's an objectionable issue. Holmes stated it still has to be regulated and that's the problem. In addition, there will be future businesses that aren't even known at this point so the ordinance will have to be changed again to suit that company. For that reason, he felt the language had to be fairly vague yet strong. Davis agreed that being too specific with the language will limit the City so he would suggest a general definition that can be drilled down to include more specifics later. Another option is to have a PUD overlay on industrial districts to provide more flexibility and allow evaluation on a case-by-case basis.

The members reviewed and discussed sample ordinances from neighboring communities. Terry stated he likes the Andover ordinance language that doesn't measure or create a standard because that would be subjective. Yet it lays the burden of proof with the company to demonstrate they will abide by that and also allows the opportunity to object on that basis. Terry stated that type of language gives latitude with each case and also allows consideration of the location (by residential or isolated location).

Ronning stated the City already has all of this and it just has one problem and that's with one definition. He cautioned crying, 'wolf.' Ronning stated support for language indicating: 'The intent of a light industrial zone is to provide for wholesale and warehousing uses and those industrial uses that include fabrications, manufacturing, assembly or

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

processing of materials that are in refined form and that do not in their transformation create smoke, gas, odor, dust, vibration of earth, soot, or lighting to a degree that is offensive when measured at the property line of subject property.’

Ronning read another definition from a code publishing company’s website definitions.uslegal.com. He stated there is some continuity between Andover’s ordinances and these two sources as well as Cambridge. He stated asked members to give their thoughts to staff so they can put something in writing.

Plaisance stated when talking about light industrial and property to the north, the whole area as a complex, his concern is what kind of businesses would be facing the highways/roads leading into the complex. He stated if the City is looking to entice industry, it will not want a shabby entrance to this location. Plaisance asked if the City should stipulate that the entrance into the complex should have certain requirements (architecture/landscaping) for those properties. The concern is one of first impression.

Plaisance stated his other concern relates to requiring landscaping/pavement for businesses where equipment is moved. He would like the ordinance to require the appropriate landscaping and semi-permeable surface for that type of industry to limit excess dust. Plaisance stated he may be willing to consider a lower requirement for businesses located in the middle of the industrial park but wants to make sure that the perimeter properties create an attractive appearance.

Koller stated with the language listing the issues (dust, noise, vibration, soot, lighting) found to be offensive at the property line, should also include health hazards and regulate use of chemicals. Holmes stated that would be handled by OSHA. Koller stated that OSHA may to a point but their regulations are based in the actual area and he is talking about things that are windblown into other areas including across the street. Holmes asked how far the distance would go to regulate those things. Koller stated it shouldn’t be allowed at any distance. Mundle asked Koller if he preferred language in the Code rather than relying on an outside agency.

Ronning stated all of this exists now with the Minnesota Pollution Control Agency (MPCA) if there are hazardous material anyplace. He restated this is not ‘new ground,’ noting it can also include things like concrete and/or wood dust. Ronning stated he has viewed the materials sheet, they are not poison, and there is no harm even if ingested. He stated professionals (DNR, MPCA) will be making that decision, not the City and they will either accept or deny in writing.

Harrington noted the chemicals mentioned by Ronning do cause respiratory tract irritation and for your skin. Ronning stated people have been using wood chips and making furniture for hundreds and thousands of years and there is some wood you shouldn’t use as well as treated lumber that can be harmful. He noted you also have chemicals in your home, such as bleach, and need to use some common sense.

Allenspach agreed the language should state something about hazardous chemicals. She would also like to see something about the light trucking, size of trucks, so the City does not get massive amounts and constant levels of 18-wheelers coming into the light industrial area. Davis asked the members to address the issue of trucking separately as the City will need to be careful in how that is addressed to assure it is well thought out and does not result in adverse unintended consequences.

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

Harrington stated he likes the light industrial definition used by Blaine stating, 'This district shall encourage the development of clean and quiet industrial uses requiring large lots accessible to major highways and utilizing city services of sanitary sewer, water, street, and storm drainage.'

Davis stated the one common factor in all of these is going back to the issue of noise, which is also more difficult to monitor but should be included in the definition.

Plaisance stated when looking at the Blaine definition and talking about utilizing City services of sanitary sewer, water, street, and storm drainage, currently that particular site does not have City sewer and water and the price to extend those services is prohibitive at this time. Davis stated in the long run, if property was available for development to the north, it could be a consideration at some point. He noted water service is necessary to develop due to insurance requirements for fire protection. That is the reason Aggressive Hydraulics built in a location with water service. Davis agreed that for one user, it would be cost prohibitive to extend the services.

Mundle asked if language can be added to indicate it wouldn't necessarily use sanitary sewer, water, etc. but they plan to in the future so when they go to develop their site plan, it can accommodate sewer and water connections. Davis suggested it include public services readily available at the time, including public streets so they are dedicated under the City's conditions.

Winter provided a recap of the items discussed tonight:

- *Which trumps, the Comp Plan or Zoning Code from a legal standpoint*
- *Andover's definition of light industrial*
- *Allowing no outside manufacturing*
- *Restricting outside storage to the rear yards based on the footprint of the building*
- *To align the language of the Comp Plan and Zoning Code*
- *Consideration of different rules for businesses in locations along the highway and entrance points versus an interior lot*
- *Need to mitigate parking lot dust through appropriate landscaping*
- *Include health hazards in the light industrial definition*
- *Include use of hazardous chemicals in the light industrial definition*
- *Include regulation of number of trucks*
- *Consider Blaine's definition of light industrial*
- *Include regulation of noise*
- *Plan for future public infrastructure*

Ronning suggested the language indicate known health hazards so it is not something in the future.

Holmes stated the issues of noise, heat, smoke and glare can all be metered but other items like vibration, dust, odor, and other objectionable influences can't be metered. He suggested language indicating a metered item can be in a certain area and a non-metered item it can't be within half a mile of residential or something to that effect. Winter asked Holmes if he is suggesting the non-metered items would be less restrictive. Holmes answered in the affirmative.

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

Davis stated the MPCA worksheet measures impacts of items including dust based on things like groundcover, exposed surfaces, and wind speeds. He stated the issue of odor is difficult to define but the City needs a way to objectively measure them and set a standard.

Cornicelli asked whether the definition changes to manufacturing within a structure, doesn't that attenuate most of the noise concerns. Davis agreed it should take care of most all of these concerns. Cornicelli stated so the issue of metering and not metering, if the definition changes, then it's a moot point largely. Davis stated then the issue would be noises generated by trucking activities, emissions from the building, and things of that nature.

Davis stated staff can use tonight's input to draft a definition for the Planning Commission's consideration. He asked the members to next address prohibited uses. Davis addressed trucking types of businesses, such as UPS, and asked what would be considered permissible within light industrial.

Ronning noted this information will be considered several times so there is time for more comments and thoughts.

A resident asked if the light industrial definition will require all manufacturing to be inside. Ronning stated most of the examples provided suggest that manufacturing takes place on the inside of the building, not the outside. The resident stated his opinion that the business being proposed could not be dropped into the middle of Andover or Blaine or anyplace he knows.

Ronning noted some of the examples do include trucking and warehousing. He stated if that was Wal-Mart going in, you'd have hundreds of trucks 24 hours a day with lights on 24 hours a day and a lot of people.

Plaisance asked how fast staff intends to get something drafted. Davis explained there is no timetable and staff will look at this from several different directions to assure it is as correct as possible this time so it does not have to be done over again. He anticipated it will take two Planning Commission meetings and maybe a couple City Council meetings to come up with something that is acceptable.

Mundle agreed that once a final draft is prepared, at that point, it would be good to open it to the public to get input.

Davis stated with the trucking aspect, it is known that certain businesses have transportation needs. He suggested prohibiting trucking terminals as a use in this area. Davis stated a definition of 'trucking terminal' will be needed and the City will need to consider the impact of prohibiting this use so more discussion is needed. Davis indicated the goal is to be protective without being too restrictive and stated he would like to hear the member's comments.

Ronning stated the City also has to keep in mind what is currently existing so it dovetails together. He stated if the new language is too restrictive, it will cause existing uses to become non-compliant.

In response to Ronning, Davis described the three aquifers in this area. Davis stated the environmental issues will also need to be considered but that is more specific than what is being considered tonight. Davis asked for input on the trucking aspects.

Discussion on Amendments to City Code Appendix A Zoning Section 48, Light Ind.

Mundle stated if we have a truck terminal, it should be a certain distance away from any residential and regulated on the size of trucks (semi with tractor-trailer versus large delivery trucks).

Allenspach supported regulating hours of operation. Davis explained that could be part of the performance standards and suggested staff draft examples of definitions relating to the trucking aspects for consideration at the next Planning Commission meeting.

Davis stated earlier it was mentioned to require paving areas, vegetation/landscaping, which are also performance standards. He noted one of the proposals from the company that wishes to locate at the intersection of 237th and Highway 65 proposes to have 15 acres of essentially a dirt parking lot for their pallet storage, which could pose problems. Davis stated he is not sure what can be done within the existing ordinance but he would recommend that it be paved or a non-erodible (rain and wind) surface be provided. In addition, a definition of exterior storage is needed including the area allowed, position in relation to the building, and screening requirements. With loading docks, the location on the building needs to be specified along with hours of operation if outside activities are involved.

Harrington asked about a UPS or FedEx operation that uses semi-trucks. Davis stated that will have to be addressed when talking about trucking because if you become too restrictive, you limit certain businesses the City may find desirable.

Holmes stated he does not think the City can legally say, 'no trucking companies.' Davis clarified that the City can do so. Holmes stated if the City did say 'no trucking terminals,' it was legally fought and the City loses, it can still put in a guideline on the location of trucking terminals but there may be no such property in East Bethel. Davis stated the City of Fridley recently prohibited any more automobile repair uses on Highway 65 as it believes there were already too many. Davis reviewed the City's regulation of adult businesses that restricts locations.

Plaisance stated FedEx is a perfect example of what he could consider a trucking terminal since it is a location that is specifically designed for distribution. He noted that if talking about a store that receives goods, it needs a dock but that would not be a trucking terminal as it is a place trucks come in, are stored, and loaded at all hours of the night, and then come back out. Plaisance stated he does not know if the City can define it that closely but to him, he would prefer the City not have trucking terminals.

Davis stated one thing initially brought up is the limited amount of land in East Bethel that can be developed for industrial use so the City would like it maximized in terms of job creation. He noted that distribution facilities generally don't employ a lot of people but do require a lot of property.

Cornicelli asked about the Isanti UPS distribution center. Davis stated that building is very small and most of the time those trucks go out in the morning and don't come back until evening. He noted that other distribution businesses send trucks out in the morning and those trucks may return two or three times during the day to pick up more product for delivery.

Holmes stated he has worked at three large UPS buildings and they do employ a lot of

3.0
Discussion on
Amendments
to City Code
Appendix A
Zoning
Section 48,
Light Ind.

people, but that’s actually a distribution center compared to places like Isanti that is not as large. Davis stated he was referring to more of a satellite distribution center, not a regional distribution center that is very large and employs more people.

Allenspach noted it’s impossible for the language to cover everything but you have to do the best for your particular city. Holmes agreed and restated there are new businesses that will come in and the ordinance will have to be changed again.

Davis stated that it is *generally not considered that light industrial uses utilize outside manufacturing and light industrial uses do not have a ratio of approximately 15 to 1 in terms of exterior storage to building size.*

Terry stated if you narrow it down to public safety issues, it doesn’t matter what else comes in because the groundwork is covered to protect transportation and public safety and visual issues.

Davis stated for the most part, the two issues mentioned will take care of a lot of the other issues. Cornicelli stated that is likely why the Blaine ordinance language is fairly concise and brief because those few statements take care of 90% of the issues. Davis concurred and stated if the City can take care of 90% of the issues, it would be fantastic. He asked if there are more comments or direction for staff.

Mundle stated Blaine has a section addressing zero lot lines and suggested that be included. Davis stated that had also been suggested by Mr. Creswell who has been instrumental and done research to give the City ideas on this. Davis stated that at this time this area is not served with public utilities and lot sizes are a minimum of 10 acres.

Winter stated the concern with the zero lot line is whether water is available to those sites. Davis stated one of the issues is that the current Code lists minimum lot sizes, which creates a handicap when designing a compact industrial park. He supported staying with a 10-acre standard since there are not utilities in that area.

Davis stated staff has received enough input to create a rough draft for future consideration.

**4.0
Adjourn**

Mundle stated I’ll make a motion to adjourn. Koller stated I’ll second that. Ronning asked all in favor? All in favor. Motion passes unanimously.

Meeting adjourned at 7:45 p.m.

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial, Inc.

EAST BETHEL CITY COUNCIL MEETING

JUNE 15, 2016

The East Bethel City Council met on June 15, 2016, at 7:00 p.m. for the regular City Council meeting at City Hall.

MEMBERS PRESENT: Steve Voss Ron Koller Tim Harrington
Brian Mundle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
Mark Vierling, City Attorney
Mark DuCharme, Fire Chief
Craig Jochum, City Engineer

1.0 The June 15, 2016, City Council meeting was called to order by Mayor Voss at 7:00 p.m.

Call to Order

2.0 The Pledge of Allegiance was recited.

Pledge of Allegiance

3.0 **Harrington stated I'd like to make a motion to adopt tonight's agenda. Under the Consent Agenda, I'd like to add Items P, One-Day Temporary On-Sale Liquor Permit for the Cedar-East Bethel Lions Club for Booster Days, and Q, Supplemental Payment Summary. Mundle stated I'll second. Voss asked any discussion? All in favor? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.**

4.0 Davis presented the staff report and background of the request by Jeff Brozek for a building permit to construct a 2,400 square foot detached accessory structure on his 3.5-acre lot, zoned Rural Residential, located at 19820 Naples Street NE. It was noted that City Code, Appendix A, Zoning, Section 14, allows these type of structures up 2,400 square feet on this size parcel. Davis explained why the requested building permit had been denied and process available to Mr. Brozek to appeal staff's decision.

Presentation

4.0A

Admin.

Hearing

Jeff Brozek

It was noted the Council received Mr. Brozek's presentation regarding his claim of no basis for the denial of the permit after which the Council remanded the issue back to the Building Department for clarification regarding the computation of square footage, defining the procedure for measurement of the 14-foot exterior sidewall height, intent of the Ordinance as it relates to this matter, and other commentary that may relate to issues brought forth in the Hearing. Staff contacted the Minnesota Department of Labor and Industry (DLI) and requested definitions for Floor Area and Exterior Walls. The definitions and interpretation from the DLI are provided in Attachment 7. These definitions support staff's understanding of sidewall/wall heights but still leave the matter of floor area open to interpretation.

Davis stated Mr. Brozek met with City Staff to discuss a possible resolution to the difference of interpretation in this matter on Monday, June 6, 2016. At the conclusion of the meeting, the only outstanding disagreement concerned the determination of the sidewall height of the proposed building. Though Mr. Brozek was willing to consider a lower ceiling height for the second floor, his preference remains approval of the plans as presented for the original request for a permit.

Davis reviewed the options available to Council as detailed in the staff report, noting an historical summary of how the 14-foot sidewall height wall was arrived at was also included. He stated staff recommends that the City Council conclude the Administrative Hearing for Ryan Brozek, 19820 Naples Street NE, and upon conclusion of the Hearing provide direction to staff relative to the administrative decision of the denial of the building permit.

Mundle stated the only issue before the Council now is the sidewall height. Davis indicated that is correct, noting the letter from the DLI indicates the second floor appears to be an uninhabitable structure for storage space so that square footage is not computed in the total square footage of the building. He stated with the sidewall height, the only thing in Code that regulates it for these types of buildings is in the detached accessory structures. Davis acknowledged when the sidewall height regulation was under discussion by the Planning Commission and City Council, it related to pole buildings to enable 14-foot sidewall heights so a 12-foot garage door could be installed. That discussion never related to detached garages or stick built structures.

Mundle asked what was the code for accessory structures before that discussion took place. Davis stated the sidewalls were of lesser heights but he is unsure how they were arrived at or the intent. Mundle asked about the original intent of a detached accessory structure, no matter whether stick built or pole barn. Davis stated before it was changed, there are many examples of detached stick built garages that did not fall under this requirement or it was waived for some reason. Davis stated he did a tour about a week ago and observed at least a dozen that all had exterior wall heights exceeding 14 feet, mostly built between 2004 and 2007. At some point, there was either no regulation or a waiver of requirements of stick built buildings for wall height. Davis stated all the structures he observed were well done, blended with their neighborhoods, and were compatible with the principle structure.

Voss stated there are quite a few in East Bethel and perhaps they were considered as a frame structure where the Code is 30-foot maximum. Davis agreed with that interpretation as probably the differentiation is between pole/post frame buildings and traditional-type frame buildings. It was noted that with the latest ordinance amendment, the discussion centered exclusively on pole buildings.

Ronning stated one consideration in this case is the ornamental soffit on the side of the wall, which is not structural and the wall extends to that point. Davis stated that measurement is 22 feet 4-9/16 inches.

Davis stated when first looked at, his opinion was it didn't meet the sidewall heights but after his research, he thinks the intent and purpose was to regulate pole buildings and stick/traditional built frame buildings have fallen under the same codes under which the principal or residential structures were built.

Voss stated in years past, the City encouraged frame built over pole buildings and more focus was brought to make them look like the principle structure.

Davis stated if there is intent to regulate these, then the ordinance needs to be specific in how these structures are defined.

Mundle stated no matter the outcome of this case, he believes this subject should be addressed by Planning & Zoning to determine if there should be two codes (stick built and

pole buildings), how each is distinguished, and conditions that fall under each. Davis stated he would not object to classifying these as meeting the codes of the principle structure as all structures he viewed were well done.

Voss asked if there have been any recent proposals for a second floor that have been denied. Davis answered not to his knowledge.

Ronning stated one consideration that remains is the use of the second story, noting he had asked several times at the last meeting but did not receive an answer. Voss stated but if you use the premise of looking at the structure the same as the principal structure, then that discussion becomes moot because all the two-story buildings he knows of have some kind of living space up there or storage or workshop.

Mundle stated as long as it's not a habitable use. Voss stated it does not have sanitary service and no one is living there or sleeping there. Mundle asked if the City has control over what use happens on the second story. Vierling advised potentially yes if it's a use that would be otherwise prohibited or not permitted under the Zoning Code for that zone. Then there would be restraints and it would not be allowed. It would be the same as the principle structure in terms of use except you can't live in it.

Koller stated I'll make a motion to reverse the staff decision to deny the building permit based on the intent of the ordinance and allow the structure to be built as presented. Harrington stated I'll second. Voss asked any discussion?

Voss stated he agrees with Mundle and staff that the ordinance needs to be tweaked by Planning. Ronning asked that Planning also define what is meant by habitable. Mundle stated inhabitable means you can't live there and asked Ronning if he was asking Planning to draft conditions so you cannot live there. Ronning stated no, what it amounts to is you can't live there so it's not supposed to be able to be lived in. Mundle concurred.

Voss asked any other discussion? All in favor? **Harrington, Koller, Mundle, and Voss-Aye.** Voss asked any opposed? **Ronning-Nay. Motion passes 4-1.** Davis stated staff will issue the building permit and asked Mr. Brozek to stop by City Hall.

Davis presented the staff report and described the purpose of the City's Storm Water Pollution Prevention Program as required by the National Pollutant Discharge Elimination Program, which authorizes City's to discharge storm water to the public water system. He reviewed the program's strategies and explained that based on the public oral and written input, the City can modify the Program as the City determines to be appropriate. As required, the meeting notice was advertised in the *Anoka Union* and copies of the City's SWPPP are available for public review at City Hall and on the City website. Staff recommends that the City Council conducts the annual meeting to consider public input on the City's Storm Water Pollution Prevention Program to receive public comment.

Voss opened the public hearing at 7:19 p.m. No one from the public or Council offered comment. **Voss closed the public hearing at 7:20 p.m.**

Commander Orlando presented the May 2016, Sheriff's Report, reporting on 1 DWI, 1 Possession of Marijuana, 2 Curfew Violations, 6 Trespassing Curfew Violations, 1 Disorderly Conduct, and 1 5th Degree Possession of Controlled Substance arrests.

Mundle asked what time is curfew. Orlando explained it depends on age and night of the week and the specifics are posted on line.

Orlando announced she will not be in attendance for the next three months as she is attending the FBI National Academy for leadership training. She stated she will provide contact information and monthly reports will be made. Davis and the Council congratulated Commander Orlando on her upcoming training opportunity.

Orlando answered a question of an audience member relating to the location of the trespassing arrest.

U-Turns on
221st Avenue
at Hwy. 65

Harrington asked about traffic eastbound on 221st Avenue at Highway 65, and whether U-Turn are restricted at that location. Orlando asked if it is marked as such. Harrington stated he thinks it is marked in the center but often witnesses vehicles making U-Turns in that location. Harrington asked if complaints had been received about that activity. Orlando stated she will alert Deputies.

4.0C.2
Fire
Department
Report

Fire Chief DuCharme stated the May 2016 report had been provided to the Council, noting they responded to 32 calls of which 3 were for illegal burning. He reminded the public they cannot burn garbage in a recreational fire and recommended residents talk to their neighbors before lighting a recreational fire in case smoke is bothersome to them. Chief DuCharme stated they assisted in a mutual aid fire in Oak Grove. He stated they responded to 23 medical calls but transported only 14 of those. In addition, they continue with business inspections and fire safety plan reviews.

New State
Fire
Code

Chief DuCharme announced that early May, the State adopted a new Fire Code, which will be brought before the Council for adoption in the next few months. He stated there are not many changes but may be issues with driveways not being considered fire roads in the new Fire Code.

Booster Day
Firemen's
Dance

Chief DuCharme stated tickets are available for the Booster Days Firemen's Dance on July 16th, which will cap off those festivities. He described where those tickets can be purchased.

**5.0
Public
Forum**

No one signed to speak at the Public Forum.

**6.0
Consent
Agenda**

- Item A Approve Bills
- Item B June 1, 2016 City Council Meeting Minutes
- Item C Union Contract
- Item D Approve Liquor License Renewals for 2016-2017
- Item E Resolution 2016-26 Accepting Donation from Eckberg Lammers
- Item F John Anderson Park Siding Contract for Park Building
- Item G Sub Surface Treatment Systems (SSTS) Grant
- Item H Set Date for Fall Recycle Day
- Item I Resolution 2016-27 Declaring Playground Equipment at Rod and Norma Smith Park Surplus
- Item J Purchase of Playground Equipment for Rod and Norma Smith Park
- Item K Set Date for July HRA Meeting

- 6.0 Consent Agenda Item L Resolution 2016-28 Declaring 1986 Ford L-8000 Fire Tanker Truck and 1983 Chevrolet Kodiak Fire Truck as Surplus
- Item M Approval of Election Judge Roster for 2016
- Item N Resolution 2016-29 Identifying the Need and Authorizing an Application for Planning Assistance Grant Funds
- Item O Pay Estimate #5 for the 185th Avenue, Laurel Road and Lincoln Drive Street Reconstruction Project
- Item P One-Day Temporary On-Sale Liquor Permit for the Cedar-East Bethel Lions Club for Booster Days
- Item Q Supplemental Payment Summary

Harrington stated I'll make a motion to adopt tonight's Consent Agenda. Koller stated I'll second. Voss asked any discussion? All in favor? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

7.0 Commission, Association and Task Force Reports
New Business

7.0A None.
 Planning Commission

7.0B None.
 Economic Development Authority

7.0C None.
 Park Commission

7.0D None.
 Road Commission

8.0 Department Reports
 8.0A Davis presented the staff report, noting Randolph Anderson, 24315 University Avenue NE, received an Interim Use Permit (IUP) for the keeping of farm animals in August 2013 and it will expire in August 2016. The IUP stipulated conditions that Mr. Anderson continues to maintain. Davis presented the application of Mr. Anderson an IUP renewal to keep of up to four horses and three bovines on his 17 acres of property, noting this request meets all the requirements of City Code, Chapter 10, Article V. Staff recommends the approval of an IUP to Mr. Randolph Anderson for the Keeping of Farm Animals at 24315 University Avenue NE subject to the conditions as outlined in the IUP Renewal Agreement.

8.0A.1 **Ronning stated I'll move to approve an IUP to Randolph Anderson for the keeping of farm animals at 24315 University Avenue NE subject to the conditions as outlined in the IUP Renewal Agreement. Harrington stated I'll second.** Voss asked any discussion?

Mundle asked if there had been any violations. Voss asked if there had been any complaints. Davis answered no to both inquiries. Mundle asked if staff has inspected the site. Davis stated the Community Development Director and Building Official both inspected the property. Voss asked any other discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0A.2 Admin. Subd. Rimma Medelberg 20381 E. Bethel Blvd. Davis presented the staff report and request of Rimma Medelberg, who owns a 29.04-acre lot at 20381 East Bethel Boulevard that is zoned Rural Residential. Ms. Medelberg's residence is located on this tract and it is her plan to sell the house and divide the property into two lots, one of which will retain the home and contain 2.5 acres (including right-of-way) and the other lot will be 26.54 acres. Per revisions that were approved at the City Council meeting on June 1, 2016, Ms. Medelberg's property qualifies for a simple lot split under the amended Administrative Subdivision Ordinance. Ms. Medelberg meets the requirements for a simple lot division and the requirements of the underlying Rural Residential (RR) zoning district. Staff recommends the approval of the Administrative Subdivision request for Ms. Medelberg, 20381 East Bethel Blvd, East Bethel, MN 55011, PIN# 22-33-23-11-0006.

Ronning stated move to approve the Administrative Subdivision request for Rimma Medelberg, 20381 East Bethel Blvd, East Bethel, MN 55011, PIN# 22-33-23-11-0006. Koller stated I'll second. Voss asked any discussion? Hearing none, to the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0B Engineer 8.0B.1 Project Reports Jochum provided an update on the Castle Towers Wastewater Treatment Plant Decommission Project and report. He referenced the cost summary sheet to date for this project, noting the top 15 items have been completed, some by a hired contractor. Jochum referenced the left hand column, the original bid, and the actual costs of \$80,400.

Castle Towers WWTP Voss asked if the estimated number is no longer correct. Jochum stated that is an estimate on the dumpster disposals. He has not yet received the final invoices but thinks it will be about \$8,400.

Jochum reported everything is out of the ground at this point and the site is nicely graded. The remaining five tasks are listed with the major items being removal of the buildings. The bid for that work is \$62,720 and he thinks the 4-acre turf establishment can be accomplished for much less than the bid amount of \$30,000. Jochum stated the plan is to obtain quotes for the remaining work for presentation to the Council in several weeks to determine whether to proceed.

Voss asked if there is a practical need for anything remaining on the site. Jochum and Davis both indicated there is not and agreed it is an attractive nuisance.

Harrington stated he thought when the pond was drained and the building was removed, the site would remain to be developer driven and the City would not establish turf. Jochum explained the NPDES construction permit requires turf establishment so it needs to be seeded with a cover crop and grass seeded to control erosion but top soil will not be placed.

Phase I Service Road Jochum stated staff has completed draft plans for the Phase I Service Road to establish the vertical and horizontal control but nothing more will be done until all easement deeds are signed. Once that is completed, they will add details to the plan, present them to the Council for approval, then submit to State Aid for review. He estimated a late-fall bid with winter muck and utility work but the bulk of the road being constructed in the spring of 2017.

185th Avenue Project Update Jochum stated 185th Avenue, Lincoln, and Laurel is mostly done so punch list items will be inspected.

Jochum reviewed the Council's past action to approve the plans and specifications and authorized solicitation of bids for the 2016 Street Surface Improvement Project at its May 18, 2016, meeting. This project includes overlaying approximately 12,000 lineal feet of City Street and reclaiming and overlaying 6,700 lineal feet of City Street. There were also two alternate bids received. Bids were opened on June 10, 2016 and the Alternate Bids were as follows:

Alternate Bid No. 1: Overlay the City Hall parking lot.

Alternate Bid No. 2: Reconstruct the Public Works Building parking lot.

Jochum reviewed the bid summary as contained in the draft resolution, noting Rum River Contracting was the lowest bidder for the Base Bid and Knife River was the lowest bid for the Base Bid and any combination of the Alternate Bids. Staff recommends that the Base Bid and both alternate bids be accepted from Knife River in the amount of \$686,387.58. The estimated cost of this project was \$794,400. The Streets Capital Improvement Plan has set a budget of \$871,000 to be spent on overlays in 2016. Funds are available and appropriate for this project. Staff is recommending approval of Resolution 2016-30 Accepting Bids for the 2016 Street Surface Improvement Project.

Harrington stated I'll make a motion to approve Resolution 2016-30 Accepting Bids for the 2016 Street Surface Improvement Project. Mundle stated I'll second. Voss asked any discussion? Voss stated the recommendation is to do both alternatives. Davis answered in the affirmative. Voss asked any other discussion? Hearing no further discussion, to the motion, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**

8.0C
City Attorney

None.

8.0D
Finance

None.

8.0E
Public Works

None.

8.0F
Fire
Department

None.

8.0G
City
Administrator

Davis presented the staff report relating to the Upper Rum River Water Management Organization's (URRWMO) mission and activities. He stated the URRWMO is in the process of updating its Plan and advised of opportunities to provide comment at an open house at the Oak Grove City Hall on June 29, 2016, at 7:00 p.m. He encouraged anyone who can to attend this open house to make comment on the URRWMO action plan.

8.0G.1
URRWMO
10-Year
Plan

Mundle referenced the Plan and explained items depicted in red were proposed by other governmental agencies and will be considered by the URRWMO whether to include. He stated the Plan requires public input and encouraged all to attend this open house.

Informational; no action required at this time.

Davis presented the staff report, indicating staff has concluded real estate negotiations with affected property owners for the right-of-way/easements required for the Phase I Service Road Project. Staff has keep the Council informed as the negotiations were in process. There are two permanent/temporary easements and one parcel purchase proposed for acquisition. PIN #'s for the properties are as follows:

- 29-33-23-34-0001, 0.39-acres permanent and 1.51-acres temporary easement - \$15,000
- 29-33-23-33-0002, 10-acre tract with dwelling - \$349,000
- 29-33-23-32-0004, 1.6-acres permanent and 1.5-acres temporary easement - \$12,000

Total acreage of the acquisition consists of one 10-acre tract with dwelling, 1.99 acres of permanent easement and 3.01 acres of temporary easement and the cost of this right-of-way/easement is \$376,000. The City will use funds from their Municipal State Aid Account (MSA) for the acquisitions. The MSA account is funded by an annual appropriation from Mn/DOT and no City General Funds will be required for these purchases. Staff recommends the approval of the real property acquisition of lands as identified and detailed in the staff report with total payments of \$367,000 to be disbursed at closings.

Mundle stated I'll make a motion to approve approval of the real property acquisition of lands identified as PIN #'s 29-33-23-34-0001; 29-33-23-33-0002; and, 29-33-23-32-0004, with total payments of \$376,000 distributed at closings. Harrington stated I'll second. Voss asked any discussion? To the motion, all in favor say aye? All in favor. Voss asked opposed? That motion passes. Motion passes unanimously.

9.0 Other
9.0A
Staff Reports
Booster Day
Elec. Judges

Davis announced the June 16, 2016, Booster Day meeting at 6:30 p.m. at City Hall and invited anyone interested in volunteering to participate.

Davis reported the City still needs two assistant head election judges for Precincts 1 and 3. He encouraged anyone interested to contact City Hall.

9.0B
Council
Report –
Member
Ronning
Shaw Prop.
Council
Member
Harrington

Ronning stated there has been a lot of activity at the Shaw property at County Road 22 and Jackson Street with hauling in fill and black dirt and final grading. Davis explained staff had granted permission for this activity about two months ago and to fill in the pond. Staff will meet with Mr. Shaw tomorrow morning and will provide an update at the next Council meeting. Ronning stated it is nice to see this activity.

None.

Council
Member
Koller

Koller stated yesterday the Roads Commission toured overlay locations in East Bethel and found some were in rough shape so the project is well needed. He noted the drainage also needs to be addressed.

Council
Member
Mundle
Reserve
Open House
Movie Night

Mundle reported on his attendance at the Upper Rum River WMO meeting to discuss the Plan update. He announced the public is invited to the Cedar Creek Ecosystem Science Reserve's 2016 Summer Open House on June 18, 8:30 a.m. to 1:30 p.m. Mundle encouraged residents to attend and invite their friends to Movie Night at the Park before Booster Day where the new Star Wars movie will be shown. He asked Davis to relay to the Booster Day Committee that if they need any help, they can contact the Council.

- Mundle asked for an update on the Chamber's audiovisual upgrade. Davis stated the audio visual equipment upgrade was just completed in the Chambers adding two larger and brighter screens, flat panel 70-inch monitor to view presentations, upgraded sound system, and upgraded broadcast capabilities. In addition, the control room equipment has been replaced. Davis stated this is a tremendous improvement and the PEG fees received from Mid-Continent will be dedicated to cover the cost. There will be no involvement of General Funds over the life expectancy of this equipment. Mundle asked if the meeting is being recorded and presented on the website in Hi-Def. Davis stated that is correct.
- Mayor Voss
Hwy. 65
Study
CST Update
- Voss asked for an update on Mn/DOT's Highway 65 study. Davis stated Mn/DOT hopes to have some information by August including several alternatives and a better simulation model for the Reduced Conflict Intersection at Highway 65 and County Road 22.
- Voss asked for an update on the CST application. Davis stated staff has heard nothing from CST since May 4, 2016. Staff initiated one telephone call but received no information. Davis stated he has had no contact with CST for six weeks and awaiting word from CST.
- 9.0C
Other
- None.
- 9.0D
Closed
Session
Perf.
Evaluation
- Vierling stated thank you Mr. Mayor. For the benefit of the public and for the record, we'd note that at the present time the Council's about to go into Closed Session as authorized under Minnesota Statute 13D. The purpose of tonight's Closed Session is a performance evaluation for the City Administrator. This is a regularly scheduled performance evaluation under the Administrator's contractor. The Council will go into Closed Session for the purposes of the evaluation and the performance review and will then return into Open Session after having completed it. The Closed Session will be digitally recorded as required by Statute with that tape being maintained for a period of two years. With that being said, I'd recommend a motion to go into Closed Session for the purposes I've indicated.
- Move to
Closed
Session
- Mundle stated make a motion to go into Closed Session at 8:00 p.m. for the purposes that City Attorney has indicated. Harrington stated I'll second.** Voss asked any discussion? Hearing none, all in favor say aye? **All in favor.** Voss asked any opposed? That motion passes. **Motion passes unanimously.**
- Reconvene
Open Session
- Vierling stated thank you Mr. Mayor. We'd note for the record and the benefit of the public that the Council's back into Open Session after having concluded the Closed Session, which was a personal review periodically conducted under the Contract with the City Administrator. All members of the Council were in attendance as was Mr. Jack Davis and myself as the City Attorney. It was tape recorded as required by law. No motions were made during any period of time at the Closed Session. The evaluation, however, was conducted and although that is confidential, I think it is fair to say the content of the evaluation was positive in all respects. With that being said, Mr. Mayor, that concludes the summary report of the Closed Session.
- 10.0
Adjourn**
- Mundle stated I'll make a motion to adjourn. Harrington stated I'll second.** Voss asked any discussion? All in favor? **All in favor.** Voss asked any opposed? Meeting adjourned. **Motion passes unanimously.**

Meeting adjourned at 8:22 p.m.

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2016-31

**RESOLUTION ACKNOWLEDGING THE DONATION FROM
HAKANSON ANDERSON**

WHEREAS, the City of East Bethel has received a donation of eight Minnesota Twins Tickets valued at \$220.00 from Hakanson Anderson to be used towards the Family Fun Night scheduled for Friday, July 15, 2016.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EAST BETHEL, MINNESOTA THAT: the City Council of the City of East Bethel acknowledges and accepts the Minnesota Twins Tickets valued at \$220.00 from Hakanson Anderson.

BE IT FURTHER RESOLVED THAT: the City Council of the City of East Bethel expresses its thanks and appreciation to Hakanson Anderson for the Minnesota Twins Tickets for Family Fun Night.

Adopted this 6th day of July, 2016 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator

Dirtworks, Inc.

PO Box 169
Cedar, MN 55011

Phone: 763-434-4771



Invoice

Date	Invoice #
6/17/2016	5894

Bill To
City of East Bethel 2241 - 221st Avenue NE East Bethel, MN 55011

Description	Amount																																																
Castle Tower Wastewater Treatment Plant Project:	72,120.00																																																
<table border="1"> <thead> <tr> <th>Equipment Used:</th> <th>Rate per Hour:</th> <th>Hours of Use:</th> <th>Extension:</th> </tr> </thead> <tbody> <tr> <td>Excavator</td> <td>\$165.00</td> <td>232</td> <td>\$38,280.00</td> </tr> <tr> <td>Dozer</td> <td>\$135.00</td> <td>31.5</td> <td>\$4,252.50</td> </tr> <tr> <td>Skidsteer</td> <td>\$99.00</td> <td>93.75</td> <td>\$9,281.25</td> </tr> <tr> <td>Front End Loader</td> <td>\$110.00</td> <td>43.5</td> <td>\$4,785.00</td> </tr> <tr> <td>Dump Truck (12cy)</td> <td>\$85.00</td> <td>80.75</td> <td>\$6,863.75</td> </tr> <tr> <td>Semi Truck End Dump (15cy)</td> <td>\$93.00</td> <td>10</td> <td>\$930.00</td> </tr> <tr> <td>Tractor & Spreader</td> <td>\$125.00</td> <td>43.5</td> <td>\$5,437.50</td> </tr> <tr> <td>Tractor & Disc</td> <td>\$65.00</td> <td>6</td> <td>\$390.00</td> </tr> <tr> <td>Manual Labor for Picking Up Liner Scraps</td> <td>\$50.00</td> <td>38</td> <td>\$1,900.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Equipment Used:	Rate per Hour:	Hours of Use:	Extension:	Excavator	\$165.00	232	\$38,280.00	Dozer	\$135.00	31.5	\$4,252.50	Skidsteer	\$99.00	93.75	\$9,281.25	Front End Loader	\$110.00	43.5	\$4,785.00	Dump Truck (12cy)	\$85.00	80.75	\$6,863.75	Semi Truck End Dump (15cy)	\$93.00	10	\$930.00	Tractor & Spreader	\$125.00	43.5	\$5,437.50	Tractor & Disc	\$65.00	6	\$390.00	Manual Labor for Picking Up Liner Scraps	\$50.00	38	\$1,900.00									
Equipment Used:	Rate per Hour:	Hours of Use:	Extension:																																														
Excavator	\$165.00	232	\$38,280.00																																														
Dozer	\$135.00	31.5	\$4,252.50																																														
Skidsteer	\$99.00	93.75	\$9,281.25																																														
Front End Loader	\$110.00	43.5	\$4,785.00																																														
Dump Truck (12cy)	\$85.00	80.75	\$6,863.75																																														
Semi Truck End Dump (15cy)	\$93.00	10	\$930.00																																														
Tractor & Spreader	\$125.00	43.5	\$5,437.50																																														
Tractor & Disc	\$65.00	6	\$390.00																																														
Manual Labor for Picking Up Liner Scraps	\$50.00	38	\$1,900.00																																														

Total	\$72,120.00
--------------	--------------------

www.dirtworksmn.com
Fax: 763-444-0174

ANIMAL CONTROL CONTRACT

THIS AGREEMENT made this July day of 6th, 2016, by and between Gratitude Farms (hereinafter referred to as the "Contractor") and the CITY OF EAST BETHEL, a municipal corporation, located within the County of Anoka and State of Minnesota (hereinafter referred to as the "City").

WITNESSETH: In consideration of the covenants and agreements hereinafter set forth, it is mutually agreed by and between the parties hereto as follows:

1. This Agreement shall be effective as of January 1, 2016, and shall continue in effect until December 31, 2017 unless otherwise cancelled pursuant to paragraph 14 hereof.

2. **Patrol.** Contractor agrees to patrol the public streets of the City in a vehicle designated for transportation of animals in accordance with the schedule agreed to by both parties. The Contractor shall provide services in accordance with the attached schedule (Animal Control Proposal) and shall be directly responsible to the City. The vehicle operated by the Contractor shall have proper identification displayed on two sides and the back including the words "animal control", and Contractor further agrees to ensure service and maintain said equipment in good working order. There will also be available leashes and a snarem at all times in the vehicle. Gratitude Farms agrees to insure service and maintain said equipment at its own expense.

3. (a). **Place of Impoundment.** All animals collected and impounded shall be kept at 22359 Bataan St, East Bethel, MN 55011. Contractor agrees and warrants that all animals impounded shall be kept in a comfortable and humane manner for the period required by City Ordinance or state statute as appropriate. Contractor may temporarily board at an emergency facility if access and/or treatment are not immediately available at our facility.

The vehicle used will have at least one kennel designed for animal transportation along with being equipped with leather leashes and a snarem.

(b). **Callout.** Contractor shall respond immediately to any callout if directed by an authorized City representative. Acknowledgment of the call will be made within 15 minutes of the time of the call and will provide an estimated time of arrival at the location of the problem. Response to the site will not exceed two (2) hours from the initial call for service. Gratitude Farms will provide the City with current contact information, including but not limited to office, cell and pager numbers.

4. **Insurance.** The Contractor shall provide liability insurance on her automobile and shall provide her own automobile for purposes of supplying the services provided under the terms of this contract. The Contractor shall also provide comprehensive general liability insurance for herself to perform the services of animal control for the City as provided for within this Agreement. That a true and correct copy of the Certificate of Insurance for both automobile and general liability coverage will be filed of record with

the City offices by the Contractor as of the date of execution of this contract.

5. The City authorizes the Contractor to apprehend and retain dogs and other animals and/or issue citation tags for violations of the City ordinances related thereto. However, the Contractor shall not invade private property contrary to the wishes of an owner of said property nor forcibly take an animal from any person without the approval and assistance of a peace officer of the City.

6. **Impoundment, Boarding and Related Charges.** Animal Control Services to the City of East Bethel: \$250 per month, in addition to call out, patrol and boarding fees. Issuance of city dog license shall be done by appointment by the contractor at no additional cost to the city. Daily boarding fees are charged for any and all portions of a calendar day that an animal is boarded. Any and all other fees charged must be approved by the City. The attached fee schedule is incorporated by reference herein as **Exhibit A**.

7. **Reporting.** The Contractor shall provide periodic reports to the City at intervals requested which indicates the hours patrolled, the number of animals impounded, warning tags and violation notices issued, and other such information as requested by the Animal Control Commissioner for the City.

8. Prior to the release of any dog impounded by Contractor at the City's request, Contractor will request that the owner provides a valid City animal license (if applicable), owners' driver's license and/or a state issued identification card, and will obtain a copy of the current rabies vaccination certificate. Copies of drivers' licenses and rabies certificate along with animal license information can be requested by the City.

9. In the event an animal is impounded and boarded by order of the City, a court of competent jurisdiction or the City Council, or is placed under quarantine by statute or ruling of the State Department of Health, Contractor shall board such animal as required by this order or ruling plus an additional six days. At the end of such period, the City shall release all of its interest, right and control over the animal that may then be disposed of at the discretion of Contractor. In the event that any dogs, cats or other impounded animals are unclaimed after five (5) days, they shall become the property of Contractor and shall be surrendered to Contractor to be disposed of or sold at their discretion. All proceeds from the disposition of such animals may be retained by Contractor including any proceeds from any animals disposed of in accordance with Minnesota Statutes 35.71 as an offset to costs incurred.

10. The City shall furnish to Contractor any special forms or receipts specified in City Ordinances or by the City's record keeping/accounting procedures and Contractor shall keep records of all animals impounded together with description of the same.

11. The Contractor shall assume all liability for all harmed animals due to her negligence, or that of her employees, in not properly caring for same and agrees to defend all lawsuits arising therefrom. The Contractor agrees to defend and indemnify and hold

the City harmless, including its officers, employees or agents, from any and all claims, suits, losses, damages or expenses on account of bodily injury, sickness, disease or death and of property damage including injury to animals as a result of, or alleged to be as a result of, the Contractor's animal control operation.

12. The Contractor agrees that during the period of time of this contract it will not, within the State of Minnesota or elsewhere, discriminate against any employee, or applicant for employment, because of race, color, creed, sex, national origin or ancestry and will include a similar provision in all subcontracts entered into for the performance hereof. This paragraph is inserted into the contract to comply with the provisions of Minnesota Statute 181.59.

13. Notices pursuant to this Contract shall be addressed as follows:

a. To Contractor: Tammy Gimpl
Gratitude Farms
22359 Bataan St NE
East Bethel, MN 55011

b. To City: City Administrator
City of East Bethel
2241 221st Ave NE
East Bethel, MN 55011

14. **Independent Contractor.** It is understood and agreed that the Contractor is not an employee of the City but is an independent contractor solely responsible for her own payment of federal, state and social security withholding taxes. Further, the Contractor provides her own equipment with the exception for some equipment that may be made available for her use by the City in its discretion. The Contractor at no time shall hold herself out as an employee of the City, but will always identify herself as an independent contractor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

15. **Default and Cancellation.**

A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is executed, the City may, upon written notice,

immediately cancel this Agreement in its entirety.

B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

16. **Subcontracting and Assignment.** Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary. The Contractor shall be responsible for the performance of all subcontractors.

17. **Records – Availability and Retention.** The Contractor agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and invoice transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of three (3) years from the date of termination of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

CITY OF EAST BETHEL

CONTRACTOR

By: _____
Mayor

By: _____
Tammy Gimpl
Gratitude Farms

By: _____
City Administrator

EXHIBIT A
SCHEDULE OF ADDITIONAL FEES

The following fee schedule is in addition to the \$250.00 fixed monthly rate for services.

Animal Owner Charges if Animal is claimed:

\$50.00 one-time administrative handling fee per animal
\$25.00 daily board fee, statutory veterinary services at cost

City Charges if Animal is unclaimed:

\$50.00 one-time administrative handling fee per animal
\$25.00 daily board fee, statutory veterinary services at cost

Call out and Patrol service fee:

\$60.00/hr. for call out or patrol services between the hours of 8 am. – 6 pm.

\$80.00/hr. for call out or patrol services between the hours of 6 pm. - 8 am.

(Call out and patrol services shall be billed in quarter hour increments.)

Contractor Consulting Services:

\$75.00/hr.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: Richard Wait

Parcel Location: 20042 Polk St NE
East Bethel, MN 55011

Parcel Number: 19-33-23-41-0008

Present Zoning District: R1 – Single Family Residential

Acres: 19.51 acres

IUP REQUEST: Renewal of an Interim Use Permit to allow a home occupation of a hot rod factory at 20042 Polk St NE, East Bethel, Minnesota 55011.

CITY COUNCIL ACTION

The City Council originally approved the IUP in 2005 to allow the home occupation. The IUP has been consistently renewed since. The City Council approved renewing the IUP at its meeting on July 6, 2016.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. Home Occupation shall meet the specific home occupation standards set forth in the City Code Appendix A Section 10-18:
 - a. No more than three (3) persons, at least one (1) of whom shall reside within the principal dwelling, shall be employed by the Home Occupation.
 - b. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
 - c. Any sign associated with the home occupation shall be in compliance with the East Bethel City Code, Chapter 54. Signs. Home occupation signage must be no larger than two (2) square feet (City Code Chapter 54-4.3).
 - d. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
 - e. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
 - f. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.

- g. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
 - h. Parking needs generated by the home occupation shall be provided on-site.
 - i. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure and the area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.
 - j. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
 - k. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
2. All exterior storage, including work related equipment shall be stored within permitted structures or completely screened from view of adjoining properties and the right-of-way.
 3. Home occupation must comply with City Code Chapter 26 Article III Noise.
 4. Hours of operation shall be Monday through Friday, 10:00 A.M. to 6:00 P.M.
 5. A Hazardous Waste Generator's license is required, Mr. Wait is responsible for obtaining and providing a copy to the City no later than September 1st, 2016.
 6. Violation of conditions and City Codes shall result in the revocation of the IUP.
 7. The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
 8. All conditions must be met no later than September 1st, 2016. An IUP Agreement shall be signed and executed on or before this date. Failure to execute the IUP Agreement will result in the null and void of the IUP.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: David Niven

Parcel Location: 2731 225th Lane NE
East Bethel, MN 55011

Parcel Number: 03-33-23-23-0019

Legal Description: Lot 11, Block 2, Shawnee Woods

Present Zoning District: RR - Rural Residential

IUP REQUEST: Renewal of an Interim Use Permit to allow a home occupation of a screen printing business at 2731 225th Lane NE, East Bethel, Minnesota 55011.

CITY COUNCIL ACTION

The City Council originally considered the matter at its meeting on November 19, 2008 and approved the Interim Use Permit to allow the requested home occupation.

The City Council considered renewing the IUP at its meeting on July 6, 2016 and approved the recommendation of the Planning Commission.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. Home Occupation shall meet the specific home occupation standards set forth in the City Code Appendix A Section 10-18:
 - a. No more than three (3) persons, at least one (1) of whom shall reside within the principal dwelling, shall be employed by the Home Occupation.
 - b. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
 - c. Any sign associated with the home occupation shall be in compliance with the East Bethel City Code, Chapter 54. Signs. Home occupation signage must be no larger than two (2) square feet (City Code Chapter 54-4.3).
 - d. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
 - e. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
 - f. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.

- g. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
 - h. Parking needs generated by the home occupation shall be provided on-site.
 - i. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure and the area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.
 - j. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
 - k. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
2. Home will not be used as a point of retail on site sales.
 3. A Hazardous Waste Generator's license is required, Mr. Niven is responsible for obtaining and providing a copy to the City no later than September 1st, 2016.
 4. Violation of conditions and City Codes shall result in the revocation of the IUP.
 5. The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
 6. All conditions must be met no later than September 1st, 2016. An IUP Agreement shall be signed and executed on or before this date. Failure to execute the IUP Agreement will result in the null and void of the IUP.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: Linda Gutzkow

Parcel Location: 20825 Tyler St NE
East Bethel, MN 55011

Parcel Number: 18-33-23-41-0033

Present Zoning District: Single Family Residential (R-1)

Acres: 1.23 acres

IUP REQUEST: approval of a home occupation to operate a business called Linda Gutzkow's Permanent Cosmetics at 20825 Tyler St NE East Bethel, MN 55011.

PLANNING COMMISSION ACTION

A public hearing was held by the Planning Commission of the City of East Bethel in 2006, at which all persons interested were given an opportunity to be heard. The Planning Commission recommended approval of the IUP with conditions.

CITY COUNCIL ACTION

The City Council considered the matter at its meeting on July 6th, 2016 and approved the IUP renewal with conditions.

DECISION

The City Council hereby grants the IUP for a home-based business called Linda Gutzkow's Permanent Cosmetics located at 20825 Tyler St NE, East Bethel, MN 55011, PIN 18-33-23-41-0033 subject to the following conditions:

CONDITIONS AND REQUIREMENTS

1. Home Occupation shall meet the specific home occupation standards set forth in the City Code Appendix A Section 10-18:

- a. No more than three (3) persons, at least one (1) of whom shall reside within the principal dwelling, shall be employed by the Home Occupation.
 - b. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
 - c. Any sign associated with the home occupation shall be in compliance with the East Bethel City Code, Chapter 54. Signs. Home occupation signage must be no larger than two (2) square feet (City Code Chapter 54-4.3).
 - d. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
 - e. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
 - f. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.
 - g. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
 - h. Parking needs generated by the home occupation shall be provided on-site.
 - i. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure and the area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.
 - j. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
 - k. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
2. The IUP excludes body art tattooing and piercings.
 3. The IUP includes electrolysis, permanent cosmetics applied to the facial area (eyebrows, eyes, cheeks, and lips), teeth whitening, and facial treatments. Other services not cover require an amendment to the IUP.
 4. Hours of operation will be Monday – Friday 8:00 AM to 9:00 PM, and Saturday, 9:00 AM to 5:00 PM.
 5. Client parking must be on the residence driveway.
 6. IUP must be executed prior to performing cosmetic services.
 7. Applicant must submit a copy of certification from the American Institute of Education and required permit from Anoka County Community Health and Environmental Services Dept. prior to performing cosmetic services.
 8. Home will not be used as a point of retail on site sales.
 9. Violation of conditions and City Codes shall result in the revocation of the IUP.
 10. The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
 11. All conditions must be met no later than September 1st, 2016. An IUP Agreement shall be signed and executed on or before this date. Failure to execute the IUP Agreement will result in the null and void of the IUP.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated:	July 6, 2016
Property Owner:	Stephen Van Krevelen
Applicant:	Stephen Van Krevelen
Parcel Location:	18333 Yancy St. NE East Bethel, MN 55092
Parcel Number:	34-33-23-32-0015
Legal Description:	Lot 5, Block 4, Deer Path Farms
Present Zoning District:	R1 - Single Family Residential District

IUP REQUEST: an IUP for a home-based computer repair and IT support business known as *Anoka Computer Center, LLC*, located at 18333 Yancy St. NE, East Bethel, Minnesota 55092.

PLANNING COMMISSION ACTION

A public hearing was held by the Planning Commission of the City of East Bethel on February 22, 2011, at which all persons interested were given an opportunity to be heard. The Planning Commission recommended approval of the IUP with conditions.

CITY COUNCIL ACTION

The City Council considered renewing the IUP at its meeting on July 6, 2016 and approved the recommendation of the Planning Commission.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. Home Occupation shall meet the specific home occupation standards set forth in the City Code Appendix A Section 10-18:
 - a. No more than three (3) persons, at least one (1) of whom shall reside within the principal dwelling, shall be employed by the Home Occupation.
 - b. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.

- c. Any sign associated with the home occupation shall be in compliance with the East Bethel City Code, Chapter 54. Signs. Home occupation signage must be no larger than two (2) square feet (City Code Chapter 54-4.3).
 - d. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
 - e. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
 - f. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.
 - g. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
 - h. Parking needs generated by the home occupation shall be provided on-site.
 - i. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure and the area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.
 - j. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
 - k. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
2. Home will not be used as a point of retail on site sales.
 3. Violation of conditions and City Codes shall result in the revocation of the IUP.
 4. The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
 5. All conditions must be met no later than September 1st, 2016. An IUP Agreement shall be signed and executed on or before this date. Failure to execute the IUP Agreement will result in the null and void of the IUP.

ACCEPTANCE

The undersigned property owners hereby accept the foregoing conditions and agreed to be bound thereby.

APPLICANT:

Stephen Van Krevelen

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this ____ day of _____, 2016, before me a notary public, personally appeared Stephen Van Krevelen who signed the foregoing instrument and acknowledged said instrument to be the free act and deed of the City.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF EAST BETHEL
2241 – 221ST AVENUE NE
EAST BETHEL, MN 55011
763-367-7844

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner: Cathryn Erickson
912 207th Street NE
East Bethel, MN 55011

Applicant: Cathryn Erickson
Creative Threads

Parcel Location: 912 207th Street NE
East Bethel, MN 55011

Parcel Number: 18-33-23-44-0027

Present Zoning District: R1 – Single Family Residential

IUP REQUEST: approval of a home occupation known as Creative Threads that does contract embroidery on hats and garments, and also does fabric cutting for embroidery companies at 912 207th Street NE, East Bethel, Minnesota 55011.

PLANNING COMMISSION ACTION

A public hearing was held on April 22, 2013 at which all interested parties had the opportunity to be heard. Planning Commission recommended approval of the IUP request.

CITY COUNCIL ACTION

The City Council considered renewing the IUP at its meeting on July 6, 2016 and approved the recommendation of the Planning Commission.

DECISION

The City Council hereby grants the IUP renewal for Creative Threads (contract embroidery on hats and garments, and also fabric cutting for embroidery companies) located at 912 207th Street NE, Hidden Haven Country Club Estates, Lot 3 Blk 5, PIN 34-33-23-32-0015, subject to the following conditions:

CONDITIONS AND REQUIREMENTS

1. Home Occupation shall meet the specific home occupation standards set forth in the City Code Appendix A Section 10-18:
 - a. No more than three (3) persons, at least one (1) of whom shall reside within the principal dwelling, shall be employed by the Home Occupation.
 - b. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
 - c. Any sign associated with the home occupation shall be in compliance with the East Bethel City Code, Chapter 54. Signs. Home occupation signage must be no larger than two (2) square feet (City Code Chapter 54-4.3).
 - d. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
 - e. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
 - f. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.
 - g. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
 - h. Parking needs generated by the home occupation shall be provided on-site.
 - i. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure and the area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.
 - j. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
 - k. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
2. Home will not be used as a point of retail on site sales.
3. Hours of operation shall be limited to 6 A.M. to 6 P.M.
4. The noise coming from the roof vent that results from the venting of the equipment should be minimal and not a nuisance to the neighbors.
5. Violation of conditions and City Codes shall result in the revocation of the IUP.
6. The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
7. All conditions must be met no later than September 1st, 2016. An IUP Agreement shall be signed and executed on or before this date. Failure to execute the IUP Agreement will result in the null and void of the IUP.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: Anne Kubat

Parcel Location: 20511 East Bethel Blvd NE
East Bethel, MN 55011

Parcel Number: 15-33-23-44-0005

Present Zoning District: RR - Rural Residential

Acres: 11.93 acres

IUP REQUEST: to allow for a renewal for an interim use permit for the purpose of owning and caring for either 2 beef steers OR 1 beef steer and 3 sheep at any one given time at 20511 East Bethel Blvd NE, East Bethel, Minnesota 55011.

PLANNING COMMISSION ACTION

A public hearing was held by the Planning Commission of the City of East Bethel in 2006, at which all persons interested were given an opportunity to be heard. The Planning Commission recommended approval of the IUP with conditions.

CITY COUNCIL ACTION

The City Council considered the renewal at its meeting on July 6, 2016 and approved the IUP renewal with conditions.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and a notary.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
 - a. The property is sold
 - b. The IUP expires, or
 - c. Non-compliance of IUP conditions

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: Tammy Gimpl
22359 Bataan St NE
East Bethel, MN 55011

Parcel Location: 22359 Bataan St NE
East Bethel, MN 55011

Parcel Number: 03-33-23-31-0004

Present Zoning District: Rural Residential (RR)

Acres: 26.5 acres

IUP REQUEST: approval of a Private Kennel for 10 dogs at 22359 Bataan St NE, East Bethel, MN 55011.

PLANNING COMMISSION ACTION

A public hearing was held on May 22nd, 2007 at which all interested parties had the opportunity to be heard. Planning Commission recommended approval of the IUP request.

CITY COUNCIL ACTION

The City Council considered the renewal at its meeting on July 6th, 2016 and approved the IUP renewal with conditions.

DECISION

The City Council hereby grants the IUP for a Private Kennel located at 22359 Bataan St NE, East Bethel, MN 55011, PIN 03-33-23-31-0004 subject to the following conditions:

CONDITIONS AND REQUIREMENTS

1. The private kennel shall meet the specific Private Kennel standards set forth in the City Code Chapter 10. Article 2. Division 2. Section 10-55: Conditions for issuance of a private kennel license.

- a.** Housing enclosures shall be located as not to create a nuisance and shall not encroach upon any setback area.
 - b.** Dogs shall be confined to their own property by a provable means.
 - c.** Housing and shelter must be provided which will keep animals comfortable and protected from the elements.
 - d.** Accumulations of feces shall be located at least 200 feet from any well.
 - e.** All accumulations of feces shall be removed at such periods as will ensure that no leaching or objectionable odors exist, and the premises shall not be allowed to become unsightly.
 - f.** All dogs shall have access to indoor housing from the hours of 10:00 p.m. to 6:00 a.m.
 - g.** The city council reserves the right to issue additional conditions on a case-by-case basis in order to maintain the public repose.
 - h.** Kennels shall be considered an accessory structure for setback purposes.
- 2.** An Interim Use Permit Agreement/Private Kennel License must be signed and executed by the applicants and the City.
- 3.** Permit shall expire when:
 - a.** The property is sold,
 - b.** The IUP expires, or
 - c.** Non-compliance of IUP conditions
- 4.** Property owner shall have thirty (30) days to remove dogs upon expiration or termination of the IUP/Private Kennel License.
- 5.** Property will be inspected and evaluated annually by city staff.
- 6.** Violation of conditions and City Codes shall result in the revocation of the IUP.
- 7.** The IUP shall be for a term of three (3) years, expiring July 6th, 2019, at which time, the applicant will be required to re-apply for an IUP.
- 8.** All conditions must be met no later than September 1st, 2016. Failure to execute the IUP Agreement will result in the null and void of the IUP.

CITY OF EAST BETHEL
ANOKA COUNTY, MINNESOTA
INTERIM USE PERMIT (IUP) AGREEMENT

Dated: July 6, 2016

Property Owner/Applicant: James and Kathy Keenan

Parcel Location: 4455 224th Ave NE
East Bethel, MN 55011

Parcel Number: 01-33-23-31-0002

Present Zoning District: RR - Rural Residential

Acres: 4.71 acres

IUP REQUEST: to allow for a renewal for an interim use permit for the purpose of owning and caring for 2 horses at 4455 224th Ave NE, East Bethel, Minnesota 55011.

PLANNING COMMISSION ACTION

A public hearing was held by the Planning Commission of the City of East Bethel in 2003, at which all persons interested were given an opportunity to be heard. The Planning Commission recommended approval of the IUP with conditions.

CITY COUNCIL ACTION

The City Council considered the renewal at its meeting on July 6, 2016 and approved the IUP renewal with conditions.

CONDITIONS AND REQUIREMENTS

The granting of this IUP is subject to the following conditions and requirements:

1. An Interim Use Permit Agreement must be signed and executed by the applicants and a notary.
2. Applicants must comply with City Code Section 10. Article V. Farm Animals.
3. Permit shall expire when:
 - a. The property is sold
 - b. The IUP expires, or
 - c. Non-compliance of IUP conditions
4. Property owner shall have thirty (30) days to remove the approved domestic farm animals upon expiration of the IUP.



City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

Item 8.0 A 1

Agenda Item:

2nd Generation Chimneys, Inc. Site Plan Application

Requested Action:

Consider approval of the Site Plan for 2nd Generation Chimneys.

Background Information:

At their regular meeting on June 28, 2016, the Planning Commission considered a Site Plan Application for 2nd Generation Chimneys. David Pixley, owner of 2nd Generation Chimneys, Inc. is proposing to build a 6,500 SF office/shop/warehouse on Lot 1, Block 1, Sauter’s Commercial Park 2nd Addition. The property is zoned Light Industrial and the facility will connect to the City water and sewer system.

The site is approximately 3.2 acres in size with 1.2 acres being classified as wetlands. The wetlands have been delineated and the building and associated uses will have no impact on wetlands on the site. There will be no discernable emanations of objectionable uses or products of activities over those normally occurring within the Classic Commercial Park beyond the parcel. All surrounding properties to the site are zoned light industrial and the proposed use is in compliance with City Ordinances.

2nd Generation Chimneys, Inc. provides complete fireplace and chimney restoration and maintenance and HVAC services.

Attachments:

- Attachment 1 - Site Plan
- Attachment 2 – Building Elevations
- Attachment 3 – Plat

Fiscal Impact:

Recommendation(s):

The Planning Commission and Staff recommends that City Council consider approval of the site plan application for 2nd Generation Chimneys, Inc. as presented and with the following additional conditions:

- Compliance with the requirements of all applicable City ordinances
- Compliance with all Building and Fire Codes

City Council Action:

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

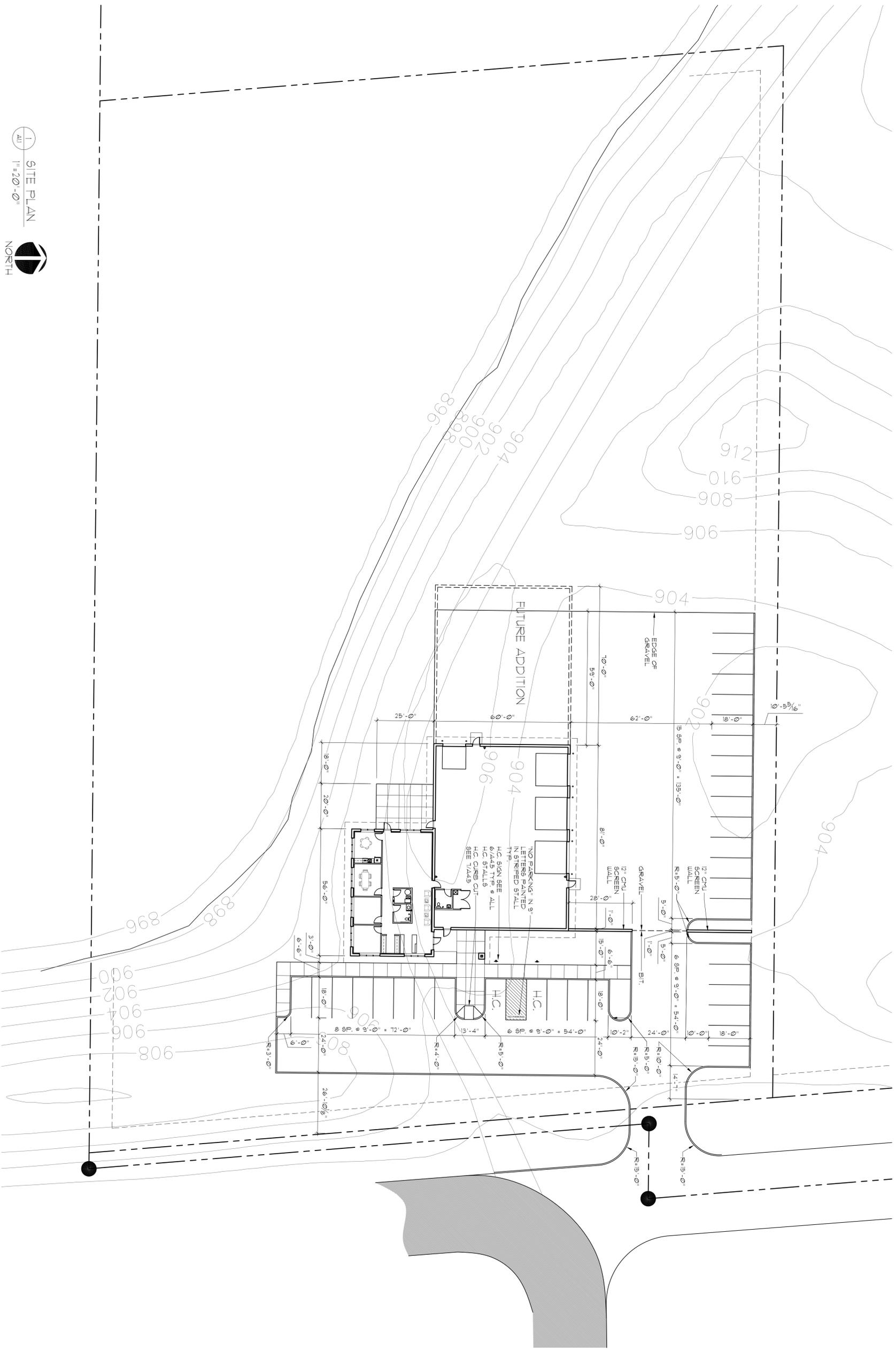
No Action Required:_____

Rosa
Architectural
Group
Inc.

1084 Sterling Street
 St. Paul, Minnesota 55119
 tel: 651-739-7988
 fax: 651-739-3165

2ND GENERATION
CHIMNEYS

EAST BETHEL, MN



1 SITE PLAN
 411 1" = 20'-0"
 NORTH

PRINT NAME: _____
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____ REG. NO. _____
 SIGNED: _____
 PRINT NAME: RUSSELL R. ROSA

DATE: MAY 13, 2016 REC. NO. 12039
 SIGNED: *RWR*
 PRINT NAME: Rosa

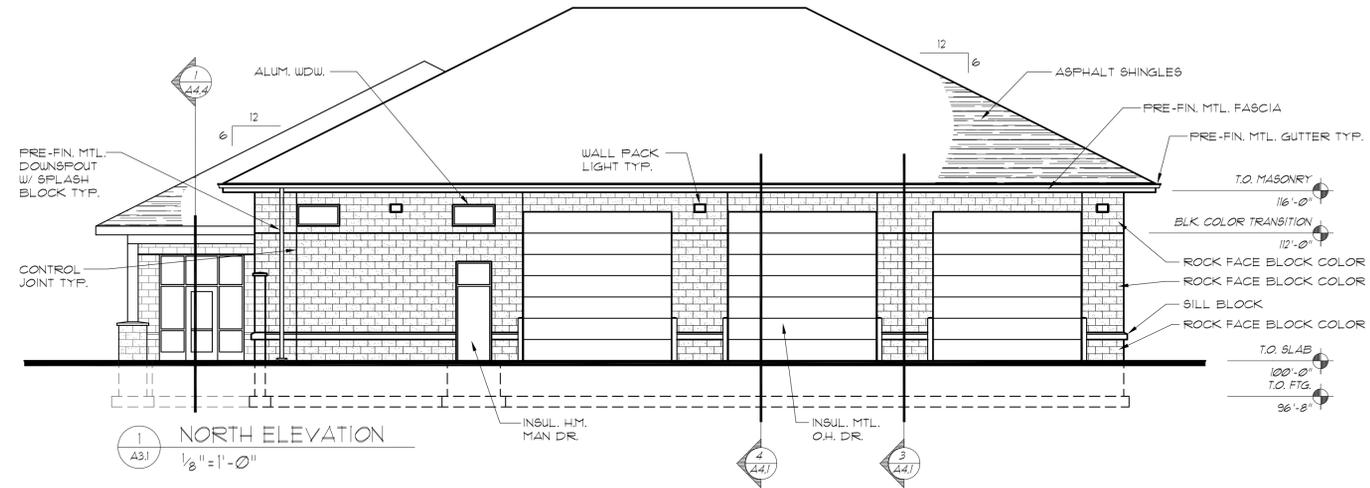
PROJECT NUMBER: 21609
 DATE: MAY 13, 2016
 DRAWN BY: JL
 CHECKED BY: RR
 REVISIONS: 5/17/16

SITE PLAN

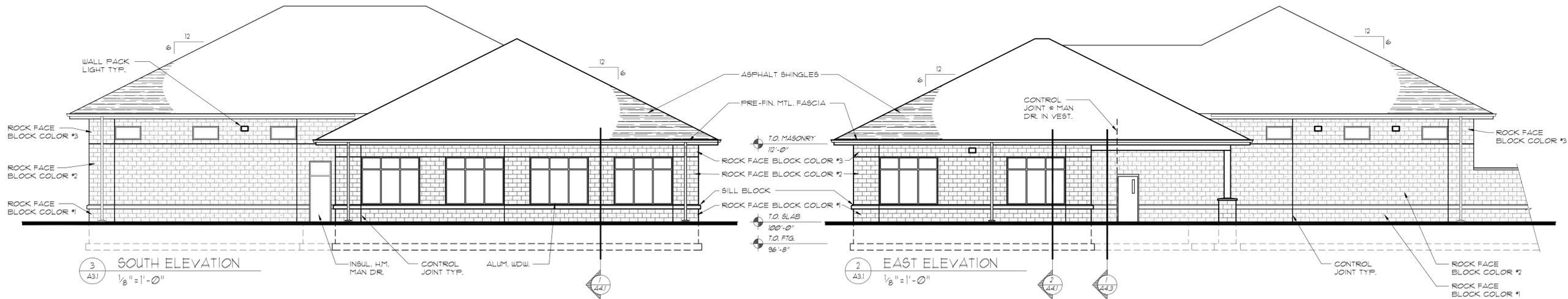
A1.1

2ND GENERATION
CHIMNEYS

EAST BETHEL, MN

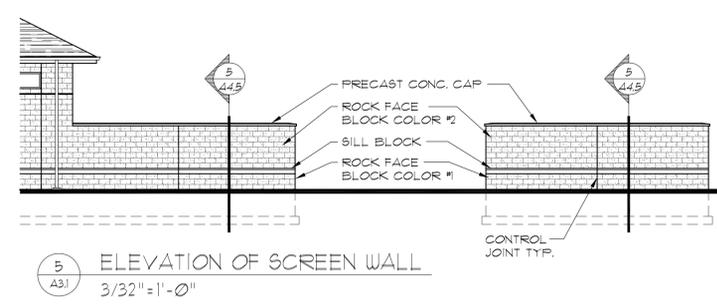


1 NORTH ELEVATION
1/8" = 1'-0"

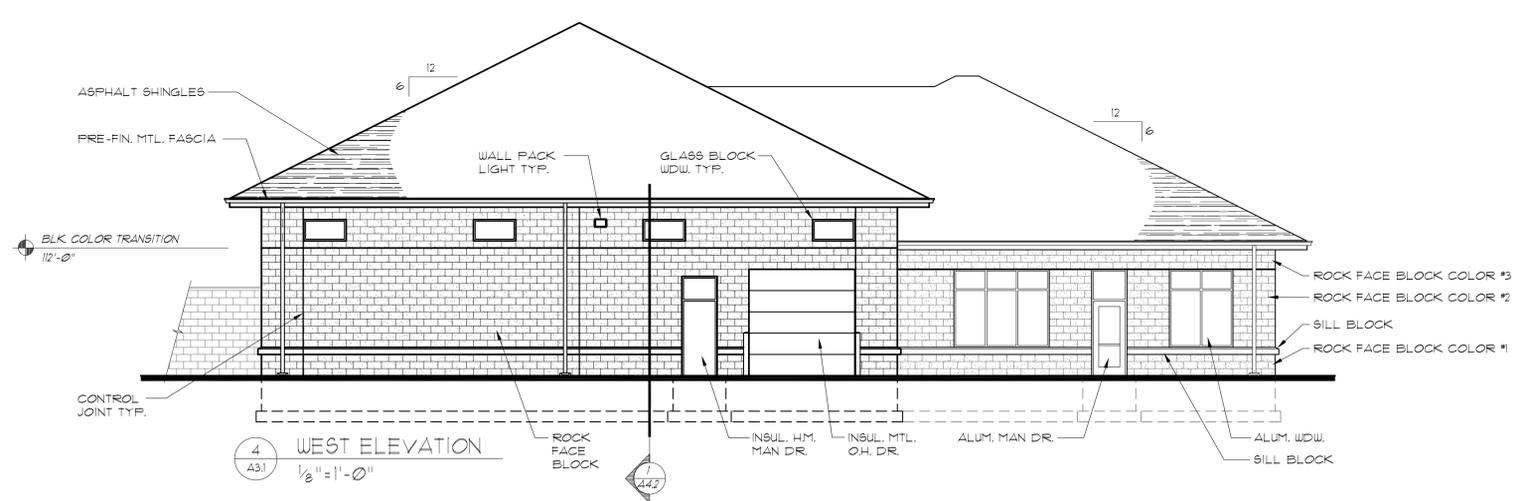


3 SOUTH ELEVATION
1/8" = 1'-0"

2 EAST ELEVATION
1/8" = 1'-0"



5 ELEVATION OF SCREEN WALL
3/32" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____
SIGNED: _____
DATE: _____ REG. NO. _____

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: RUSSELL R. ROSA
SIGNED: Russ Rosa
DATE: MAY 13, 2016 REG. NO. 18039

PROJECT NUMBER: 21609
DATE: MAY 13, 2016
DRAWN BY: KF
CHECKED BY: RR
REVISIONS: 5/17/16

ELEVATIONS

A3.1

SAUTER'S COMMERCIAL PARK SECOND ADDITION

City of East Bethel
County of Anoka
SEC. 32, TWP. 33, RNG. 23

KNOW ALL PERSONS BY THESE PRESENTS: That T & G Land, Inc., a Minnesota corporation, owner, and Community Pride Bank, a Minnesota banking corporation, mortgagee, of the following described property:

The Northwest Quarter of the Northwest Quarter of Section 32, Township 33, Range 23, except that part platted as SAUTER'S COMMERCIAL PARK, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as SAUTER'S COMMERCIAL PARK SECOND ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said T & G Land, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____

T & G LAND, INC.

Thomas C. Sauter, President

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____ by Thomas C. Sauter, President of T & G Land, Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota
My Commission Expires _____

In witness whereof said Community Pride Bank, a Minnesota banking corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____

COMMUNITY PRIDE BANK

Joseph D. Haag, Vice President

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____ by Joseph D. Haag, Vice President of Community Pride Bank, a Minnesota banking corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Jason E. Rud do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____

Jason E. Rud, Licensed Land Surveyor
Minnesota License No. 41578

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____ by Jason E. Rud.

Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF EAST BETHEL, MINNESOTA

This plat of SAUTER'S COMMERCIAL PARK SECOND ADDITION was approved and accepted by the City Council of the City of East Bethel, Minnesota at a regular meeting thereof held this ____ day of _____, 20____ and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of East Bethel, Minnesota

By _____ Mayor By _____ Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20____

Larry D. Holium
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____

Property Tax Administrator

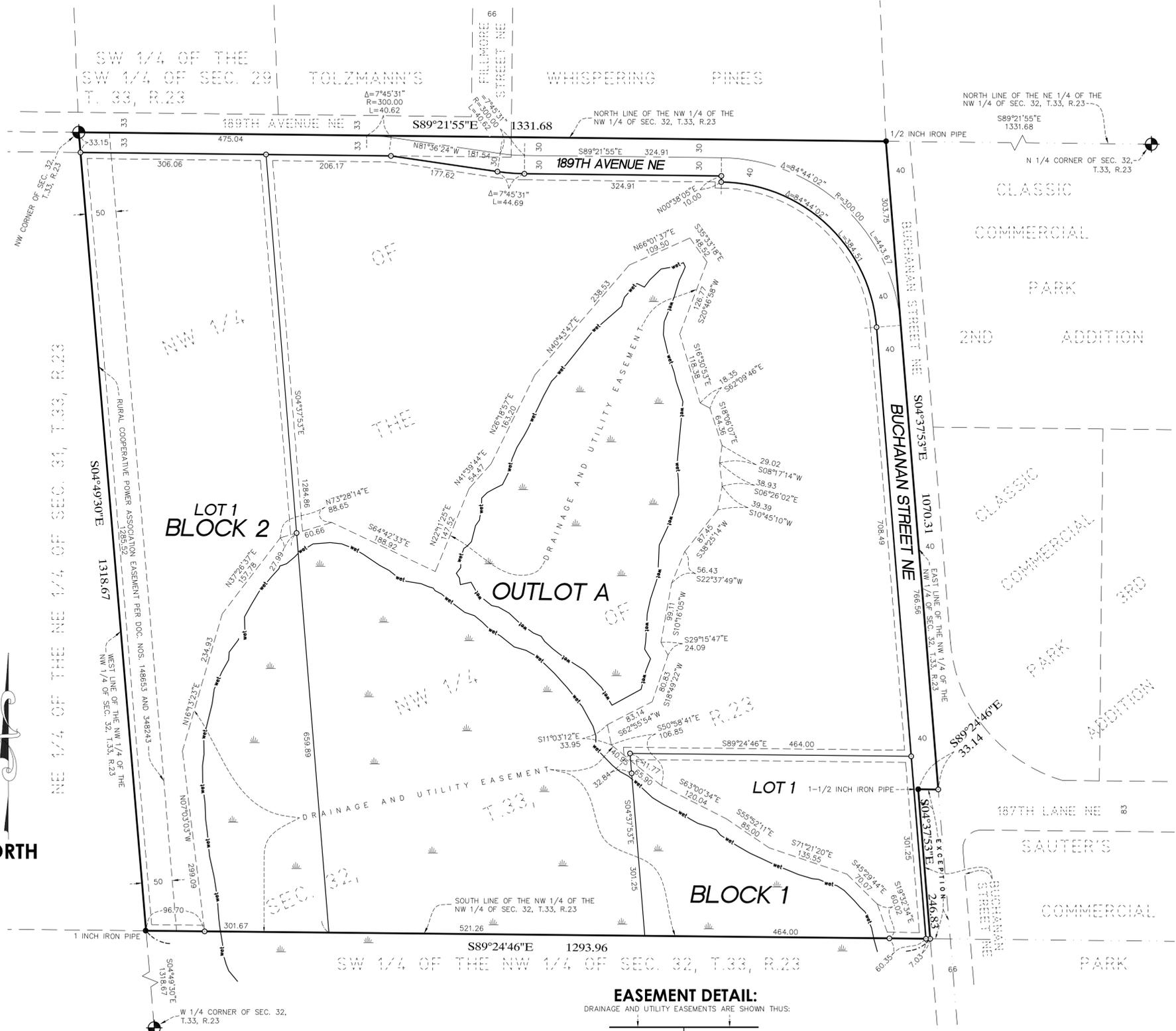
By _____ Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of SAUTER'S COMMERCIAL PARK SECOND ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this ____ day of _____, 20____, at ____ o'clock ____M. and was duly recorded in Book _____ Page _____, as Document Number _____

County Recorder/Registrar of Titles

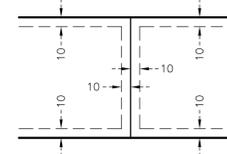
By _____ Deputy



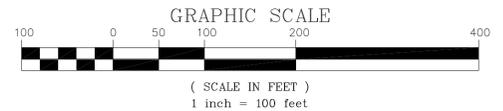
- DENOTES ANOKA COUNTY CAST IRON MONUMENT.
- DENOTES 1/2 INCH BY 14 INCH IRON PIPE MARKED BY RLS NO. 41578.
- DENOTES IRON PIPE FOUND AS NOTED.
- DENOTES WETLAND DELINEATED BY JACOBSON ENVIRONMENTAL IN 2015.

FOR THE PURPOSES OF THIS PLAT THE NORTH LINE OF NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 33, RANGE 23, ANOKA COUNTY, MINNESOTA IS ASSUMED TO HAVE A BEARING OF SOUTH 89 DEGREES 21 MINUTES 55 SECONDS EAST.

EASEMENT DETAIL:
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH, ADJOINING ALL LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.





City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

8.0 G.1

Agenda Item:

Ponds of Hidden Prairie Access Road/Drive

Requested Action:

Consider alternatives for access to the Ponds of Hidden Prairie Event Center

Background Information:

City Council approved a Conditional Use Permit (CUP) on February 17, 2016 for Ponds of Hidden Prairie for an Event Center at a site located on 221st Avenue just east of PVS Auto. The CUP was required to permit this use on a split zoned site.

Ms. Lisa Palm, the CUP applicant, has been finalizing the financing for the project since the approval of the CUP. As was discussed in a meeting on June 14, 2016 and prior meetings with Ms. Palm, City Staff informed her that the City had acquired the right of way along the western boundary of the Genevieve Sylvester LFP property and access to service her facility would be within this right of way and have to be constructed to City street subgrade, drainage and width standards. Staff agreed that this street could be surfaced with an acceptable non-bituminous material and paving would not be required until the lot to the west required access. It was also noted that construction of the subgrade to City standards would relieve Ms. Palm of any assessment for paving or finishing of the street.

Ms. Palm met with City Staff on June 21, 2016 and requested that she be exempted from the requirements to meet City street standards and be allowed to install a private drive within the public right of way to access her business. The private drive would not meet City street standards but would be converted, with additional construction, to a public street when access to the adjoining lot to the west of Ms. Palm's property is required. This request would postpone any City requirements for compliance with our street standards until access to adjoining properties is needed.

Ms. Palm was informed at the June 21, 2016 meeting that her proposal for a private drive would be presented to the City Council for consideration. If Council elects to pursue the private drive as an alternative to access to the site, she would be responsible for all expenses and could be subject to but not limited to the following conditions and any recommendations of the City Attorney

- Meet all requirements of the Fire Codes relating to emergency and fire vehicle access standards.
- Ms. Palm would be responsible for all entrance and county permits and requirements relating to this entrance.

- The City would not maintain the drive.
- The conversion of the private drive to a City street would be triggered when access to the lot at the corner of 221st Ave. and Hwy. 65 is required.
- Ms. Palm would be subject to any assessments that may be required as part of the conversion to a City street at an amount current with time of construction.
- Ms. Palm would have to enter into a hold harmless or other legal document that would provide liability protection in a form acceptable to the City until the street is constructed and accepted for public use.
- Ms. Palm would have to release the City of any liability for loss of business that could occur during the conversion of the private drive to a public street.
- Ms. Palm may be required to enter into a lease agreement for use of the public right of way for a temporary private drive.
- Other requirements as recommended by the City Attorney.

Ms. Palm was advised that the short term benefit and the cost savings of a private drive could be more than offset by the long term consequences of postponing the complete subgrade construction of the road. Ms. Palm was told that if a private drive was approved she would be:

- Adversely affected at some point by future construction of the road, which at the least would be an inconvenience to her business, and/or access could be restricted or limited to the point that it may affect her operations to an unknown degree and an undetermined time.
- Ineligible for any exemptions of future assessments required for the completion of the street.
- Responsible for any County entrance requirements and permits.
- Responsible for any wetlands issues.
- Responsible for any inspection costs related to fire code road requirements.

The City Attorney reviewed this proposal and conditions that could be imposed by the City if a private drive were considered. His opinion relating to this request was that there are too many risks and contingencies that cannot be anticipated and fully resolved by proceeding in this manner. The City Attorney's additional comments were:

- No one can possibly anticipate future contingencies on what may occur on the property or in the area. Presumably the proposed conceptual agreements would not be funded or financially secured and the financial risk would ultimately fall on the city in the event of a property owner default, bankruptcy or business failure resulting in foreclosure or tax forfeiture of the property. Any city agreements in place with the current owner could be entirely voided by a potential bankruptcy or the owner with subsequent purchaser or a resulting tax forfeiture.
- Without financial security in place the city may be put in position to front end finance the roadway and rely on assessments for payment of the property owner portion. Assessments may be contested by this owner, subsequent purchaser and other benefitted adjoining owners placing the city investment at risk. Even a waiver of the right to challenge the assessment by this owner could be lost in the event of a bankruptcy or tax forfeiture of the land.
- As noted in the potential claims of business interference, the road build out could involve a potential shutdown of access to the business. Even if those claims are unlikely to succeed, the increased cost to the road construction project in always keeping an access open is a predictable consequence of the event and drives a higher price for the overall project.
- There are also unknown contingencies that may be imposed by state or county authorities now and in the future as the lands adjoin TH 65 and County Road 74. The best alternative

is to pay for the road subgrade now so that infrastructure is in place waiting to be completed and extended when it is required by traffic demand.

The length of the proposed road/private drive would be approximately 600'. The costs to meet the City requirements to subgrade for a public street are estimated to be \$43,400 and projected costs for a private drive are in the range of \$20,000 to \$25,000.

Attachments:

Attachment 1- Location Map

Attachment 2- Right of Way Plat

Attachment 3- Cost Estimate for City Street Standards

Fiscal Impact

As noted above

Recommendation(s):

The options in this matter are:

1. Require Ms. Palm to construct the entrance road to her facility to meet City standards as to subgrade, width and drainage requirements as provided by the City Engineer. This alternative minimizes any risk to the City relating to the future completion of the portion of the road that would serve her business and would enable a more convenient extension of the street at a future date, or
2. Allow Ms. Palm to construct a private drive as an access. The private drive would not meet City street standards but would be subject to conditions as directed by Council. This alternative could increase risks associated with future completion of the road but would relieve the City of the responsibility of County permitting and entrance requirements, maintenance of the private drive and wetlands delineation or mitigation requirements. The financial exposure with this consideration is undetermined at this time but could include additional cost for construction, legal fees and other indirect costs associated with the project.

Staff is seeking direction from City Council on this request.

City Council Action

Motion by: _____

Second by: _____

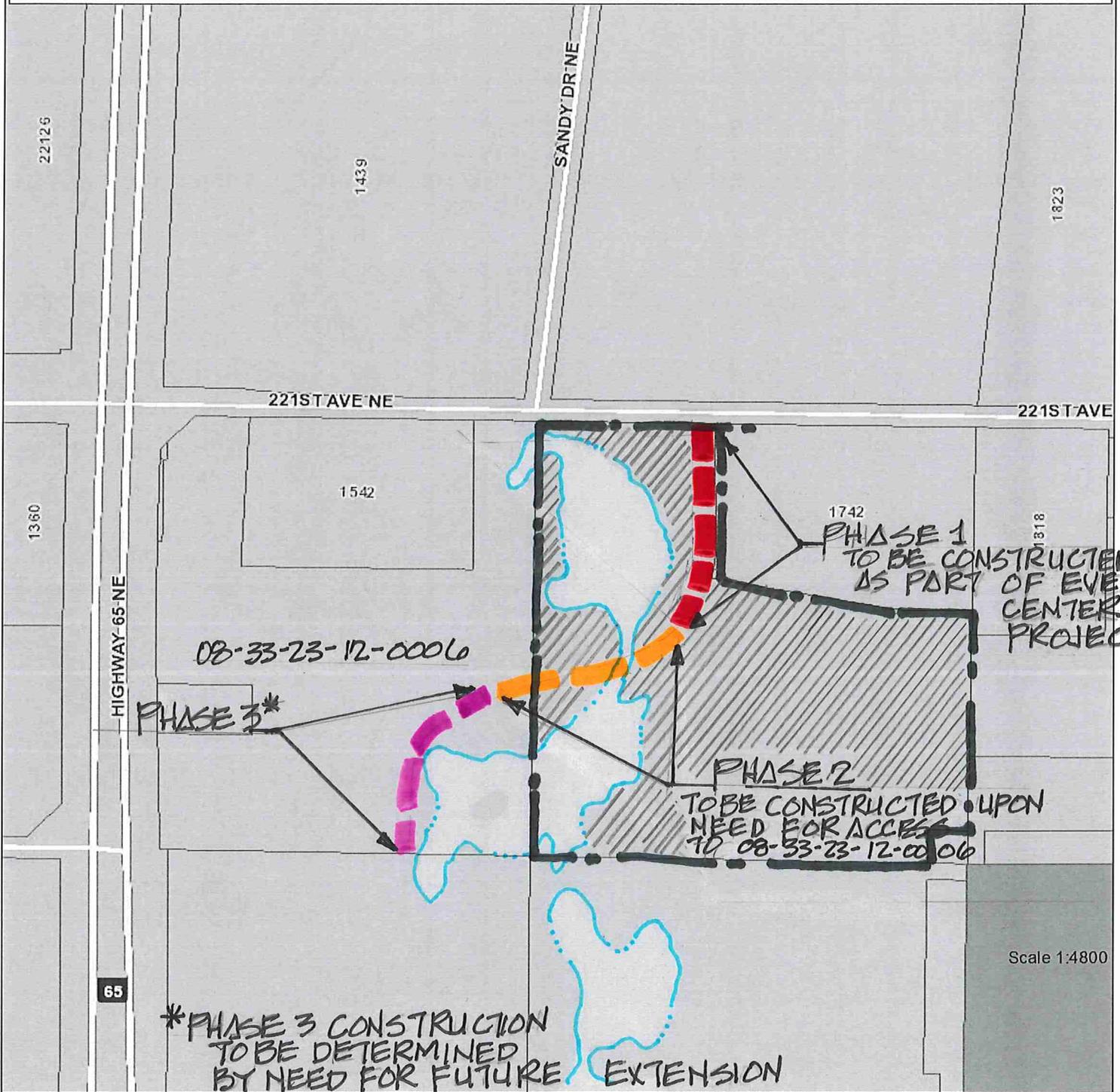
Vote Yes: _____

Vote No: _____

No Action Required: _____



Attachment 1- Location Map

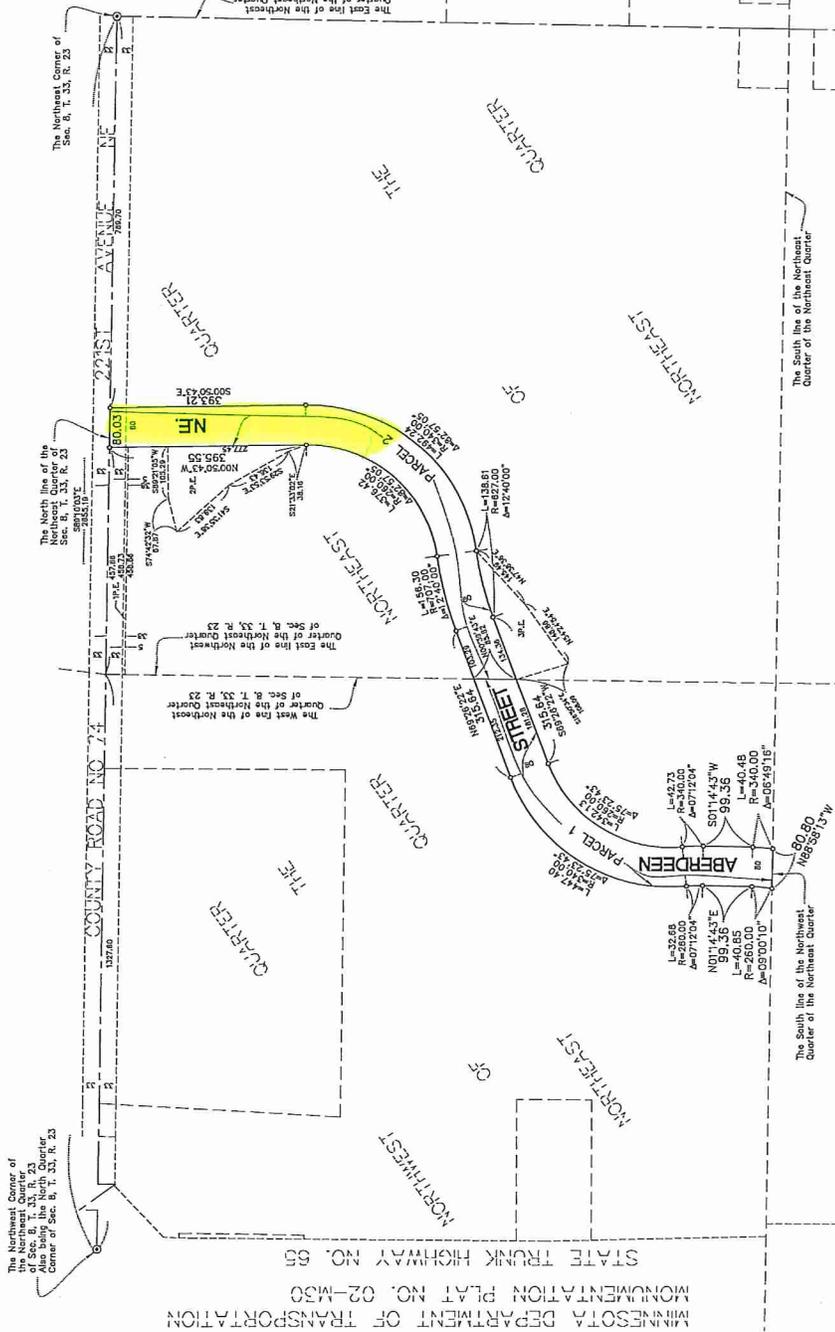


Aerial Photo: Flown Spring of 2014



CITY OF EAST BETHEL
 COUNTY OF ANOKA
 SEC. 8, T. 33, R. 23

CITY OF EAST BETHEL
 ROAD RIGHT-OF-WAY PLAT NO. 2



MINNESOTA DEPARTMENT OF TRANSPORTATION
 MONUMENTATION PLAT NO. 02-M30

The position of Northern Street, N.E. located in Section 8, Township 33, Range 23, Anoka County, Minnesota, shown on this plat affected by the City of East Bethel, Minnesota, is shown to be the official plat of that portion of said street within said section pursuant to Minnesota Statute Chapter 505.1793. The foregoing plat was accepted and approved by the City Council of East Bethel, Minnesota, at a regular meeting thereof held this _____ day of _____, 2011.

CITY OF EAST BETHEL, MINNESOTA

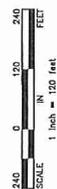
Mayer _____
 City Clerk

I hereby certify that this is a true and correct representation of a survey of the boundaries as shown and that said survey was made under my direct supervision; that all distances are correctly shown in feet and decimals of a foot; that the monuments for the guidance of future surveys have been correctly placed in the ground as shown; that the Right-of-Way boundary lines are designated on said plat and it was prepared pursuant to Chapter 505.1793, Minnesota Statutes.

Dated this _____ day of _____, 2011.
 Charles R. Christopherson, Licensed Land Surveyor
 Minnesota License No. 19420

ANOKA COUNTY SURVEYOR
 This plat of CITY OF EAST BETHEL ROAD RIGHT-OF-WAY PLAT NO. 2 was checked and approved by me this _____ day of _____, 2011.

Larry D. Holm, Anoka County Surveyor



For the purposes of this plat the North-South line of the Northeast Quarter of Section 8, Township 33, Range 23 is assumed to bear South 89°03' 00\"/>

ACCESS ROAD/DRIVE FOR
 EVENT CENTER

- Danias Anoka County East Iron Monument and recorded with Minnesota License No. 19420
- Danias Underlying Property Lines
- Danias Right-of-Way Boundary
- Danias Parcel Boundary
- Danias Permanent Easement

NOTE
 All parcels shown on this plat may not have been acquired by the City of East Bethel. See pertinent documents for each parcel.

DATA CONTAINED WITHIN THIS BOX FOR INSTRUCTIVE AND INFORMAL PURPOSES ONLY

PARCEL	OWNER	PROPERTY IDENTIFICATION NUMBER	RECORDED DOCUMENT NUMBER	ENTIRE TRACT (ACRES)	NEW HIGHWAY RIGHT OF WAY (ACRES)	TEMPORARY EASEMENT (ACRES)	TEMP. EASE EXPIRES ON DATE	BALANCE OF TRACT REMAINING (ACRES)
1	Genevieve Sywater Family Limited Partnership	08-33-23-12-0006	2015600.003	26.006	1.413			24.593
2	Genevieve Sywater Family Limited Partnership	08-33-23-11-0003	2016410.001	40.794	2.011			38.983
1P.E.	Genevieve Sywater Family Limited Partnership	08-33-23-11-0003	2016410.001			0.053		
2P.E.	Genevieve Sywater Family Limited Partnership	08-33-23-11-0003	2016410.001			0.491		
3P.E.	Genevieve Sywater Family Limited Partnership	08-33-23-11-0003	2016410.001			0.359		



**ENGINEER'S ESTIMATE
 ABERDEEN STREET N.E. - TEMPORARY ACCESS ROAD
 WITHOUT POND EXCAVATION
 CITY OF EAST BETHEL**

ITEM NO.	SPEC. REF.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	2021.501	MOBILIZATION	LUMP SUM	\$2,000.00	1	\$2,000
2	2101.501	CLEARING	ACRE	\$3,500.00	1.1	\$3,850
3	2101.506	GRUBBING	ACRE	\$3,500.00	1.1	\$3,850
4	2104.501	REMOVE FENCE	LIN FT	\$3.00	338	\$1,014
5	2105.501	SALVAGE TOPSOIL	CU YD	\$7.00	887	\$6,209
6	2105.501	COMMON EXCAVATION	CU YD	\$10.00	500	\$5,000
7	2211.501	AGGREGATE BASE CLASS 5 - 4" DEPTH	TON	\$15.00	347	\$5,205
8	2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,500.00	1	\$1,500
9	2564.531	SIGN PANELS TYPE C	SQ FT	\$45.00	9.0	\$405
10	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$2.50	1,000	\$2,500
11	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$1,000.00	1	\$1,000
12	2575.605	TURF ESTABLISHMENT	ACRE	\$2,000.00	1.1	\$2,200

Total Construction Cost	\$34,733
Overhead and Contingency (25%)	\$8,683
Total Project Cost	\$43,416

**ENGINEER'S ESTIMATE
 ABERDEEN STREET N.E. - TEMPORARY ACCESS ROAD
 WITH POND EXCAVATION
 CITY OF EAST BETHEL**

ITEM NO.	SPEC. REF.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	2021.501	MOBILIZATION	LUMP SUM	\$2,000.00	1	\$2,000
2	2101.501	CLEARING	ACRE	\$3,500.00	1.4	\$4,900
3	2101.506	GRUBBING	ACRE	\$3,500.00	1.4	\$4,900
4	2104.501	REMOVE FENCE	LIN FT	\$3.00	338	\$1,014
5	2105.501	SALVAGE TOPSOIL	CU YD	\$7.00	1,129	\$7,903
6	2105.501	COMMON EXCAVATION	CU YD	\$10.00	1,951	\$19,510
7	2211.501	AGGREGATE BASE CLASS 5 - 4" DEPTH	TON	\$15.00	347	\$5,205
8	2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,500.00	1	\$1,500
9	2564.531	SIGN PANELS TYPE C	SQ FT	\$45.00	9.0	\$405
10	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$2.50	1,000	\$2,500
11	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$1,000.00	1	\$1,000
12	2575.605	TURF ESTABLISHMENT	ACRE	\$2,000.00	1.4	\$2,800

Total Construction Cost	\$53,637
Overhead and Contingency (25%)	\$13,409
Total Project Cost	\$67,046



City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

8.0 G.2

Agenda Item:

Ordinance 55, Second Series, an Ordinance Opting Out of Minnesota Statutes, Section 462.3593

Requested Action:

Consider approval of Ordinance 55, Second Series, an Ordinance Opting Out of Minnesota Statutes, Section 462.3593

Background Information:

A bill creating a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings was signed into law by Governor Mark Dayton on May 12, 2016. The purpose of the law is to provide transitional housing for seniors or anyone needing assistance with two or more “instrumental activities of daily life” for mental or physical reasons eligible to be housed in this manner.

For example, if an elderly family member has had a medical procedure and is in recovery, they could stay in a “temporary family health care dwelling” (camper/RV) in the yard or driveway of a family member during the recuperation of their condition.

Local governments may opt out of this program if they determine that this type of expedited land use permitting for temporary dwellings is not particularly suited to their community. Most communities have adequate existing land use controls and permitting authority, including the City of East Bethel, to address this concern. In addition, this type of transitional housing opens the opportunity for abuse of the intent of the law, does not appear to be in the best interest of those who are proposed to be served and could impose additional code enforcement burdens on a City that elected to utilize this procedure.

Unless a City chooses not to participate in this program, the new law will require a City to issue permits to qualified applicants beginning September 1, 2016. A City can opt out of the program by passing an Ordinance as provided as Attachment 1 prior to this date.

Attachments:

Attachment 1 – Ordinance 55, Second Series

Fiscal Impact:

To be determined

Recommendation(s):

Due to the unintended consequences and questionable implications of the intent of this law, the City Attorney and Staff recommend that Council consider adopting Ordinance 55, Second Series, an Ordinance Opting Out of Minnesota Statutes, Section 462.3593

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

ORDINANCE NO. 55, Second Series

**CITY OF EAST BETHEL
ANOKA COUNTY
MINNESOTA**

**AN ORDINANCE OPTING-OUT OF
THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 462.3593**

WHEREAS, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. §462.3593, which permit and regulate temporary family health care dwellings; and

WHEREAS, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST BETHEL, ORDAINS as follows: to opt-out of Minnesota Statutes, Section 462.3593:

- **SECTION ONE.** Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of East Bethel opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.
- **SECTION TWO.** This Ordinance shall be effective immediately upon its passage and publication according to law.

Adopted this _____ day of July, 2016, by the City Council of the City of East Bethel.

CITY OF EAST BETHEL

Steven R. Voss, Mayor

ATTEST:

Jack Davis, City Administrator



City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

8.0 G.3

Agenda Item:

Request for Professional Services for the Comprehensive Plan update

Requested Action:

Set meeting date and time for Consultant presentations and interviews

Background Information:

The MET Council requires that Cities in the seven county Metropolitan Region update their Comprehensive Plan every 10 years. The due date for completion and submission is 2018 but the process of plan preparation, public hearings and approval review can take up to 18 months. In order to meet the deadline and secure consulting services necessary to complete this work, City Council authorized Staff to advertise Requests for Professional Services (RFPS) necessary to complete this work at their February 17, 2016 City Council meeting.

The RFPS were advertised as required and four submissions by responding consultants have been received by the City. The respondents are:

- Community Design Group – Minneapolis, MN
- Houston Engineering, Inc. – Maple Grove, MN
- Northwest Associated Consultants – Golden Valley, MN
- WSB – Minneapolis, MN

The RFPS outlined four primary areas that would be the responsibility of the consultant for the Comprehensive Plan Update. These are Land Use, Housing, Public Participation and Implementation. The City will provide any available documents necessary for the consultants use and work with them as needed.

City Staff will complete the transportation, utilities, environmental and economic concerns, and capital improvement plans. The City will provide the consultant with these components for merger into and completion of the final document.

As part of the RFPS the City has also requested that the consultant assist in the update of our Zoning Ordinance to align this document with the Comprehensive Plan.

Attachments:

- Attachment 1 – MET Council Grant Notification
- Attachment 2 – Community Design group proposal

Attachment 3 – Houston Engineering proposal
Attachment 4 – Northwest Associated Consultants proposal
Attachment 5 – WSB proposal

Fiscal Impact:

The City will be receiving a \$32,000 grant from the MET Council to fund this effort. It is anticipated that the cost to update the Comprehensive Plan and amend the Zoning ordinance could range from \$50,000 to \$90,000 depending on the scope of work that is delegated to consultants. In addition to the Consultant fees, the City’s engineering firm Hakanson Anderson, will be requested to complete several sections of the update and will provide the City with a proposal for costs for this service.

The proposed 2017 General Fund Budget includes \$28,000 in supplemental funding for this activity. Any approved costs over \$60,000 would be appropriated from the proposed 2017 EDA Budget.

The City will interview the proposers and consider approval of the selection of the consultant at a date to be determined. Final Costs for the work will not be determined until a consultant is selected, scope of work defined and fees negotiated for services.

Recommendation(s):

Staff recommends that Council set a date for the interviews of consultants.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

Colleen Winter

From: Wojchik, Eric [Eric.Wojchik@metc.state.mn.us]
Sent: Tuesday, May 24, 2016 12:05 PM
To: Barb Held; Bill Petracek (bplexington@comcast.net); Carolyn Braun; Chuck Darnell; Colleen Winter; Corrie LaDoucer (cladoucer@qwestoffice.net); Dallas Larson (dlarson@ci.oak-grove.mn.us); Doug Borglund; dwebster@ci.ham-lake.mn.us; Grant Fernelius ; Heather Butkowski; info@bethelmn.govoffice2.com; Jim Keinath; Joe Kohlmann; Carolyn Braun; Kate Thunstrom; Kurt Ulrich (kulrich@ci.ramsey.mn.us); Nancy Smetak-Abts; rgrams@ci.osseo.mn.us; RNELSEN@HILLTOP.GOVOFFICE.COM; s.hanson@andovermn.gov; Schafer, Bryan; Sherman, Cindy ; Terry Berg; Tim Gladhill; Todd Larson
Subject: Planning Assistance Grants - Your Community is Eligible
Attachments: WebGrants manual (PAF).pdf
Importance: High

Good Afternoon,

I am pleased to inform your community is eligible for the Met Council's 2016 - 2018 Planning Assistance Grant program, and to encourage you to apply at your earliest convenience through metro councilgrants.org.

The grant award can be used for costs directly associated with your local 2040 Comprehensive Plan Update. Eligible costs include staff pay, consultant and professional services, printing and publishing; provided that they are entirely consistent with a Council-approved work plan and budget and executed two-party grant agreement, the Council's Comprehensive Development Guide, the Metropolitan Land Planning Act, and other applicable state laws. Grant funds may not be used for costs incurred prior to execution of a grant agreement between the Metropolitan Council and your community.

It is important to note that Planning Assistance Grants are non-competitive grants to eligible communities for the 10-year update to their local comprehensive plans. As a non-competitive grant, all applications received from eligible applicants by the submission deadline of September 5, 2016 will be awarded funding up to the award maximum based upon which eligibility criteria the applicant meets (see bulleted list below).

Upon execution of a grant agreement, communities will be expected to have their local Comprehensive Plan Update reviewed and adopted by December 31, 2018. To retain eligibility for funding, the local Plan Update will be required to meet the Statutory 6-month Requirements for Adjacent and Affected Jurisdiction Review. In addition, the local Plan Update must be complete as described in the Council's Local Planning Handbook (see <http://metro council.org/Handbook.aspx>), must conform to metropolitan system plans of the Council, must be consistent with the adopted policies of the Council, and must be compatible with the plans of adjacent and affected jurisdictions. Grantees will also be expected to submit both a mid-point and final progress report and to maintain accurate and complete accounts, financial records, and supporting documents relating to the receipt and expenditure of the grant funds.

The Planning Assistance Grant will be disbursed in two installments, with the first 50% of the grant amount disbursed to the Grantee within 30 days after final execution of a grant agreement and the remaining 50% disbursed after the Council has reviewed and acted upon the Grantee's Comprehensive Plan Update, with that action finding that the Update meets all Statutory requirements for timeliness, completeness, conformance, consistency, and compatibility.

A full list and map of the communities eligible for Planning Assistance Grants can be found at <http://www.metro council.org/Communities/Planning/Local-Planning-Assistance/Maps,-forms-misc/Planning-Assistance-Fund-Communities.aspx>. Please be advised that your community is eligible. Applications which request grant assistance in excess of the designated award amount may be delayed in processing, and will only be approved for funding up to the

maximum award amount. Communities are eligible for a Planning Assistance Grant for the 2018 Comprehensive Plan Update cycle, at the designated funding level only, if they meet one of the following criteria:

- \$20,000 per community for unsewered communities (Ham Lake, Nowthen, Oak Grove) with 2015 Net Tax Capacity (NTC) per capita less than or equal to the regional median NTC per capita (\$1,213.78) AND Forecasted 2010 – 2040 growth greater than or equal to the regional median forecasted growth of 24.4%
- \$32,000 per community for sewerred communities with 2015 Net Tax Capacity (NTC) per capita less than or equal to the regional median NTC per capita AND Forecasted 2010 – 2040 growth greater than or equal to the regional median forecasted growth of 24.4%
- \$84,000 per county or consortium group to 2 counties (Scott and Carver) and the Dakota County consortium
- \$10,000 per community to cities with a 2014 Met Council population estimate less than or equal to 5,000 AND 2015 NTC per capita less than or equal to 125% of regional median NTC per capita (Circle Pines, Lauderdale, Lexington)

Attached to this e-mail, please find a “User’s Guide” which should help you in completing the on-line application. Please feel free to contact Ryan Garcia (ryan.garcia@metc.mn.state.us) at 651.602.1832 for more information about the program or the application process.

Thank you, and congratulations!

Kind Regards,

Eric



Eric Wojchik, MRTPI

Senior Planner | Sector Representative | Local Planning Assistance

eric.wojchik@metc.state.mn.us

651.602.1330

390 Robert Street North | St. Paul, Minn. 55101-1805 | metro council.org

CONNECT WITH US





City of East Bethel **COMPREHENSIVE PLAN**

Proposal

June 29, 2016

Prepared by:

Community Design Group (CDG)
212 3rd Avenue North, Suite 515
Minneapolis, MN 55401
612-354-2901
www.c-d-g.org



TABLE OF CONTENTS

To facilitate evaluation of our submission we have structured our proposal to match the order of the proposal format as described in the RFP:

1. GENERAL INFORMATION
2. PROJECT UNDERSTANDING AND APPROACH
3. PERSONNEL QUALIFICATIONS - RESUMES
4. REFERENCES
5. SCHEDULE & ADDITIONAL INFORMATION
6. COMPENSATION/FEE SCHEDULE
7. SUPPLEMENTAL INFORMATION



Taking engagement activities to the places where people gather increases participation

PROPOSING FIRM

COMMUNITY DESIGN GROUP (CDG)

212 3rd Avenue North, Suite 515

Minneapolis, MN 55401

www.c-d-g.org

PRIMARY CONTACT

ANTONIO M. ROSELL, P.E., AICP

Director, Community Design Group

Office: 612-354-2901

Mobile: 612-234-7078

Email: arosell@c-d-g.org



community design group

a people-centered, asset-based approach to urban planning, policy and design

Community Design Group (CDG) | 212 3rd Avenue North, Suite 515, Minneapolis, MN 55401 | 612-354-2901 | www.c-d-g.org

June 29, 2016

Colleen Winter, Community Development Director
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: East Bethel Comprehensive Plan

Dear Ms. Winter:

Community Design Group (CDG) is pleased to present this proposal to lead a creative and inclusive process to update the Comprehensive Plan and zoning ordinance updates for the City of East Bethel. We are well-qualified to meet the needs of this exciting project and bring it to a successful and best-of-class conclusion.

We offer a demonstrated trajectory of innovation in community visioning and comprehensive planning services, with a portfolio that includes development of several well-received and community-supported comprehensive and small area plans for urban, suburban and rural communities and settings.

We integrate long-range goals of community livability and prosperity with robust community collaboration and broad and deep technical data analysis skills to help transform visions for the future into concrete and tangible community-driven improvements.

We recognize the importance of engaging community residents and agency partners for plan success and implementation and have pioneered innovative approaches, both online and in-person, that we will deploy to increase community participation, guidance and ownership in development of your City's Comprehensive Plan.

We are excited to offer the participation of Bill Weber, Principal of Weber Community Planning, whose 35 years of experience in land use, comprehensive planning, and neighborhood planning will contribute to the development of a realistic, action-oriented plan that meets the needs of the East Bethel community.

Thank you for the opportunity to submit this response. Please feel free to contact me if you have any questions or if you would like any additional information for evaluation of our submittal.

Sincerely,

Antonio M. Rosell, P.E., AICP
Director, Community Design Group (CDG)
212 3rd Avenue North, Suite 515, Minneapolis, MN 55401
Email: arosell@c-d-g.org | Office: 612-354-2901 | Mobile: 612-234-7078 | Web: www.c-d-g.org

CONSULTANT TEAM



Community Design Group (CDG) will serve as the Prime Consultant for the project.



Weber Community Planning will participate as Subconsultant to CDG.

ABOUT COMMUNITY DESIGN GROUP

Community Design Group (CDG) is a Minneapolis consulting firm specializing in community visioning and engagement, placemaking and comprehensive planning, and sustainable transportation planning.

Active since 2001, CDG is recognized for its people-centered, asset-based approach that infuses a community health and Active Living perspective throughout all of its work. CDG's productive, community-centered approach engages clients, residents and stakeholders in meaningful consultation and develops consensus toward solutions and implementation. The firm's tools and methods expand resident participation in planning and design initiatives, and enrich solutions that improve our communities' built environment.

CDG's work will be led by Director and **2015 Minnesota APA Planner of the Year** Antonio Rosell, who will provide overall project management, communication, and coordination for all project tasks, ensuring the highest quality of project products and services.

FIRM SERVICES

- Community visioning
- Community engagement and stakeholder collaboration
- Data synthesis and trend analysis
- GIS mapping and analysis
- Comprehensive planning
- Policy recommendations
- Implementation strategies
- Document and graphics production

ABOUT WEBER COMMUNITY PLANNING

Led by Bill Weber, Weber Community Planning brings thirty-five years of experience in land use and transportation planning, zoning, comprehensive and strategic planning, commercial and industrial revitalization, neighborhood revitalization, park systems and environmental analysis.

Weber Community Planning specializes in coordinating and leading teams of city planners, landscape architects, transportation planners, engineers and economic development professionals. William Weber has successfully led teams and communities toward consensus, even in situations that were initially controversial.

William Weber is a Certified Planner (AICP) and a Professional Transportation Planner (PTP). Before founding Weber Community Planning in 2010, Bill served as director of community planning for several major consulting firms, including BRW, Inc., URS Corporation, SRF Consulting Group and McCombs Frank Roos Associates (MFRA).

FIRM SERVICES

- Stakeholder collaboration
- Municipal zoning administration and application review
- City road system plans
- Commercial, residential and mixed-use district redevelopment plans
- Natural resource protection plans
- Rural county land use plans bordering cities

PROJECT UNDERSTANDING AND APPROACH

The City of East Bethel is seeking a consultant to complete several sections of their 2040 Comprehensive Plan and accompanying zoning ordinance updates to support the Plan.

Comprehensive planning is to be consistent with Metropolitan Council requirements and structured to include near-term, short-term, and long-term timeframes for implementation. The consultant is expected to work closely with City staff and the City Council in developing a draft Plan.

The consultant is responsible for completing analysis, developing materials, documents and recommendations for the three comprehensive plan elements below, while managing public engagement and leading zoning ordinance updates:

Land Use: Working closely with City staff developing other Plan elements, the consultant will analyze existing land uses, review Council-approved plans, policies and projections, and work to allocate future land uses by type and density (if residential) to accommodate expected growth.

Housing: Development of this element will begin with an in-depth analysis of existing housing conditions. Special attention will be given during community and staff engagement to explore opportunities for the community's affordable housing and life-cycle housing allocation. In coordination with City staff and Council, this element will include the presentation of available tools and funding opportunities for addressing housing needs of the community.

Implementation: An implementation matrix will be developed that provides a plan of action including concise strategies that the City and its community partners will use to achieve the goals and objectives established in the Land Use Plan.

Public participation is a vital component of creating a land use plan that is reflective of community needs and that has strong support for achieving Plan goals. We propose to engage members of the public at several stages throughout the planning process.

Zoning Ordinance updates will focus on the area of East Bethel designated as a regional Rural Center. The Rural Center is expected to accommodate expected population, employment and housing growth but to develop in an attractive and appealing manner.

CONCEPT AND APPROACH

Our concept and approach will lead to an implementable, action-oriented Comprehensive Plan that lives up to community aspirations.

Collaboration and engagement is key

Successful, implementable plans are developed through a process that builds and distributes plan ownership throughout a community's diversity of residents, advocates, and stakeholders. Our project team will:

- Conduct community engagement that brings together community members, City staff, the Planning Commission, and City Council
- Collaborate with City staff and departments responsible for other Plan sections throughout the project for guidance on prioritization, local context and policies

Easily understandable planning processes, concepts, and materials

Community members are sometimes less likely to be involved in long-term goal-setting planning processes such as comprehensive planning and community visioning because the impacts of such plans on their daily lives and their ability to influence the plan is not well-communicated. To connect the planning process to the interests and issues that community members face and care about, our project team will:

- Develop clear, understandable, graphically appealing and approachable materials that are oriented to community members
- Develop in-person and online tools that use fun and creative hands-on activities and exercises to gather public input

Highlight and celebrate the semi-rural character of East Bethel

We employ an approach to comprehensive planning that emphasizes the desires of the community while balancing regional goals. East Bethel's low-density and natural characteristics will be prominently considered throughout the planning process.

PHASE 1: PROJECT INITIATION AND DATA GATHERING

In preparation for the 2016 Comprehensive Plan, we will review previous and current visions, plans, policies, and initiatives for East Bethel. We will collect and analyze data from the City and engage community members to establish and vet Plan goals and objectives.

Task 1.1: Project kick-off

- Meet with City staff, review and finalize plan scope, overall schedule, and discuss communication and file-sharing methods
- Form a Steering Committee composed of staff, Planning Commission members and other members appointed by the City Council to provide guidance and oversight
- Coordinate with City staff to establish roles and expectations for various stakeholders, including the project Steering Committee, City departments, Boards and Commissions, community groups, among others.

Task 1.2: Assessment of conditions and issues

- Obtain and review copies of existing plans, maps, and documents that are relevant to the project, including (but not limited to) City and County plans, current and historical land use maps, aerial photography, and census data, among others
- Obtain all relevant public input gathered in earlier planning projects to incorporate into a larger understanding of community needs prior to kicking off engagement activities
- Synthesize and conduct analysis on:
 - Existing Data and Plans
 - Base maps of streets and parcels
 - 2008 East Bethel Comprehensive Plan

PHASE 1: DELIVERABLES

- Finalized Work Program and Schedule
- Summary of Previous Plans and Existing Conditions

PHASE 2: DELIVERABLES

- Engagement and Communications Plan (ECP)
- Community Engagement Reports

PHASE 2: PUBLIC PARTICIPATION

In this Phase we research and gather information on potential engagement partners and stakeholders to establish the information sharing and communication infrastructure that will invite both wide and focused participation throughout the development of the Comprehensive Plan. We will engage community members to establish and vet Plan goals and objectives. We will also summarize information from engagement to help in prioritization and goal setting.

Task 2.1: Engagement and Communications Plan (ECP)

- Develop an Engagement and Communications Plan (ECP) with guidance from the Planning Commission, City staff, and community members. The ECP defines engagement goals, outlines roles of involved parties, provides details on planned engagement activities, and describes methods and relative timing of communications with stakeholders and members of the public.
- Engagement strategies will be inclusive and activities developed to gather Plan input will be fun, interactive, and productive.

Task 2.2: Community Engagement

Types of engagement activities that we propose to use include:

In-person community engagement

- Pop-Up workshops
- Walk/bike tours
- Community design workshops
- Open Houses and presentations

Online community engagement

- Project website devoted to the Community Vision and Comprehensive Plan
- Social media communication and marketing
- Press releases for print and online versions of local news sources
- Preference and priority surveys for growth and development

Engagement activities that best fit the community will be determined in consultation with the Steering Committee, City staff, and public officials.

PHASE 3: DEVELOP COMPREHENSIVE PLAN COMPONENTS

In this phase we integrate information from previous plans and data with findings from engagement events, updated data sets, and intensive collaboration with staff and elected officials to begin preparation of draft materials for the land use and housing components. We will also coordinate these components and engagement to inform other Plan components and develop a cohesive and well coordinated Plan.

Task 3.1: Land Use Analysis

- Prepare a table of forecasted population, households, and employment for 2020, 2030, and 2040 consistent with the Council's forecasts
- Describe density expectations for East Bethel's designation as Diversified Rural
- Prepare an Existing Land use Map of the current land use pattern in the City that acknowledges East Bethel's Diversified Rural Community Designation and includes existing regional parks, park reserves, special recreation features
- Prepare an Existing Land Use Table indicating total acres and percent of total acres for each land use category
- Ensure that land uses categories on the map and in the table, as well as any text references, are consistent with one another

Task 3.2: Land Use Plan

- Prepare a Future Land Use Table identifying the acreage of each land use category and the forecast population, households, and employment for each 10-year planning period
- Prepare a Future Land Use Map that is coordinated with forecasted growth that includes areas with residential growth, expected new development and redeveloped areas, and density ranges for all land uses that allow residential development
- Define each land use category with descriptions on types of allowed uses and the minimum and maximum densities for all categories that allow residential uses

- Define expected share of individual land uses for each mixed use category and identify the permitted density range for residential uses
- Identify residential land with densities sufficient for affordable housing development
- Acknowledge Council-approved master plan boundaries of regional parks, park reserves and special recreation features by guiding the properties with a land use of "Park" (or equivalent) on the Future Land Use Map
- Show which planned land uses have changed from the previously approved plan and where new land uses (change or development intensity) is planned or expected

Task 3.3: Housing Analysis

- Prepare an Existing Housing Conditions Table includes the following:
 - Total number of housing units
 - Affordable housing units based on Area Median Income (<30%, 31-50%, and 51-80%)
 - Housing tenure (number of units that are owner occupied and rental)
 - Number of single and multi-family homes
 - Number of publicly subsidized housing units by type (senior housing, housing for people with disabilities, and others)
 - Number of existing households that are cost burdened based on Area Median Income (<30%, 31-50%, and 51-80%)
- Analyze how Area Median Income ranges is related to affordable housing costs and demand
- Provide a narrative analysis of existing housing needs based on the Metropolitan Council's housing assessment for East Bethel

Task 3.4: Housing Plan

- Describe how the future land use plan addresses future housing needs for the City's forecasted growth
- Identify affordable housing needs based on three levels of affordability (<30%, 31-50%, and 51-80% AMI)

Task 3.5: Implementation Plan

- Develop an Implementation Plan that includes the following for each plan component:
 - Public programs
 - Fiscal devices and financial resources
 - Organizational methods
 - Regulatory tools
 - Actions to meet the projected and existing housing needs
- Define a timeline when each action should be completed and the responsible agency or department
- Describe controls relevant to implementation that addresses zoning, subdivision, water supply, private sewer systems and include a schedule for the preparation, adoption, and administration of needed changes to official controls
- Develop a zoning map that identifies changes to accommodate future land uses as proposed in the Land Use Plan
- Review and update official controls to be consistent with the Plan upon adoption

Task 3.6: Collaboration with City staff, Steering Committee and partners

- Frequent meetings and communication with City staff and elected officials
- Workshops with Steering Committee members to guide the Plan
- Presentations and discussions with the Planning Commission and other Boards on deliverables and draft Plan documents
- Coordination with staff working on other Plan elements to ensure consistency throughout the document

PHASE 4: FINALIZE COMPREHENSIVE PLAN AND PROJECT COMPLETION

In this Phase, we bring closure to all project tasks, finalize preparation of final project materials, and provide tools for disseminating results of work produced.

Task 4.1: Draft Plan for review

- Prepare a Draft Plan for review and present to general public, Planning Commission, City staff, and stakeholder groups as requested
- Make Draft Plan document available online on project and City websites to maximize opportunity for public comment and review

Task 4.2: Final Draft Plan

- Finalize Comprehensive Plan based on guidance received in Task 4.1
- Present Plan to City staff, Steering Committee, Planning Commission, City Council, and stakeholder groups as requested, and wider community as requested
- Include and respond to all comments received during public comment period

Task 4.3: Submittals

- Provide the City with a .pdf version of the Comprehensive Plan
- Package maps in a file format that is compatible with the City's GIS such as .shp or geodatabase format
- Submit all documents online through the Metropolitan Council website

PHASE 3: DELIVERABLES

- Land Use Plan (maps, tables and analysis)
- Housing Plan (maps, tables and analysis)
- Implementation Plan

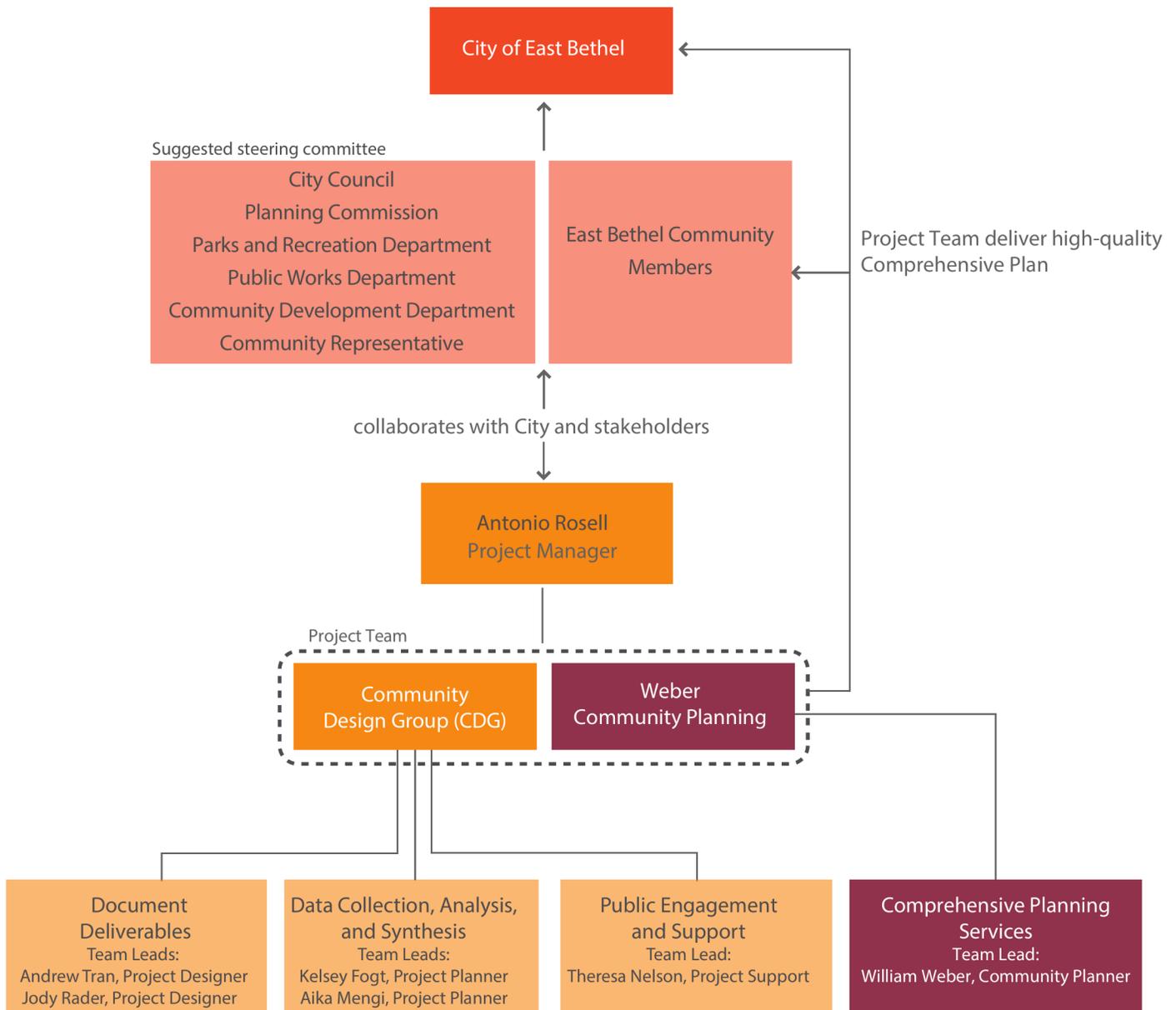
PHASE 4: DELIVERABLES

- Draft Plan document, composed of all elements required by the Metropolitan Council
- Map and data packages for use by the City

TEAM ORGANIZATION

CDG, along with our partner Weber Community Planning, believes that successful plans follow a collaborative development process. We propose a team structure that combines local knowledge with our team's technical and design expertise. We will work closely with the City of East Bethel and its partners, including City officials, staff, residents, businesses and developers, among others.

We will provide leadership, support and expertise to develop an exemplary and implementable plan. Antonio Rosell, founder and Director of CDG, will serve as Principal-In-Charge and Project Manager, as well as point of contact throughout all phases of the project. CDG staff's expertise in placemaking, community design, and engagement will be complemented by Weber Community Planning's long history of comprehensive and district planning experience.



ANTONIO M. ROSELL, PE, AICP

Principal-in-Charge / Director

Antonio Rosell is the founder and Director of Community Design Group. An Urban Planner and Civil Engineer with twenty years of professional experience, he integrates innovation and best-practices in community design, Active Transportation, and citizen participation to facilitate community learning, consensus-building and project implementation.

He has led numerous planning, design and community engagement projects in Minnesota and beyond, and serves as Adjunct Professor in the Urban and Regional Planning Program of the University of Minnesota's Humphrey School. He was recognized as "2015 Planner of the Year" by the Minnesota Chapter of the American Planning Association.



REGISTRATIONS

Licensed Professional Engineer (P.E.), Minnesota

Certified Planner, American Institute of Certified Planners (AICP)

EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Coursework in Architecture, University of Minnesota

Bachelor of Science, Civil Engineering, Florida State University

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

AWARDS

2015 Minnesota Planner of the Year, Minnesota Chapter of the American Planning Association (APA)

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

City of Hopkins Pedestrian and Bicycle Plan

Planning, design and community engagement for the city's first non-motorized transportation plan, including connections to SW LRT and other transportation and recreation assets in the city.

MDOT Safe Routes to School (SRTS) Planning Assistance

Community facilitation, design recommendations, and plan preparation for improving walking and biking conditions for more than one hundred schools throughout Minnesota.

Edina Grandview District Development Framework

Engagement and design recommendations for a master plan to guide development of the city's largest redevelopment district.

Brooklyn Park Pedestrian and Bicycle Plan

Pedestrian and bicycle plan, with Safe Routes to School (SRTS) recommendations for seventeen schools in the city, with infrastructure and programming (5Es) recommendations to improve walking and biking conditions for residents of all ages and abilities.

38th Street and Chicago Avenue Small Area / Corridor Framework Plan

A placemaking and economic development blueprint for four urban neighborhoods in Minneapolis, providing detailed land use, transportation and urban design recommendations.

MnDOT Statewide Bicycle System Plan

Lead statewide public outreach and engagement, and recommendations for policy and design, for the development of the Minnesota Department of Transportation's statewide bicycle network.

KELSEY FOGT, MURP

Urban Planner

Kelsey Fogt is an urban planner interested in the intersection between land use and transportation, with a passion for creating vibrant communities that encourage healthy living and social interaction through improved environments for pedestrians, cyclists, and transit users.

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SWLRT/ Green Line Extension) Kenilworth Corridor.

City of Brooklyn Center Active Living Project, Hennepin County

Technical planning and community engagement assistance to promote active living for the City of Brooklyn Center, including a Travel Demand Management template, community placemaking workshops, and an earn-a-bike program.

Saint Paul Grand Round Trail Master Plan

Citywide community outreach, engagement and facilitation, including interactive family-friendly workshops and community pop-up events along the Grand Round Route, for the City of Saint Paul.

Metro Transit Service Improvement Plan*

Community engagement and analysis supporting Metro Transit's service expansion plan that builds on the existing bus network and identifies opportunities to add new routes and improve frequency and span on existing service.

*Project contribution prior to joining CDG



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Arts in Philosophy
Bachelor of Arts in Psychology
The Ohio State University
Columbus, Ohio

MEMBERSHIPS

American Planning Association (APA)

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

AIKA MENGI, MURP

Urban Planner

Aika Mengi is an urban planner with a strong interest in design for the public good and in the role that placemaking and active transportation have on building community resilience, community health and prosperity. She is excited about the role that participatory planning plays in empowering residents to shape their built environment, creating more equitable communities.

REPRESENTATIVE PROJECTS

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SWLRT/ Green Line Extension) Kenilworth Corridor.

District Councils Collaborative (DCC) Dale Street

Provide pedestrian and bicycle planning and design, develop maps and other graphic representation. Worked with and alongside Rondo Neighborhood residents during the redesign and reconstruction of eight bridges that cross I-94 bridges in the historic Rondo neighborhood.

Brooklyn Park Pedestrian and Bicycle Plan

Site audits, land use /demand modeling, pedestrian and bicycle suitability analysis, and infrastructure and improvement recommendations to improve walking and biking conditions for the city's residents.

Ramsey County Pedestrian and Bicycle System Plan

Countywide community engagement and facilitation of workshops and listening sessions, and innovative online tools for Ramsey County's first countywide non-motorized transportation plan.

Nashville Public Library (NPL) Long Range Plan *

Assisted in facilitating design charrettes to obtain public input on community needs and desires during the remodeling of two library branches. Conducted an empirical review of existing library use metrics.

*Project contribution prior to joining CDG



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Arts in Environmental Studies, St. Olaf College, Northfield, Minnesota

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

JODY RADER, ASSOCIATE ASLA

Urban and Landscape Designer

Jody Rader is a designer with a passion for equitable and healthy public spaces and sustainable urban design. Her approach to design and planning seeks to address the intersection of ecology, placemaking, active living, resiliency, and the built environment to support people-centered places and vibrant communities.

REPRESENTATIVE PROJECTS

MNDOT Safe Routes to School Technical Assistance

Site audits, infrastructure improvement recommendations, community outreach, graphic design, and SRTS Plan support for Minnesota schools .

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SW LRT/ Green Line Extension) Kenilworth Corridor.

System Planning, Nice Ride Minnesota

Station renderings and other design services for Nice Ride MN, the Twin Cities' public bicycle share program.

Downtown Public Realm Framework, City of Minneapolis, Minnesota*

Research, analysis and graphical representation for a thematic plan addressing investment and incentives for an improved urban streetscape.

Anderson Park, Isanti County, Minnesota*

Development of a county-approved master plan for a regional park with community workshops focused on accessibility and natural resources.

Development Standards Reference Guide: Builder and Developer Guild*

Development of design standards and guide for resilient infill and greenfield development for the Gulf Coast Renaissance Corporation.

Soria City Neighborhood Planning and Design*

Streetscape design and planning for a safe, walkable, and economically viable neighborhood business district with emphasis on flood mitigation.

Floodproof Commercial Construction for Neighborhood-Scale Mixed-Use Buildings*

Planning, design, and prototyping for mixed-use corridors prone to coastal flooding. Prepared for the Department of Homeland Security.

*Project contribution prior to joining CDG



EDUCATION

Master of Landscape
Architecture
University of Minnesota,
College of Design

Bachelor of Science,
Architecture
University of Minnesota,
College of Design

MEMBERSHIPS

Associate Member, American
Society of Landscape
Architects (ASLA)

Student Chapter Liaison,
ASLA-MN Executive
Committee

Association of Pedestrian and
Bicycle Professionals (APBP)

AWARDS/EXPERIENCE

2015 ASLA Student Honor
Award

2015 HUD Innovation in
Affordable Housing Finalist

2015 SDSU School of Design
Honorarium and Guest
Lecturer

ANDREW TRAN, MURP

Urban Designer and Planner

Andrew Tran is an urban designer and planner interested in the role the built environment has in promoting community health, active living, and equitable development. Informed by his background in community-based participatory research, he approaches urban design and planning issues by focusing on local knowledge and expertise. He is also experienced in developing guides and graphics that communicate complex policies and processes.



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Architecture
University of Southern California, School of Architecture

MEMBERSHIPS

Emerging Leaders in Community Development

American Planning Association (APA)

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

REPRESENTATIVE PROJECTS

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SW LRT/ Green Line Extension) Kenilworth Corridor.

Minneapolis Housing Maintenance and Occupancy Code*

Research, community engagement, and development of a graphic tools to communicate housing maintenance and occupancy code.

LINCing Dallas*

Facilitation of a design charrette with Dallas residents to develop solutions for reconnecting neighborhoods to the Trinity River.

Macalester Groveland Community Plan*

Community engagement, research, analysis, and graphical representation for a community visioning process to develop a 10-year community plan and accompanying user guide.

Irvine Unified School District Design Specifications*

Development of design standards and guidelines for the configuration of K-12 educational facilities including site design, spatial relationships, and finishes.

Metro Transit Service Improvement Plan*

Community engagement supporting Metro Transit's service expansion plan that builds on the existing bus network and identifies opportunities to add new routes and improve frequency and span on existing service.

*Project contribution prior to joining CDG



THERESA NELSON

Engagement Specialist

Theresa Nelson offers twelve years of community engagement and bicycle trail planning and implementation experience with the Midtown Greenway Bicycle and Pedestrian Trail in Minneapolis.

Specializing in community engagement and coalition building, she was an active participant in the planning of transit-oriented development projects along the Midtown Greenway corridor. She has led numerous initiatives resulting in trail improvements including new public green spaces, trail safety programs, and sustainable landscaping plans. She has a passion for placemaking and sustainable urban design.

EDUCATION

MBA for Non-Profit Organizations,
University of Saint Thomas,
Minneapolis

Bachelors of Arts Political Science and African Studies,
University of Minnesota,
Minneapolis

Charrette Manager Training,
National Charrette Institute,
Portland, Oregon

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for the Grand Forks 2045 Land Use Plan, focusing on walkability, livability and community-driven planning.

Sheridan Neighborhood Small Area Plan

Community engagement, and pedestrian, bicycle, and general transportation planning services.

Nicollet Island East Bank Small Area Plan

Community engagement, and pedestrian, bicycle, and general transportation planning services for a neighborhood adjoining Downtown Minneapolis.

West Side Flats Master Plan Update

Community engagement for a large brownfield redevelopment across the Mississippi River from Downtown Saint Paul.

MnDOT Statewide Bicycle System Plan

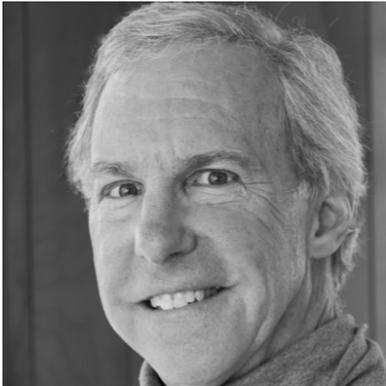
Statewide community outreach, engagement and facilitation, including interactive family-friendly workshops and innovative online tools, and planning and design recommendations for a statewide network of bicycle routes.

Regional Active Transportation Plan - Benton, Sherburne, Stearns and Wright Counties

Regional community outreach, engagement and facilitation, including interactive family-friendly pop-up workshops, listening sessions and innovative online tools for a four county active transportation plan.

Saint Paul Grand Round Trail Master Plan

Citywide community outreach, engagement and facilitation, including interactive family-friendly workshops and community pop-up events along the Grand Round Route, for the City of Saint Paul.



REGISTRATIONS

American Institute of Certified Planners (AICP)

Professional Transportation Planner (PTP)

EDUCATION

Master of Urban and Regional Planning, Michigan State University

Certificate in Real Estate Development, The National Development Council

Bachelor of Arts in Sociology, University of Notre Dame

AWARDS

2015 Outstanding Project Implementation Award for the Eau Claire growth management strategy and intergovernmental agreements, Wisconsin Chapter of the American Planning Association

2012 Outstanding Planning Project Award for the *North Riverside District Plan*, Wisconsin Chapter of the American Planning Association

WILLIAM C. WEBER, AICP, PTP

Community Planner

Bill Weber, AICP, PTP, offers thirty-five years of experience in land use and transportation planning, zoning, comprehensive planning, commercial and industrial revitalization, neighborhood revitalization, park systems and environmental analysis.

Bill specializes in coordinating and leading teams of city planners, landscape architects, transportation planners, engineers and community development professionals to discover solutions and build consensus for complex planning issues.

REPRESENTATIVE PROJECTS

Comprehensive City Plans

Prepared more than two dozen comprehensive plans for cities up to 200,000 population in eight states. Created an innovative, effective and award-winning method for public involvement and decision-making that combines strategic and comprehensive planning; and led community leaders to consensus in complex and controversial situations. Completed comprehensive plans for the following Minnesota cities: Hastings, Hutchinson, Waconia, Breezy Point, Shakopee and Wyoming.

Downtown and District Revitalization Plans

Managed revitalization plans for downtowns in Springfield, Missouri; Champaign, Illinois; Stillwater, Northfield and Rosemount, Minnesota and Eau Claire, Wisconsin.

River Corridors

Prepared the Eau Claire Waterways Plan, the Mississippi River Critical Area Plans for Minneapolis and Brooklyn Center, and played a key role in Above the Falls: The Upper Mississippi River Corridor Master Plan.

Eau Claire Neighborhood Plan

Led the Eau Claire community through an intensive process of research, outside speakers and decision-making that resulted in establishing a locally-capitalized neighborhood development corporation, among other initiatives.

Zoning and Subdivision Ordinances

Completely re-wrote the zoning ordinances for Waseca, Minnesota, and Green Bay, Wisconsin. Amended zoning ordinances for the cities of Vadnais Heights, Oakdale, Richfield, Northfield, Brooklyn Center, Hutchinson, Lilydale and Wyoming, Minnesota; Rock Springs, Wyoming; Roswell, New Mexico; and Thornton, Colorado. Prepared amendments to subdivision ordinances in Green Bay, Wisconsin, and Roswell, New Mexico. Wrote an entirely new sign ordinance for Vadnais Heights, Minnesota.



High-quality renderings and graphics can build stakeholder excitement and facilitate implementation

FOUNDATIONS OF OUR APPROACH

We believe that:

A grand vision captures community imagination and fuels the hard work of implementation.

Public participation leads to better solutions and builds support for implementation.

Every community has assets in place; building on them supports long-term success.

BUSINESS HISTORY

The CDG - Weber team is well qualified to meet the needs of this project and bring it to a successful conclusion.

We offer a rich history of productive collaboration and excellence in community visioning and design, land use and comprehensive planning, - all of it based on a robust and intentional foundation of proactive and creative stakeholder engagement.

Experience in East Bethel

Members of our team are deeply familiar with the city, and have worked on earlier City initiatives. Bill Weber participated in the 2005 City Center Plan while at MFRA. The plan was formally adopted by the City Council and incorporated into the 2008 East Bethel Comprehensive Plan.

Experience in similar communities

We offer experience in working with communities that are similar in size, demographics, and character as East Bethel - including development of numerous comprehensive plans that were completed to address Metropolitan Council requirements, including:

- Hastings
- Hopkins
- Maple Grove
- Maplewood
- Minnetonka
- Oakdale
- Savage
- Shakopee
- St. Anthony Village
- Vadnais Heights
- Waconia

Other municipal comprehensive planning clients include:

- Ankeny, IA
- Breezy Point, MN
- Clive, IA
- Eau Claire, WI
- Grand Forks, ND
- Hutchinson, MN
- Little Falls, MN
- Milaca, MN
- New Ulm, MN
- Oak Ridge, TN
- Wyoming, MN

GRAND FORKS LAND USE PLAN UPDATE AND LAND DEVELOPMENT CODE REVISION

MAY 2015 to PRESENT
CDG Project Manager: ANTONIO ROSELL



Community-driven master plan for a greenfield development pilot site



Access consolidation for improved corridor safety and development potential



Workshop participants designing a waterfront pilot site

REFERENCE:

Earl T. Haugen Executive Director,
Grand Forks - East Grand Forks
Metropolitan Planning
Organization (GF-EGF MPO)
earl.haugen@theforksmo.org
701-746-2660

PROJECT RESOURCE:

www.grandforks2045.org

- Community Visioning
- Collaborative Learning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis

The City of Grand Forks in coordination with the Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) is updating their long-range Land Use Plan. The plan is a guiding document for how the City will manage growth and development over the next 30 years.

Community visioning and engagement has been a key part of the plan update. To better reflect community needs and desires for the future of Grand Forks, CDG used interactive in-person activities and innovative online tools to expand engagement and participation in the process.

For the first phase of engagement, CDG facilitated Pop-Up activities at popular local events--quick, interactive activities to gather visioning input from community members who would not normally attend public meetings. The second round of engagement had participants imagine new uses for three underdeveloped sites using hands-on materials. Input from these events and from an online visioning survey was summarized and were used to build support and communicate the need for integrating community aspirations into the goals and objectives for long-range planning in the region.

EDINA GRANDVIEW DISTRICT DEVELOPMENT

SEPTEMBER 2011 to DECEMBER 2011
 CDG Project Manager: ANTONIO ROSELL



Proposed access plan at the Edina Library responds to resident concerns about safe access by children and seniors to the facility (Image: Cuningham Group)



Buffered bike lane proposal



Proposed route network



Working group meeting for the public engagement process

REFERENCE:
 Kevin Staunton, Chair
 GrandView District Steering Committee
 kevin@stauntonlaw.com
 952-836-1020

PROJECT RESOURCE:
<http://bit.ly/1Eb0Xvm>

- Community Visioning
- Comprehensive Planning
- Collaborative Learning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations

Edina's GrandView District is one of the largest redevelopment sites within the city's boundaries, and is also an historically important commercial and civic location. Many changes in the District's land uses prompted the initiation of a community-led process to plan for its future. Residents, property owners, business owners and commercial property owners contributed to the production of a guide for redevelopment.

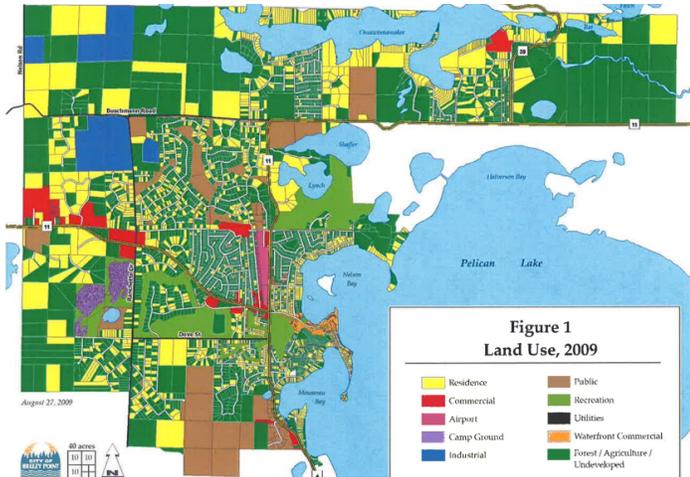
Community Design Group worked closely with other consulting firms and with representatives of the 50-member GrandView Steering Committee to develop a small area plan that includes recommendations covering land use, community needs, multi-modal transportation, and market analysis and finance.

Principles and issues which were prominent components of our team's approach included the role of mixed-use development, pedestrian and bicycle circulation and access, the future use of a nearby heavy rail corridor for transit, and the careful incorporation of public green space into any final redevelopment, as well as the preservation of the current business and commercial mix for economic and community benefits for the immediate area.

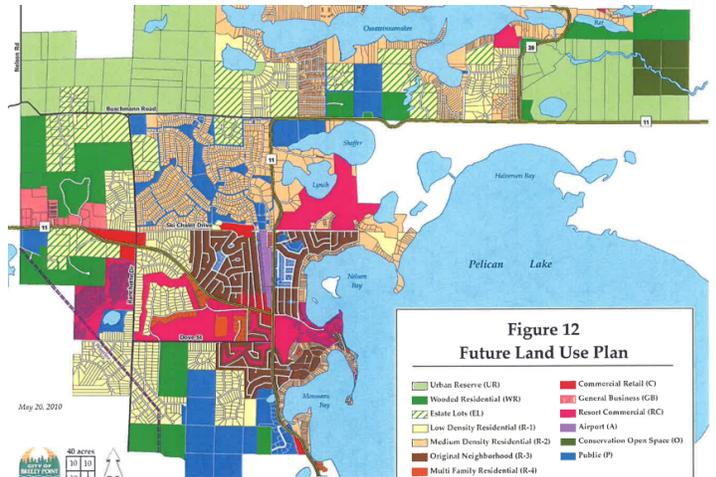
BREEZY POINT, MN COMPREHENSIVE PLAN

2009 - 2010
Weber Community Planning
Project Lead: BILL WEBER

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations
- Implementation Strategies
- Zoning Ordinance Updates



Analysis of Conditions and Issues



Future Land Use Plan

Breezy Point is a northern Minnesota resort community experiencing rapid residential growth due to migration by retiring Baby Boomers and others.

The Breezy Point Comprehensive Plans responded to the community's challenges by:

- Proposing selective refinements and additions to the pattern of land use
- Developing a long-term course of action to safeguard surface and ground water
- Creating a strategy for appropriate infill housing

The update of the Comprehensive Plan reinforces that a community-led approach improves the quality of the plan. The plan serves as a guide for future:

- Ordinance amendments
- Rezoning requests
- Capital improvements such as road improvements, sewer extensions and parks

The outcome is a plan that has lasting value, addresses the key opportunities and challenges, has internal integrity, and is understood, embraced and followed. On June 7th, 2010, the Breezy Point City Council unanimously voted to adopt the Comprehensive Plan Update.



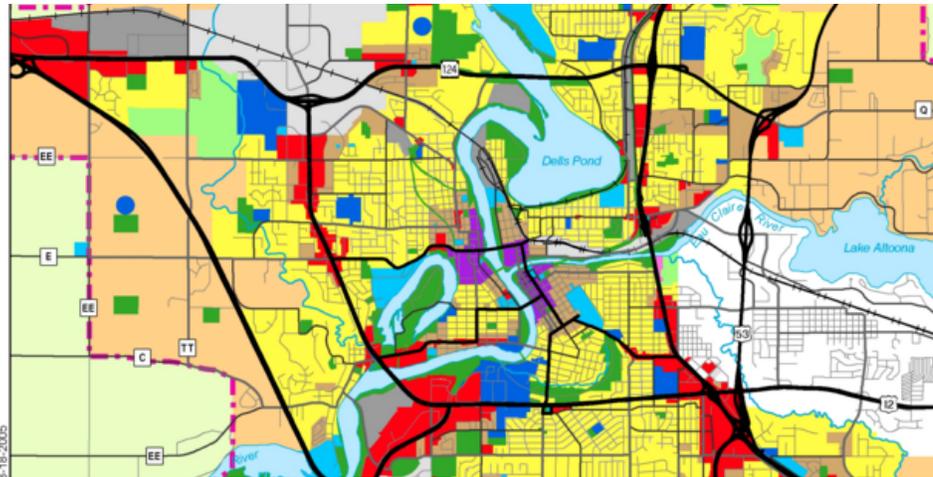
Stakeholders discuss key ideas

REFERENCE:

Otto Schmid, AICP
City Council Member
City of Breezy Point
oschmid@cityofbreezypointmn.us
218-562-5267

EAU CLAIRE, WISCONSIN COMPREHENSIVE PLAN

1992 - 2015
Weber Community Planning
Project Lead: **BILL WEBER**



Future Land Use Map

Weber Community Planning has worked closely with the city of Eau Claire to create numerous plans for the city, and developed the city's Comprehensive Plans in 2015, 2005 and 1992.

The small area plans developed by Weber and integrated into the 2015 Comprehensive Plan include:

- Chippewa and Eau Claire River Corridors Plan, 2011,
- West Riverside Neighborhood Plan, 2010
- Clairemont Avenue Medical and Educational District Plan, 2009
- County Highway T Corridor Study
- River Corridors Plan
- Sewer Service Area Plans prepared for portions of each of the five adjacent townships.

The 2005 Eau Claire Comprehensive plan won the 2006 Wisconsin APA Distinguished Planning Award. The plan also won the Wisconsin APA award for Plan Implementation in 2015.

The Plan gave great emphasis to neighborhood revitalization and downtown redevelopment and was rich in detail and insight due to the incorporation of sub-area plans prepared by William Weber.

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations
- Implementation Strategies
- Zoning Ordinance Updates



Advisory Committee Meeting



Conversations with residents generate better plans

REFERENCE:

Darryl Tufte, AICP
Director of Community Development
City of Eau Claire
darryl.tufte@eauclairewi.gov
715-839-4914

EAST BETHEL, MINNESOTA CITY CENTER PLAN

Completed 2005

Bill Weber (previously with McCombs Frank Roos)



Southeast quadrant of the planned City Center, East Bethel, MN



Land Use and Circulation Plan Bethel, MN

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations

The East Bethel City Center Plan, initiated by the City Council, called for intensive development around green spaces and water features in a square-mile study area with the emphasis centered on the intersection of State Trunk Highway 65 and County State-Aid Highway 22. The thematic idea was to create a special place that expresses East Bethel as a destination.

Some of the major features included:

- A compact Main Street district with offices over shops in the Civic Core, the southeast quadrant of the City Center
- A town square flanked by a city hall and library
- Parkway roads
- Traditional housing designs that include front porches and rear garages
- Sidewalks and street trees

- A variety of housing types including singles, townhouses and higher-density housing
- Greenways with streams, trails and open space
- High quality design and materials in both private and public improvements.

Reflecting the realities of the location and consumer habits, there would also be retail shops, offices and a fitness center in an auto-oriented setting that would complement and help make the Main Street shops commercially viable.

The City Center Plan was formally adopted by the City Council and incorporated into the 2008 East Bethel Comprehensive Plan.

FEE SCHEDULE

Our team's proposed fee for completing this project is **\$41,168**.

LABOR ESTIMATE PER PERSONNEL AND TASK	Rosell	Nelson	Fogt / Mengi	Rader	Tran	Weber	TOTAL HOURS	TOTAL COST
<i>Project role</i>	Project Manager	Engagement	Urban Planner	Designer	Designer / Planner	Planner		
<i>Hourly rate</i>	\$125	\$85	\$85	\$85	\$85	\$105		
PHASE 1: PROJECT INITIATION AND DATA GATHERING								
Task 1.1: Project kick-off	4	0	10	0	0	4	18	\$1,770
Task 1.2: Assessment of conditions and issues	4	0	16	0	0	8	28	\$2,700
SUBTOTAL	8	0	26	0	0	12	46	\$4,470
PHASE 2: PUBLIC PARTICIPATION								
Task 2.1: Engagement and Communications Plan (ECP)	2	4	4	0	0	2	12	\$1,140
Task 2.2: Community Engagement	10	20	40	0	5	10	85	\$7,825
SUBTOTAL	12	24	44	0	5	12	97	\$8,965
PHASE 3: DEVELOP COMPREHENSIVE PLAN COMPONENTS								
Task 3.1: Land Use Analysis	2	0	25	0	4	2	33	\$2,925
Task 3.2: Land Use Plan	2	0	10	0	5	2	19	\$1,735
Task 3.3: Housing Analysis	2	0	15	0	2	2	21	\$1,905
Task 3.4: Housing Plan	2	0	8	0	2	2	14	\$1,310
Task 3.5 Implementation Plan	2	0	22	0	7	8	39	\$3,555
Task 3.6: Collaboration with City staff, Steering Committee and partners	2	0	50	5	10	10	77	\$6,825
SUBTOTAL	12	0	130	5	30	26	203	\$18,255
PHASE 4: FINALIZE COMPREHENSIVE PLAN AND PROJECT COMPLETION								
Task 4.1: Draft Plan for review	4	0	20	2	10	8	44	\$4,060
Task 4.2: Final Draft Plan	2	0	10	2	5	8	27	\$2,535
Task 4.3: Submittals	2	0	8	2	2	2	16	\$1,480
SUBTOTAL	8	0	38	6	17	18	87	\$8,075
TOTAL LABOR HOURS	40	24	238	11	52	68	433	-
TOTAL LABOR COST	\$5,000	\$2,040	\$20,230	\$935	\$4,420	\$7,140	-	\$39,765
PROJECT EXPENSES								
Travel								\$359
Printing/Supplies for public participation								\$1,044
TOTAL PROJECT EXPENSES								\$1,403
TOTAL PROJECT FEE								\$41,168

SAMPLE BILL

Project team invoices clients on the 1st of every month for work which was completed in the previous month. A sample invoice is included in the following pages.



community design group

a people-centered, asset-based approach to urban planning, policy and design

Community Design Group (CDG) | 212 3rd Avenue North, Suite 515, Minneapolis, MN 55401 | 612-354-2901 | www.c-d-g.org

Invoice for Payment

Statement ID: **DB-002**

Invoice date: **09/23/15**

Project: **Contract ID: A142560**
Brooklyn Park Pedestrian and Bicycle Plan

Purchase Order HNCTY-223576

Hourly to a maximum of \$40,000.00, including reimbursable expenses

Manager: Dan Patterson, Pedestrian and Bicycle Planner
Hennepin County Planning, Policy and Land Management
701 4th Avenue South, Suite 400, MCL608, Minneapolis, MN 55415
Email: Dan.Patterson@hennepin.us Office: 612-543-1966

Bill to: Hennepin County Accounts Payable
P.O. Box 1388, Minneapolis, MN 55440-1388

Summary of labor and expenses - this invoice

Start date: **08/01/15** End date: **08/31/15**

Labor and services **9,992.55**

Expenses **79.69**

Total balance due: **\$10,072.24**

Please make payment out to

Community Design Group
212 3rd Avenue North, Suite 515
Minneapolis, MN 55401
Federal Tax ID: **46-5305167**

Certification

I certify that the benchmarks and hours reported in this invoice have been completed as described. All services and costs are new and have not been included in previous invoices.

Antonio M. Rosell, P.E., AICP
Director and Project Manager
Community Design Group (CDG)

Summary of costs, this invoice

Labor and services

Personnel	Hours	Rate	Cost
Antonio M. Rosell, P.E., AICP	9.62	125.00	1,202.50
Theresa Nelson	0.00	85.00	0.00
Juana Sandoval, MSCE, AICP	0.00	90.00	0.00
Kelsey Fogt	0.00	85.00	0.00
Aika Mengi	29.05	85.00	2,469.25
Sierra Saunders	75.28	70.00	5,269.60
Max Dickson	17.52	60.00	1,051.20
Total labor and services	131.47		9,992.55

Expenses

Description	Cost
Mileage and parking	13.44
Workshop food items and supplies	0.00
Printing (24x36, 11x17, standard) and website-related	66.25
Total reimbursable expenses	79.69
<i>(All expenses pre-approved)</i>	

Included in this invoice **\$10,072.24**

Payments to date

	LABOR	EXPENSES	TOTAL
MAXIMUM AMOUNTS	-	-	40,000.00
PREVIOUSLY INVOICED	23,519.35	1,826.08	25,345.43
THIS INVOICE	9,992.55	79.69	10,072.24
TOTAL TO DATE	33,511.90	1,905.77	35,417.67
BUDGET REMAINING AFTER THIS INVOICE			4,582.33

Activities covered in this invoice

Please see attached pages for detailed labor and expenses, per task and personnel, with full descriptions.

9/23/2015

Detailed Reports - Community Design Group (CDG) - Harvest

Detailed Time Report

HOURS PER STAFF

Timeframe	08/01/2015 — 08/31/2015	Client	All Clients
Total	131.47 Billable Hours	Project	Brooklyn Park Ped Bike SRTS PLAN
	131.47 Uninvoiced Billable Hours	Task	All Tasks
		Staff	All Staff

Date	Client	Project	Task	Hours
Aika Mengi				29.05
08/04/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:42am - 11:45am] Funding Page update</i>	2.05
08/05/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:47pm - 4:04pm] Review Funding</i>	1.28
08/05/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[4:10pm - 4:20pm] Review Funding</i>	0.17
08/06/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[10:24am - 12:24pm] Funding Page update</i>	2.00
08/14/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:20pm - 4:26pm] Brooklyn Centre Gap Analysis</i>	1.10
08/17/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:00am - 10:00am] Gap Analysis</i>	1.00
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:11pm - 3:23pm] Bike and Pedestrian Gap Analysis</i>	0.20
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:34pm - 4:48pm] Bike and Pedestrian Gap Analysis</i>	1.23
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[5:16pm - 5:35pm] Bike and Pedestrian Gap Analysis</i>	0.32
08/19/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:08am - 12:34pm] Gap analysis</i>	3.42
08/20/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[1:45pm - 2:00pm] Gap analysis</i>	0.25
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[10:55am - 12:41pm] gap analysis</i>	1.77
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[1:13pm - 1:56pm] gap analysis</i>	0.73
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:02pm - 4:32pm] gap analysis</i>	2.50
08/25/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[12:47pm - 2:25pm] Gap Analysis</i>	1.63
08/25/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:31pm - 3:30pm] Gap Analysis</i>	0.98

<https://comdesgrp.harvestapp.com/reports/detailed/213/2015/243/2015/any/any/7454784/ign/yes/ign/any?group=users>

1/6

COMMERCIAL LIABILITY INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

COMMU34 OP ID: KT

DATE (MM/DD/YYYY)
06/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Northern Capital Commercial Northern Capital Ins Gp dba P.O. Box 9396 Minneapolis, MN 55440-9396 Terras Reinhardt	CONTACT NAME: Kathy Hanson	
	PHONE (A/C, No, Ext): 952-996-8854	FAX (A/C, No): 952-829-0482
E-MAIL ADDRESS: kathyhanson@northerncapital-mn.com		
INSURED Community Design Group Inc Attn: Antonio Rosell 212 3rd Avenue North Ste 515 Minneapolis, MN 55401	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACUITY Insurance	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC # 14184		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD/INSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		L62782	06/01/2016	06/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		L62782	06/01/2016	06/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		L62782	06/01/2016	06/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	L62782	06/01/2016	06/01/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Minneapolis is hereby included as Additional Insured as required by a written contract provided the contract was executed prior to loss.

CERTIFICATE HOLDER City of Minneapolis Public Works 350 South 5th St. Ste 203 Minneapolis, MN 55415	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

PROFESSIONAL LIABILITY INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10200
INSURED Community Design Group 212 Third Ave N Ste 515 Minneapolis MN 55401		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER	\$
A	Professional Liability			UDC-1241563-EO-15	10/24/2015	10/24/2016	Each Claim:	\$ 2,000,000
							Aggregate:	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <i>Carol Bane</i>

FINANCIAL REPORT

Community Design Group Balance Sheet As of June 29, 2016

	Total
ASSETS	
Total Current Assets	\$ 59,139.84
Total Fixed Assets	\$ 103,462.82
TOTAL ASSETS	\$ 162,602.66
LIABILITIES AND EQUITY	
Liabilities	
Total Current Liabilities	\$ 85,147.97
Total Long-Term Liabilities	\$ 22,135.65
Total Liabilities	\$ 107,283.62
Total Equity	\$ 55,319.04
TOTAL LIABILITIES AND EQUITY	\$ 162,602.66

Wednesday, Jun 29, 2016 05:34:08 AM PDT GMT-5 - Cash Basis



THANK YOU!





Houston Engineering, Inc.

June 29, 2016

CITY OF EAST BETHEL



Proposal for

COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATE

6901 East Fish Lake Road, Maple Grove, MN 55369

763.493.4522

mdomitrovich@houstoneng.com





Via EMAIL: colleen.winter@ci.east-bethel.mn.us

June 29, 2016

Colleen Winter
Community Development Director
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Subject: Clear and collaborative guidance for the City of East Bethel’s Comprehensive Plan Update

Dear Colleen:

Thank you for taking the time to meet with me earlier this month to discuss your important upcoming project. As you may expect from my own experience as a city planner for two decades, I closely understand the accountability of public employees like yourself. I am pleased to introduce our full team from Houston Engineering, Inc. (HEI) and ensure you that we will work closely with you to create a document that succinctly addresses both the challenges *and* the opportunities your community faces now and into the future.

Located conveniently within the Twin Cities metro area, East Bethel has the unique opportunity to update your plan according to the Metropolitan Council’s Thrive MSP 2040 plan, while still maintaining a small-town lifestyle. **HEI’s planning team understands the importance of integrating a metropolitan style while maintaining the natural elements of your semi-rural community.** We respect your intention to update the Comprehensive Plan by October 2017, and we are fully staffed and committed to meeting that deadline.

Comprehensive plans help shape and define the long-term outlook of a community and its citizens. The key to creating a successful comprehensive plan for East Bethel will require engaging businesses and residents to specifically define their needs. Our experienced team will participate in public meetings to drive progress by listening closely to residents and making sure the plan represents a singular vision.

HEI understands the work to be performed under this contract, and we fully commit our staff to performing that work within your requested time period. We believe we are the best team to serve the City of Bethel because of our experienced environmental and planning team, our innovation in engaging the public, our local presence, and our forward-thinking approach to planning. Per the request for proposal (RFP) requirements, we understand that HEI would be hired as a consultant to the City and that this proposal will be taken as an irrevocable offer.

We will call to follow up on our proposal on Thursday, July 7. If you have any questions about the details of our submittal before this time, please do not hesitate to contact us.

Sincerely,

HOUSTON ENGINEERING, INC.

Michael J. Domitrovich, APA
Project Manager/Urban Planner
Direct: 701.499.2088
mdomitrovich@houstoneng.com

Barton L. Schultz, PE, Maple Grove Office Manager
Principal-in-Charge
Direct: 763.493.6662
bschultz@houstoneng.com

Authorized Negotiator:

Brian Fischer, CFM, Vice President, 763.493.6664



TABLE OF CONTENTS

**Comprehensive Plan and Zoning Ordinance Update
City of East Bethel**

	Page
About HEI.....	1
1. General Information.....	2
2. Project Understanding.....	2
3. Project Approach.....	2
4. Personnel Qualifications.....	4
5. References.....	5
6. Schedule.....	6
7. Additional Information.....	6
8. Compensation.....	6

APPENDICES

- Appendix A – Resumes
- Appendix B – Relevant Project Experience
- Appendix C – Sample Invoice
- Appendix D – Proof of Insurance

About Houston Engineering, Inc.

Established -

1968

Size -

180 employees

Entity Structure -

S-Corporation - 100% owned
by employee shareholders

Locations -

Fargo (Corporate)

Bismarck

Dickinson

Grand Forks (Satellite)

Maple Grove

Minot

Thief River Falls

About Us -

At Houston Engineering, Inc. (HEI), we have a proud history and a bright future. We pride ourselves on adapting to an ever-changing industry and welcome the challenges that make every project unique. Our clients count on us to provide comprehensive, workable solutions that produce results now and continue to provide value well into the future. Because at HEI, we are building for a better tomorrow.



Water Resources

- Water Supply
- Water Quality
- Flood Control
- Flood Insurance Studies and Floodplain Management
- Stormwater Management
- Groundwater
- Aquatic Ecosystems
- Drainage Systems
- Drought Management

GIS/Web Apps

- Planning and Implementation
- Data Development
- Map Production
- GPS Data Collection
- Spatial Database Design
- GIS Analysis
- Web Applications
- Programming

Municipal

- Urban Street Design
- Water Storage and Distribution
- Sanitary Sewer Collection Systems
- Lift Stations
- Water and Waste Water Treatment
- Well Development
- Storm Sewer Master Planning and Design
- Subdivision Layout and Platting
- NPDES and SWPPP Permitting
- Facility Planning
- Waste Stabilization Ponds
- Detention Pond Design
- Contaminant Characterization

Surveying

- Boundary Surveys
- As-Builts and ALTA/ACSM
- Land Title Surveys
- Topographic Surveys
- Construction Staking
- Hydrographic Surveys
- Right-of-Way and Easement Surveys
- Highway, Powerline, and Pipeline Alignment Surveys
- Bridge Surveys
- Subdivision Plats
- CFeds Surveys
- Elevation Certificates
- FEMA Letter of Map Change Applications

Environmental

- Wetland Assessment
- Impact Analysis
- Permitting
- Mitigation
- Natural Resource Inventories
- State and Federal Environmental Review
- Regulatory and Permitting
- Environmental Engineering Studies and Design
- Water Quality Analysis
- Wetland and Stream Restorations
- Fish Passage

Transportation

- Traffic Studies and Analysis
- Bridge and Structural Design
- Street, Highway, and Roadway Design
- Corridor Analysis
- Bike and Pedestrian Trails
- Vehicle Routing Analysis
- Railroads
- Environmental Review and Impact Analysis
- Planning
- Construction Management
- Airports

Land/Site Development

- Feasibility Studies and Reports
- Site Development
- Plats
- Parks and Trails
- Private Streets
- Stormwater Facilities
- Land and Subdivision Planning
- Industrial Parks
- Parking Lots
- Construction Management
- Water and Sewer Improvements

Waste Management

- Regional Program Planning and Evaluation
- Feasibility and Economic Analysis
- Ownership and Management Options Analysis
- Facility Procurement and Implementation
- Environmental Review, Permitting, and Siting
- Landfill Design/Composting Facility Design
- Processing and Treatment Facility Design
- Recycling/Materials Recovery Facility Design

address | 6901 E Fish Lake Rd, Suite 140 • Maple Grove, MN 55369
phone | 763.493.4522
website | houstoneng.com



MICHAEL J. DOMITROVICH, APA

Project Manager/Planning Lead



Education

Bachelor of Architecture, North Dakota State University, 1976

BS in Architectural Studies, North Dakota State University, 1975

AS in Mechanical Engineering, Delaware County Community College, 1972

Professional Experience

Houston Engineering, Inc.—2015-Present

Lightowler Johnson Associates, Inc.—2014-2015

City View—2006-2014

Cityscapes Development, LLC—2001-2006

Lexus Development Corporation—1999-2001

City of Fargo—1977-1999

Houston Engineering, Inc.—1976-1977

Michael served as a city planner for 22 years and understands firsthand the responsibilities of a City to its residents and businesses.

Michael J. Domitrovich, APA, will serve as Project Manager and Planning Lead and assist with Public Input. Michael has extensive experience in municipal and land planning and will provide senior leadership to the project team.

With more than 35 years of planning experience—including 22 years as the City Planner for the City of Fargo—he has provided consulting services for clients in both the private and public sectors. He also has experience with financing solutions, land acquisition, park planning, and gathering public views on public projects. With his wide range of expertise, he is an asset to every project. His latest work includes sustainability, bioswales, developments, and smart streets following ecological standards and designing with nature. He works to focus on new planning philosophies to create the seamless direction of a project with all entities.

- **City Planner, Fargo, ND.** Worked closely with Planning Commission and City Commission to implement Master Plans for Fargo. Designed North Dakota's first special assessment park. Architect behind 12 miles of bicycle trails, including pedestrian underpasses and linkage. Worked closely with the Highway Department developing alternatives for Interstate interchanges. Developed Fargo's first Fringe Area Development Study, showing effects and development strategies for full development. Part of a core group who integrated zoning and subdivision ordinances into a Land Development Code. Involved in Fargo's largest annexation and instrumental in developing extra territorial implementation, taking Fargo from 2 miles to 4 miles in 1998-1999. Worked closely with Metro COG, townships, and Cass County Planning Commission and staff.
- **District Master Plan, Fargo, ND.** Master planned a 280-acre site in south Fargo on the south side of 52nd Avenue South and west of I-29. A portion of the site was sold to house a new Walmart, and the landowner wanted to sell the whole lot at once. The City requested that it be master planned to accommodate future growth, including large commercial boxes, a downtown venue, and different residential land uses.
- **Detroit Lakes Business Park, Detroit Lakes, MN.** Master planned this new business park adjacent to large wetlands. There will be a large, ~100,000-square-foot office building nearer the highway and another series of office buildings further north ranging from 3,000 to 15,000 square feet. The design also preserves the wetlands with two alternatives for development on an "island" in the center of the wetlands. The first calls for small office campuses, while the second proposes a retirement center with detached retirement villas.
- **The Point – Lake of the Woods, Warroad, MN.** Redesigned this recreational and camping site in the wake of a tornado. Buildings were designed to follow a unique theme, creating a unifying feeling to the site. Improvements included safer walkways for pedestrians, increased circulation and capacity for parking lots, new gathering spaces, and reforestation.
- **Black Diamond Estates, Fargo, ND.** Designed a wall, entryway, and sidewalks to this stable area in Fargo. Incorporated designs to slow down vehicles and improve pedestrian safety and incorporated the sidewalk with the roadway to improve snow clearing in the winter.
- **Savanna Estates, Fargo, ND.** Created a concept plan for Savanna Estates, a proposed development in south Fargo at the corner of 88th Avenue South and 25th Street South. Site will include a small man-made lake and recreational area along with many large family homes. ■

BART SCHULTZ, PE

Principal-in-Charge



Education

BS in Civil and Environmental Engineering,
University of Wisconsin, 1980

Registration

PE Minnesota—19750
PE Iowa—11822
PE Indiana—19400204
PE South Dakota—5298
PE Wisconsin—25148

Professional Experience

Houston Engineering, Inc.—1999-Present

Orr-Schelen-Mayeron & Associates, Inc.—
1995-1999

HDR Engineering, Inc.—1986-1995

Wisconsin Department of Natural
Resources, Bureau of Solid Waste
Management—1980-1986

Professional Organizations

Consulting Engineers Council of Minnesota

As Principal-in-Charge and Office Manager, Bart will provide senior leadership and commit HEI's resources to East Bethel's needs.

As Principal-in-Charge and Office Manager, Bart Schultz, PE, will ensure that the project team has all the resources it needs to guide East Bethel through an efficient, effective, and thorough plan update. Bart is a Principal at HEI with 35 years of experience in the fields of civil and environmental engineering. His project experience includes comprehensive planning and siting studies for single or multiple public entities; environmental permitting; environmental site assessments; feasibility studies; development of spill prevention, control, and countermeasure plans; corridor studies associated with routing new transmission lines; design of solid waste facilities; design of material handling facilities; quality control review of facility design projects; construction observation; third-party review of contested projects; and technical input to legislative subcommittees during the rule-making process.

- **Keystone Pipeline Assessment, City of Fargo, ND.** Served as Senior Environmental Engineer for this analysis to provide expert witness services related to the proposed Keystone Pipeline development. Developed technical work necessary for third-party review.
- **Landfill Screening by County, Hodges, Harbin, Newberry & Trimble (HHNT), Mountrail County, ND.** As Project Manager, worked with HHNT to help identify potential sites in North Dakota for a new industrial waste landfill site. With oil production burgeoning in western North Dakota, there is an increased need for new landfills to combat oil operations in the area. Led team to screen potential sites for constraints relative to design, operations, and monitoring throughout active operations. Ultimately a site was chosen in Mountrail County, ND, and the team moved forward with zoning requests and the permitting process.
- **Solid Waste Collection and Disposal Projects, City of Bismarck, ND.** Project Engineer for the new Master Plan for the City of Bismarck's municipal solid waste facility (BMSWF). The project included extensive hydrogeologic investigation that will enable extended utilization of the existing BMSWF site, resulting in a present worth savings of more than \$25 million for additional air space value as well as a projected facility extension of at least 15 years. The benefits to the City include significant operational and cost savings by maximizing the existing site footprint and delaying future BMSWF location development.
- **Sherburne County Solid Waste Department, Sherburne County, MN.** Project Manager on a yearly retainer to provide technical support to the Sherburne County Solid Waste Department staff. The County has permitting authority for solid waste related activities occurring within the County's jurisdiction. Specific activities include permit review for completeness and compliance with the County's Solid Waste Ordinance, and review of technical documents related to the solid waste activities occurring within the County. Serves as reliable technical advisor for ongoing management issues.
- **Athens to Martin Lake 69 kV Transmission Line Route Analysis, Great River Energy, Anoka County, MN.** Project Manager for project that includes a route analysis for a 69 kV transmission line connecting the Athens Substation with the Martin Lake Substation in Isanti and Anoka counties. The project included a route analysis for the purpose of identifying a preferred route based on a comparative analysis of numerous factors including social, environmental and engineering considerations. ■

LARRY KRAMKA

Senior Advisor



Education

Minnesota Executive Program, University of Minnesota, Carlson School of Management, 2010

BS in Natural Resources and Environmental Studies—Water Resources, University of Minnesota, 1990

Professional Experience

Houston Engineering, Inc.—2012-Present
Minnesota DNR—1990-2012

Specialized Training/Coursework

Introduction to NEPA and Transportation Decision Making – National Highway Institute (September 2012)

Professional Organizations

International Association of Public Participation

Larry Kramka will serve as Senior Environmental/Public Input Advisor. Larry leads the Environmental Service Sector at HEI and is responsible for environmental review, regulatory, and planning services. His background includes 22 years with the Minnesota DNR (MnDNR), most recently as the Assistant Commissioner.

While at MnDNR, Larry coordinated the review of comprehensive plans, ordinance amendments, and assisted local government in ordinance administration. Working with zoning administrators, planning commissions, and boards of adjustment, he developed specific unique ordinance language to address localized planning and development concerns. He further conducted many reviews and comments on local government EAWs for various industrial, commercial, and subdivision developments.

Larry is skilled at working with clients to fully understand and support their needs and develop the best solution for each situation. He is in his element when leading public meetings, and easily gets to the heart of issues to gain consensus and move beyond issues.

- **Root River One Watershed, One Plan Development, Fillmore County SWCD, Southwest Minnesota.** As Senior Advisor, serving the project team during the development of the One Watershed, One Plan (1W1P) pilot in the Root River Watershed. In addition to meeting Minnesota Board of Water and Soil Resources (BWSR) requirements, the resulting plan will serve as a valuable tool for practical implementation, regardless of traditional boundaries. Attended policy group meetings to understand issues fully and guide discussion and provided QA/QC and input on the draft plan that is currently submitted to BWSR.
- **East Gull Lake Development Regulatory Assistance, East Gull Lake, MN.** Project Manager. HEI provided assistance with regulatory compliance, developed a regulatory strategy, and prepared applications for any required DNR permits.
- **Browns Preserve Wetland Restoration and Wetland Bank, Anoka County, MN.** Senior Advisor for a large-scale wetland restoration that included designing and implementing a hydrology study, installing hydrology monitoring equipment, performing a wetland delineation, plant community mapping, performing wetland functional assessments, and preparing the Wetland Restoration and Banking Application for local, state, and federal approval. Project involvement included participation in many agency coordination meetings to facilitate various regulatory approvals. Project was constructed in the fall of 2012, and restoration and monitoring of the MN State Wetland Bank is currently underway. Initial state and federal credit deposit is currently in process.
- **Hansen Park Water Quality and Flood Control Project, New Brighton, MN.** As a Senior Project Manager, coordinated with local, state, and federal agencies to secure permitting for both environmental and flood protection. The project also involved best management practices (BMPs), including a three-stage dam and outlet design, targeted removal of sediments, and first-of-its-kind iron-enhanced sand filter practice to treat discharge water on a nearly 24/7 basis. ■

Larry served the Minnesota DNR for more than 20 years and offers an exceptional understanding of the region's environmental needs.

JEFF LUTZ

Public Input Lead



Education

BS in Geography, South Dakota State University, 1987

Professional Experience

Houston Engineering, Inc.—2015-Present

URS Corporation—2007-2015

WSB & Associates—2000-2001

OSM & Associates—1991-2000

Markhurd Inc. (AeroMetrics)—1988-2001

Training

American Institute of Certified Planners (AICP) – July 1, 2001

Organizations

American Planning Association

Jeff has a history that blends planning, transportation studies, and environmental work, making him a unique asset for the City's planning efforts.

Jeff Lutz will serve as Public Input Lead and assist with planning and environmental efforts. Jeff is a Senior Environmental Scientist with 27 years of experience. His multi-faceted planning experience includes preparing: transportation plans, corridor studies and feasibility studies; local comprehensive land use plans and economic development documents; Phase 1 environmental site assessments; and National Environmental Policy Act (NEPA) environmental documentation.

- **Community Comprehensive Land Use Planning.** Experienced in land use planning and economic development issues. Responsibilities have included comprehensive plan amendments for communities; assistance to the public on zoning and land use issues; and identification and recommendations for the best use of a community's land and resources for residential, commercial, institutional, and recreational purposes. Representative experience includes: Ellsworth Air Force Base – City of Box Elder I-90 Corridor Comprehensive Land Use Plan, SD; Comprehensive Land Use Plan Development Study, Eagan, MN; and City of Bloomington Population and Land Use Impact Analysis for the City of Bloomington's Water System Master Plan, Bloomington, MN.
- **Environmental Review and Planning.** Conducts environmental planning and/or environmental review process efforts for a wide variety of projects. Project experience includes environmental review, permitting, technical analyses, environmental field logistics, public involvement, and overall project and task management. Responsibilities include project need development, alternatives development, and identification of level of study required for environmental issues (e.g., land use, socioeconomic impacts, wetland impacts, cultural resources, parks) for a variety of project types.
- **Corridor and Transportation Planning Studies Experience.** Completed major corridor and transportation planning projects. Responsible for project management, corridor issues analysis, compiling data pertaining to demographics, determining existing and future land use trends, preparing modal assessments, completing sub-area studies, and identification and development of transportation. Experience includes Michigan-Grand River Avenue Transportation Study, Lansing, MI; TH 212 Interregional Corridor Study between the western Twin City suburbs to the Minnesota/South Dakota border; TH 36 Sub-Area Corridor Study; and North/West Passage Integrated Corridor Strategic Plan on I-90 and I-94 between Wisconsin, Minnesota, North and South Dakota, Wyoming, Idaho, and Washington
- **Long-Range Transportation Planning Experience.** Prepared long-range transportation plans for metropolitan planning organizations, counties, and communities. Responsibilities included client coordination, public involvement, analysis of existing conditions, multi-modal transportation, land use impacts, alternatives identification, and report development. Representative experience includes Mankato Area Transportation and Planning Study (MATAPS) – 2035 Multi-modal Long Range Transportation Plan, Mankato, MN; St. Joseph Area Transportation Study Organization – 2035 Long Range Transportation Plan, St. Joseph, MO; St. Clair County, MI 2035 Long Range Transportation Plan Update; Danville 2035 Long Range Transportation Plan Update, Danville, IL; Access Minneapolis – Ten Year Transportation Action Plan, Minneapolis, MN. ■

EMMY BASKERVILLE, CWD Environmental Lead



Education

BS in Biology with Plant Science
Emphasis, Minor in Environmental
Science, Minnesota State University,
2005

Registration

Certified Wetland Delineator,
Minnesota—1181

Professional Experience

Houston Engineering, Inc.—2008-Present

Svoboda Ecological Resources—
2005-2008

Minnesota Department of Agriculture—
2004

Emmy is
experienced
with navigating
the
environmental
permitting
process as well
as engaging
the public.

Emmy Baskerville, CWD, is an Environmental Scientist and Wetland Specialist with significant experience with Minnesota wetlands and regulations. She will work with Domitrovich on issues and solutions for nature-driven designs when updating the City of East Bethel's comprehensive plan as well as assist with public input efforts. As a Certified Wetland Delineator, she is experienced in the area of plant and wetland biology. Her primary technical duties include wetland delineations, wetland permit applications, wetland restorations, mitigation wetland monitoring, and other natural resource projects.

- **Browns Preserve Wetland Restoration and Wetland Bank, Anoka County, MN.** As a Wetland Ecologist, was responsible for gathering all baseline data for the purposes of designing a wetland restoration plan and banking application. This included designing and implementing a hydrology study, installing hydrology monitoring equipment, performing a wetland delineation, plant community mapping, performing wetland functional assessments, and preparing the Wetland Restoration and Banking Application for local, state, and federal approval. Project involvement included participation in many agency coordination meetings to facilitate various regulatory approvals. Project was constructed in the fall of 2012, and restoration and monitoring of the MN State Wetland Bank is currently underway. Initial state and federal credit deposit is currently in process.
- **Wetland Application Reviews, Anoka/Washington County, MN.** Responsible for review of application materials, coordination with applicants and regulatory groups, and facilitating Technical Evaluation Panel meetings to review Wetland Conservation Act (WCA) application materials and coordinating regulatory decisions for a watershed district.
- **City of Columbus Comprehensive Wetland Protection and Management Plan, Anoka County, MN.** As an Environmental Scientist, was active in the preparation of a Comprehensive Wetland Management Plan developed for a Twin Cities area watershed district. Tasks included a wetland and natural resource inventory, functions and values assessments, establishment of plan and regulatory goals, agency coordination and meeting participation, and plan and subsequent rule development.
- **Wetland Inventory, City of International Falls, MN.** One of two wetland ecologists who completed a city-wide wetland inventory for future planning purposes. Tasks included interpreting aerial photos, analyzing GIS wetland types, on-site field review, wetland typing and reporting.
- **Wetland Monitoring, City of Maple Grove, MN.** Conducted wetland monitoring activities as outlined in the Administrative Manual for the Wetland Conservation Act for several monitoring sites throughout the year. Provided a yearly monitoring report for each development characterizing the hydrology and plant communities of the sites. Also determined recommendations for modifications or corrective actions for each site based on the designed wetland types and existing conditions. Activities involved monitoring water levels during the growing season and the identification of plant species and communities. ■

KATHERINE LIND

Environmental



Education

BS in Environmental Science and Policy Management, University of Minnesota, 2012

Professional Experience

Houston Engineering, Inc.—2012-Present
WEIR Internship and Research Program, Winona State University—2010

Katherine specializes in environmental assessments throughout Minnesota and will help make the environmental process a smooth one.

Katherine Lind will assist with environmental services during plan development. Katherine is an Environmental Scientist who collaborates with engineers and other scientists at HEI to compile and analyze information critical to project development. With a background in environmental science and policy management, she will perform research, technical writing duties, and check documents for compliance.

- **Root River One Watershed, One Plan (1W1P), Winona County, MN.** As Environmental Scientist, provided natural resources analysis and technical assistance in the development of the Root River 1W1P pilot document. The draft plan has been submitted, marking an important project milestone for water resource management in the State of Minnesota. The Root River 1W1P is a single plan for the watershed that focuses on implementation strategies that are prioritized, targeted, and result in measurable resource improvements. The strategies to maintain, restore, and protect resources within the plan are aimed at achieving lasting conservation while considering the needs, rights, and interests of citizens and stakeholders.
- **Phase I Environmental Site Assessment (ESA), Dayton Farmstead Property, Dayton, Hennepin County, Minnesota.** As Environmental Scientist, conducted site reconnaissance and review of agency databases and other reasonably ascertainable records for the preparation of a Phase 1 ESA in accordance with the ASTM Standard Practice for Environmental Site Assessment: Phase 1 Environmental Site Assessment Process E1527-13. The purpose of the Phase 1 ESA was to gather information about the 26-acre property and surrounding properties to identify, to the extent feasible, recognized environmental conditions (RECs) in connection with the property being considered for purchase. The assessment revealed no evidence of RECs in connection with the subject property.
- **Environmental Assessment Worksheet (EAW), Hansen Park Comprehensive Water Management Project, Rice Creek Watershed District, New Brighton, MN.** As Environmental Scientist, served as the technical staff to prepare a mandatory EAW for the Rice Creek Watershed District. The district had received Targeted Watershed Demonstration Project grant funds from the Board of Water and Soil Resources to complete a water quality improvement project. The project, a collaborative effort between the District and the City of New Brighton located within Hansen Park in New Brighton, was developed to provide water quality benefits to Long Lake, Pike Lake, and locally downstream as well as flood control benefits to the surrounding region, among other environmental benefits. Record of Decision: July 2015.
- **Environmental Assessment Worksheet (EAW), Grey Cloud Channel Restoration Project, South Washington Watershed District, Washington County, MN.** Environmental Scientist. Served as the technical staff to prepare a discretionary EAW for the project. The Grey Cloud Channel Restoration Project, located east of the main channel of the Mississippi River, on Grey Cloud Island, Washington County, proposed to restore the ecological functions and services of the channel by reestablishing the conveyance of water from the main river channel through the Grey Cloud Channel at the Grey Cloud Island Drive South crossing. The project proposed to remove the blockage at the crossing with a bridge structure while accommodating the roadway embankments. Comment period ends for this project April 27, 2016. ■

KIAH SAGAMI, GISP

GIS Technician



Education

BS in Geography and Conservation, minor in GIS/Cartography, University of Wisconsin-River Falls, 2007

Registration

GISP #67716

Professional Experience

Houston Engineering, Inc.—2007-Present

Wisconsin DNR—2007

MnDOT (Office of Investment Management)—2006-2007

City of River Falls—2005

Training

DFIRM WebEx Training,

Online Training from Baker and HDM

Kiah Sagami, GISP, will assist with GIS services for this project. Kiah is a GIS Technician at HEI, specializing in GIS and web services. She is responsible for providing services in the areas of GIS analysis, mapping, and database design. Kiah has experience in using GIS for cartographic mapping, floodplain mapping, parcel mapping, and geo-database editing.

Her GIS skills include:

- ArcGIS 10.2, ArcInfo, ArcCatalog, ArcToolbox, ArcGIS Online, ArcServer
- Spatial Analyst, Network Analyst, 3D Analyst, GPS, Arc Hydro
- Interpolation, Geo-referencing, Transformations, Projections
- Editing and adding data, creating geodatabases, using model builder

• **Groundwater Use Efficiency Analysis and GIS Data Development, Klamath Water and Power Authority, Southern OR/Northern CA.** As project team member, worked with HEI and prime consultant staff to identify the GIS data needs for the Klamath Basin Project irrigators, served by the Klamath Water and Power Agency (KWAPA). The project consisted of gathering, refining, and organizing geospatial data specific to the irrigation districts, groundwater wells in Oregon and California used as water supply sources, and the water rights data associated with the groundwater wells (OR). Created a data dictionary and geodatabase for the data.

• **PTMApp Workshops, Sauk River Watershed District, MN.** HEI provided an in-person, hands-on workshop with PTMApp for the District. Topics within the training included PTMApp inputs (e.g., soils data, priority locations, plan boundary), running and installing the desktop application, and using output product from the desktop application.

• **Red River Decision Information Network, International Water Institute, Red River Basin, North-Central, US.** As GIS Technician, provided geospatial information for the complex decision support system to present information about the physical, hydrologic, ecological, land use, and water quality characteristics of the basin.

• **Wind Farm Planning, Just Wind, LLC, Logan County, Napoleon, ND.** Provided GIS technical assistance for the planning of the wind farm out in the area of Napoleon, North Dakota. Provided maps and analysis for the phase I area of the wind turbines, including general location maps, soils and land use maps, and threatened and endangered species maps.

• **Athens to Martin Lake Transmission Line Routing, Great River Energy MN.** Provided GIS technical assistance for the routing of the transmission line. Using ArcView 9.3.1, performed analysis for several possible routes to determine how many wetlands were impacted and the proximity of houses to the proposed areas.

• **Enterprise GIS Implementation, Mille Lacs Band of the Ojibwe, Onamia, MN.** As GIS Technician, worked with geospatial team on a large-scale project to implement a GIS system for the tribe to organize all of their records. Created basemap/parcel migrations to a geodatabase, provided implementation services, and designed a structured database to connect all data. ■

Kiah provides GIS support to numerous clients throughout the region and will offer the same services to East Bethel to create the best possible plan.

BRANDON GOBLIRSCH

GIS Technician



Education

BS in Geography, University of Minnesota—Twin Cities, 2016

Professional Experience

Houston Engineering, Inc.—2016-Present

Ramsey County—2015-2016

City of Mendota Heights—2015

City of Minneapolis—2013-2015

Brandon Goblirsch is a GIS Technician with academic and applied experience in technology and GIS services. He has local experience in the Twin Cities, where he served as a GIS intern for Ramsey County, the City of Mendota Heights, and the City of Minneapolis. This urban GIS experience gives him an excellent understanding of municipal needs and challenges.

- **Lower and Middle Cannon River Watershed Terrain Analysis, Rice County, MN.** As GIS Technician, working with team to provide water quality GIS datasets for a best management practice (BMP) suitability analysis. HEI completed terrain analysis, which was supported through a FY15 BWSR accelerated implementation grant.
- **GIS Intern, Ramsey County, St. Paul, MN.** Drew and added plat boundaries to the county parcel fabric in ArcMap.
- **Engineer/GIS Intern, City of Mendota Heights, MN.** Compiled city data into ArcOnline allowing data to be checked remotely from the field. Updated sanitary and storm sewer ArcMap database. Worked with the City Planner and consultants to help produce maps for several city projects. Mapped easement descriptions in AutoCAD and exported to ArcMap.
- **GIS Intern, City of Minneapolis, MN.** Traffic and Parking, Minneapolis, MN. As GIS Intern, completed multiple mapping projects for city engineers. Conducted several traffic and parking studies and prepared reports for city officials. Digitized all traffic signal phasing maps. Completed a traffic signal audit of all intersections with signals.
- **2014 MLB All Star Game, Minneapolis, MN.** As GIS Specialist, collected, prepared, and presented data that was involved in the planning of the 2014 All Star Game, held in downtown Minnesota. Gathered data downtown for planning the parade, and helped execute traffic operations for the parade and other events. Participated in and offered input during planning meetings. ■

Brandon has focused his GIS work in the Twin Cities region, and he will support East Bethel in this role as needed.

SUZY LINDBERG

Technical Writer



Education

BA in English with a Writing Emphasis,
University of Saint Thomas, 2006

Professional Experience

Houston Engineering, Inc.—2012-Present
The Bead Monkey, Inc. —2004-2012

Suzy will use her skillset to ensure that end users have a pleasant and meaningful experience with the comprehensive plan.

Suzy Lindberg will ensure that the final Plan is a modern, usable document that is easy to understand and navigate. Suzy is a Technical Writer at HEI where she edits content and creates promotional materials, presentations, and graphics to illustrate difficult concepts. **She has created customized infographics and artistic renderings to illustrate “before and after” concepts.** Her background in communications, writing, and graphic design give her the ability to define a clear message and communicate it consistently to a wide variety of audiences. She has experience editing technical reports and planning documents, giving her the understanding of issues associated with complex projects and how to make them engaging to a variety of readers.

- **Root River One Watershed, One Plan Development, Fillmore County SWCD, Southwest Minnesota.** As Technical Writer and Editor, working with project team to produce the best possible plan document for the pilot 1W1P project. Editing natural resources analysis and written sections for the One Watershed, One Plan pilot from multiple authors to create one cohesive voice and present complex information in a way that is accessible to different audiences. Also presented a concept for an interactive PDF layout that allows users to quickly click through to pages of interest, which will ultimately be created for the final plan to increase its visual appeal and usability. The draft plan has been submitted, marking an important project milestone.
- **WRAPS/TMDL Handbook and Workshops, Minnesota Soybean Growers Association, Mankato, MN.** As Technical Writer and Editor, working with project team to develop content for a handbook describing the WRAPS and TMDL processes required by the Minnesota Pollution Control Agency. Created style guide, messages, and language guidelines to ensure content is not overly technical in nature and the audience will receive the most value from the end product. Created custom graphics for the handbook and workshop materials to ensure that they are both engaging and educational and clearly illustrate technical concepts for users of varying backgrounds.
- **Klamath Basin Sectoral Applications Research Program (SARP) Grant, National Oceanic Atmospheric Administration (NOAA), Klamath Falls, OR.** Served as a Communications Advisor to the Project Manager for this large-scale research project funded under a NOAA SARP grant. The project addresses climate, drought, and water issues in the often contentious Klamath Basin in the western US. Using complex weather data and stakeholder input, created a series of graphic decision timelines to illustrate when critical decisions are made throughout the water year. Decision timelines formed the basis for a website concept where a variety of stakeholders in the Klamath Basin can find information to aid their decision-making. Advised the project team on readability and designed graphics that are easy to understand for users without a scientific background.
- **Update of the Minnesota Public Drainage Manual, Board of Water and Soil Resources, St. Paul, MN.** As Technical Writer, assisting the project team for the update of the 1991 Minnesota Public Drainage Manual. In addition to editing the content for language, style, and cohesion, working to put the new manual in an online Wiki format for easy use and accessibility.
- **Stakeholder Involvement Assistance.** Assist technical staff with stakeholder involvement by guiding discussions on content, organization of presentations, displays, and more as needed. Help work through technical content to get to the true message of a project and develop strategies to convey this information to the public. Edit content for readability and clarity while adding photos and customized graphics to support the content. ■

FARGO CITY PLANNING FARGO, NORTH DAKOTA



Background

As City Planner for 22 years—along with an additional 15 years in private consulting—Michael Domitrovich, APA, has a deep understanding of a City's needs, especially pertaining to comprehensive planning.

The Project

Domitrovich's experience with planning for the City of Fargo includes:

- Coordinating the City's largest-ever expansion
- Developed City's first-ever Fringe Area Development Study
- Helping locate future schools and parks
- Creation of more than 12 miles of bike trails
- Hosted public meetings to inform and gather input
- Created area plans as a staple in the planning process
- Worked with County to update land use policies
- Integrated urban standards into rural environments
- Developed future needs with the Public Utility Department for smart growth of utilities through standards in the growth plan ■

» Location

Fargo, North Dakota

» Client Benefits

- More than 12 miles of new bike trails for residents.
- City experienced a massive wave of growth that continues today.
- Creation and planning of new schools, parks, and more to accommodate future populations, helping continue and improve the liveability of the City.

(FargoCityPlanning_Dom) 12-7-15

WAHPETON/BRECKENRIDGE RIVERFRONT PARK AND TRAIL SYSTEM WAHPETON, ND, AND BRECKENRIDGE, MN



Background

In 2008, the cities of Wahpeton and Breckenridge had recently had a new levee system approved. The cities wanted to explore new opportunities around the levee system, so they retained Michael Domitrovich through City View and Lightowler Johnson Associates to complete planning and design efforts.

The Project

The master plan accounted for a dam the US Army Corps of Engineers planned to build but had not yet constructed. Domitrovich and the two firms worked with the cities to determine the best options available. The plans had to remain affordable and sustainable under flood conditions.

Domitrovich proposed a plan that better connected the parks in both cities as well as provided safer and clearer connections to nearby neighborhoods.

New parks were also designed to include interpretive buildouts, kayak and canoe ramps, a birding park, and many other riverfront amenities. This park literally and figuratively bridged the river system, creating a unified focal point that strengthened the sense of community between the two cities. ■

» Location

Wahpeton, North Dakota
Breckenridge, Minnesota

» Client

City of Wahpeton/City of Breckenridge

» Contact

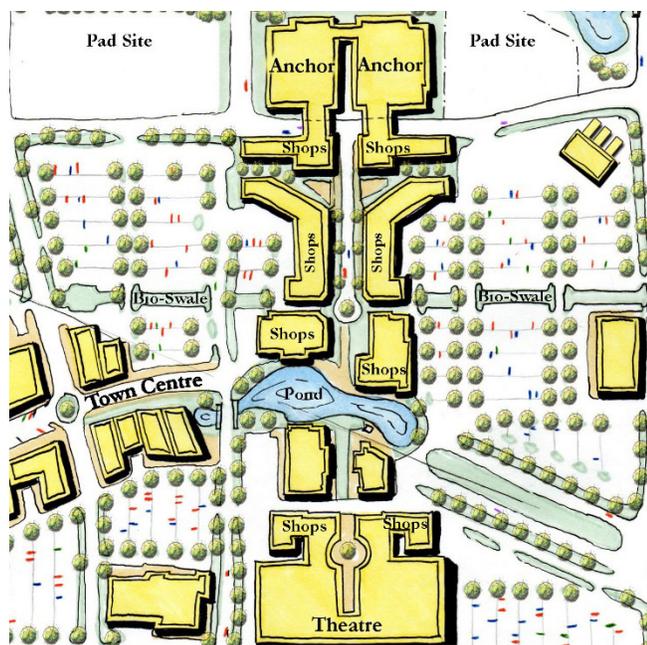
Shawn Kessel, presently City
Administrator in Dickinson, North Dakota

» Client Benefits

- New parks and better connections and access to existing parks.
- Safer access for pedestrians.

(WahpBreckPark_Dom) 7-28-15

THE DISTRICT MASTER PLAN FARGO, NORTH DAKOTA



Background

There had been demand in south Fargo for another Walmart location to accommodate the City's expansion and growth in the area. When approached for the land, a property owner opted to sell the whole 280-acre site at once. The City requested that the entire site be master planned to create another mixed used area of town integrating large commercial boxes, a downtown venue, and different residential land uses.

The Project

The site sits along a busy principal arterial designated as a belt line around the City, leading to constraints pertaining to setbacks, landscaping standards, and access points. The concept integrates the design of the new store along with the use of materials and products to create an integrated community by utilizing features such as bridges, walkways, drainage systems, and bioswales.

The store is open while development to its west continues. ■

» Location

Fargo, North Dakota

» Client Benefits

- A master planned 280-acre site that will integrate large commercial boxes, a downtown type venue, and various residential uses.
- Property owner had the ability to sell the entire 280-acre site at one time, allowing for a comprehensive and integrated master plan.
- Master Plan accounted for the adjacent principal arterial.

(DistrictMasterPlan_Dom) 7-28-15

ROOT RIVER – ONE WATERSHED, ONE PLAN WINONA COUNTY, MINNESOTA



Background

The Minnesota Board of Water and Soil Resources (BWSR) charged local governments to develop one watershed plan to drive water resources planning, management, and project efforts within the watershed. The One Watershed, One Plan (1W1P) pilot project departs from traditional efforts guided by multiple plans and instead encourages local partners to work together to develop a collaborative water management plan that consistently and concurrently drives efforts in the same direction.

Houston Engineering, Inc. (HEI) is currently working with partners in the Root River Watershed in southeastern Minnesota to help develop this groundbreaking project.

The Project

One of the most complicated factors of this project is the level of coordination and communication required between multiple parties.

To address this, HEI began the planning process with a series of stakeholder meetings with Root River partners to develop the backbone of the plan, ensuring known issues and future goals were clearly defined. HEI led partners through a series of productive discussions to gain consensus with a diverse group. Meetings have also helped the team stay on target to meet milestone deadlines to reach BWSR’s ultimate timeline for completion

As the project progresses, HEI will continue to gather watershed information, set measurable goals, and ultimately write a plan with targeted implementation strategies.

The final plan product will be produced as an interactive PDF file, allowing users to easily click through and navigate pages by following button and icon links (see example at left). The plan also involves a series of custom graphics and tables to improve the usability. ■

Root River Watershed One Watershed, One Plan	
	<ul style="list-style-type: none"> Purpose/Mission/Vision Statement General Map of Plan Boundary Summary of Priority Issues and Goals Summary implementation actions and programs Brief description of process to develop goals Outline of participant responsibilities
	<ul style="list-style-type: none"> 1.1 Watershed Overview 1.2 Plan Overview 1.3 Memorandum of Agreement
	<ul style="list-style-type: none"> 2.1 Summary of priority, resources, concerns, and issues 2.2 Information sources used in prioritization process 2.3 Process used to identify priority resources and concerns 2.4 Priority resources, concerns, and issues causing concern
	<ul style="list-style-type: none"> 3.1 Summary of priority, resources, concerns, and issues 3.2 Information sources used in prioritization process 3.3 Process used to identify priority resources and concerns 3.4 Priority resources, concerns, and issues causing concern
	<ul style="list-style-type: none"> 4.1 Brief description of each action 4.2 Target where action will occur 4.3 Identification of responsible parties 4.4 Estimate of cost and potential sources of funding 4.5 Implementation timeline 4.6 How it will be measured
	<ul style="list-style-type: none"> 5.1 Plan Administration and Coordination 5.2 Plan implementation programs

» Location

Winona County, Minnesota

» Client

Winona County Soil and Water Conservation District

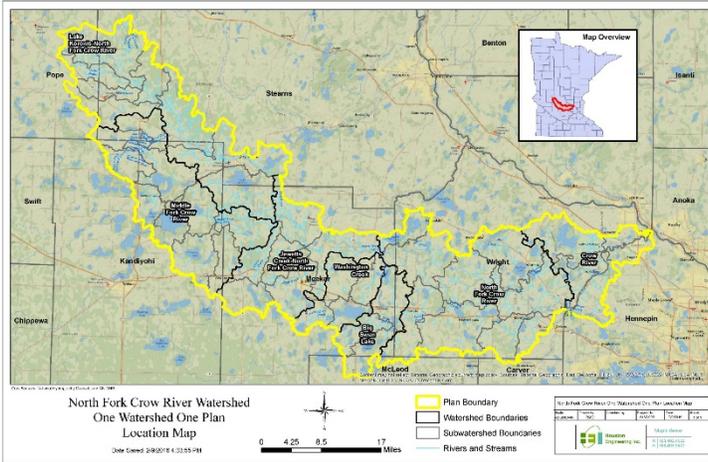
» Contact

Jennifer Ronnenberg,
Water Management Coordinator
507.765.3878

» Client Benefits

- Assistance with a new, uncharted pilot program.
- Coordination with and input from numerous stakeholders, including the public.
- One of the first counties/watershed districts to engage with the One Watershed, One Plan pilot project.
- Detailed plan writing services to describe various complex watershed characteristics.

NORTH FORK CROW – ONE WATERSHED, ONE PLAN WRIGHT COUNTY, MINNESOTA



HEI will help lead partners through a series of productive discussions to gain consensus with a diverse group. Meetings help the team stay on target to meet milestone deadlines to reach BWSR's ultimate timeline for completion

As the project progresses, HEI will continue to gather watershed information, set measurable goals, and ultimately write a plan with targeted implementation strategies. The team will also use the Prioritize, Target, and Measure Application (PTMApp) to create output products to help partners target the best locations to place best management practices (BMPs) on the ground. ■

Background

The Minnesota Board of Water and Soil Resources (BWSR) charged local governments to develop one watershed plan to drive water resources planning, management, and project efforts within the watershed. The One Watershed, One Plan (1W1P) pilot project departs from traditional efforts guided by multiple plans and instead encourages local partners to work together to develop a collaborative water management plan that consistently and concurrently drives efforts in the same direction.

Houston Engineering, Inc. (HEI) is currently working with partners in the North Fork Crow River Watershed to help develop this groundbreaking project.

The Project

One of the most complicated factors of this project is the level of coordination and communication required between multiple parties.

To address this, HEI is working with the Crow River Organization of Water (CROW) to facilitate a series of stakeholder meetings with partners to develop the backbone of the plan, ensuring known issues and future goals were clearly defined.



» Location

North Fork Crow River Watershed,
Minnesota

» Client

Crow River Organization of Water

» Contact

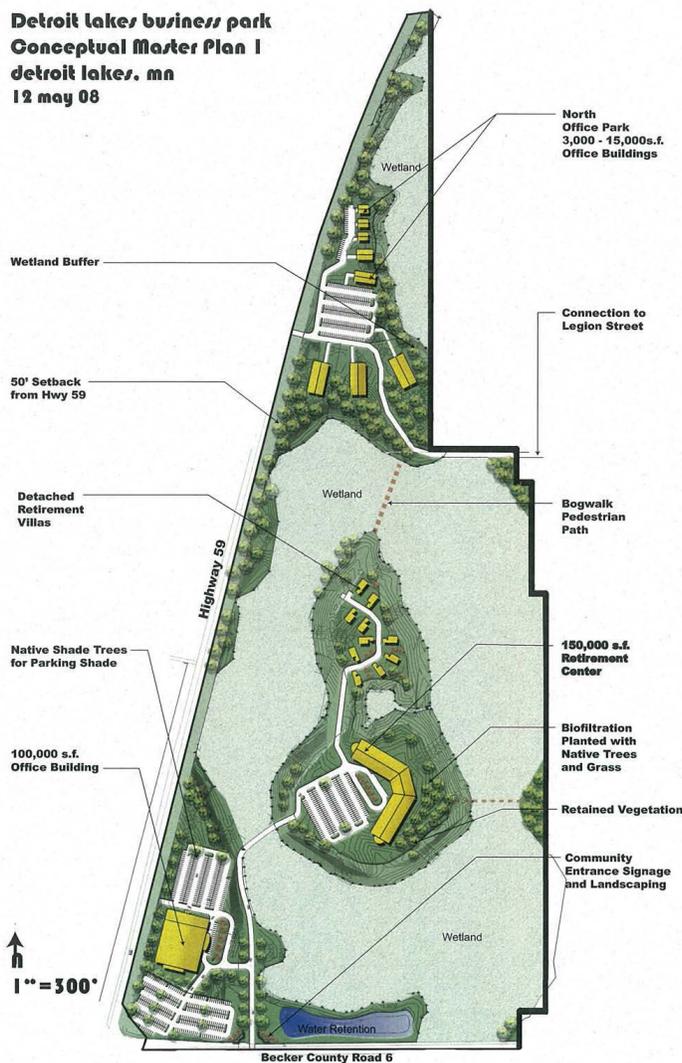
Diane Sander
Watershed Coordinator
763.682.1933

» Client Benefits

- Assistance with a new, pilot program.
- Coordination with and input from numerous stakeholders, including the public.
- Detailed plan writing services to describe various complex watershed characteristics.
- Use of PTMApp to write a plan that is targeted and measurable for future projects.

DETROIT LAKES BUSINESS PARK DETROIT LAKES, MINNESOTA

**Detroit lakes business park
Conceptual Master Plan I
detroit lakes, mn
12 may 08**



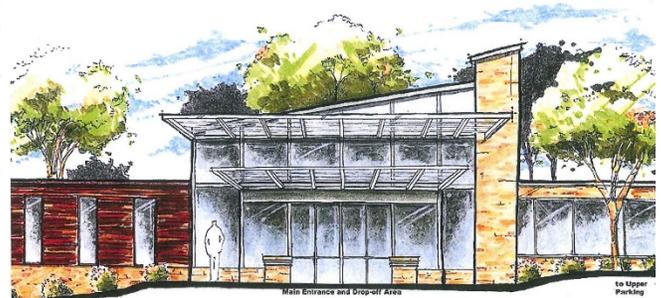
Background

When a large clinic expressed an interest in moving to the community, the City of Detroit Lakes and the Detroit Lakes Economic Development Corporation sought an ideal area for new business development that could grow around the clinic. They sought a site that would allow for not only the development of the proposed clinic but also a new community of businesses seeking to become part of a new business park.

The Project

After reviewing various locations, a 120-acre site was chosen for the new business park. Wetlands on the site required careful consideration, and about 50% of the site was set aside for development.

Domitrovich helped create a plan that worked around the wetlands and met the needs set forth by the Minnesota DNR. ■



» Location

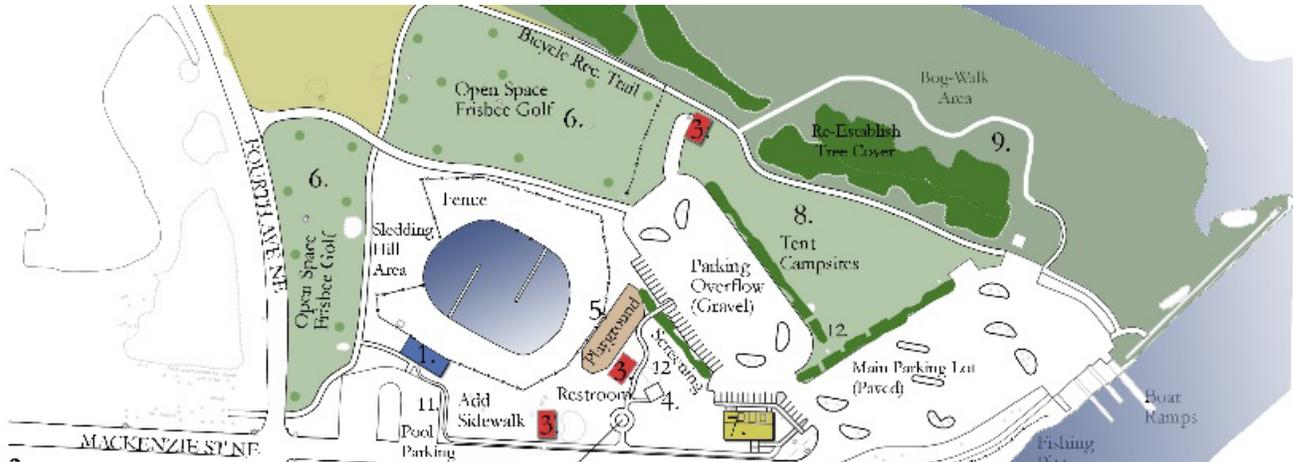
Detroit Lakes, Minnesota

» Client Benefits

- Met environmental and wetland concerns at part of the overall plan.
- A new business park plan that would construct new businesses around a proposed clinic.

13 (DLBusPk_Dom) 11-18-15

THE POINT – LAKE OF THE WOODS MASTER PLAN WARROAD, MINNESOTA



Background

In 2006, a tornado touched down and passed near the community of Warroad. While there were no lives lost or homes or businesses destroyed, the brunt of the tornado made havoc to an area known as The Point, a city park focusing on accessibility and recreation to the Lake of the Woods.

The Project

This disaster created an opportunity to envision and incorporate new ideas and improvements into the site during its reconstruction. The City contemplated whether or not to replace all park features at the same location (e.g., picnic shelters, fish houses, and pools). They decided to step back and look for a planner to analyze the site and embrace an opportunity to reenvision the site. The council hired Domitrovich to help Warroad choose a path forward.

Through evaluation of the City’s wants and needs, Domitrovich compiled a recommendation list that included

redesigned parking lots for better circulation, greater capacity, and increased safety; pedestrian connections between key locations; reforestation; new gathering spaces near picnic shelters; and native plantings to define parking space and create nature trails and bog walks. With a \$30,000 master plan completed, the multi-million dollar construction will take place through several phases over the next ten years.

The buildings were redesigned to follow a common design theme based on the original fish cleaning house. Designs included concrete block facades, wood siding, and green metal roofing systems as well as creating an official marker establishing a Warroad Point Restoration Fund to rebuild and remember what took place at The Point in 2006. ■

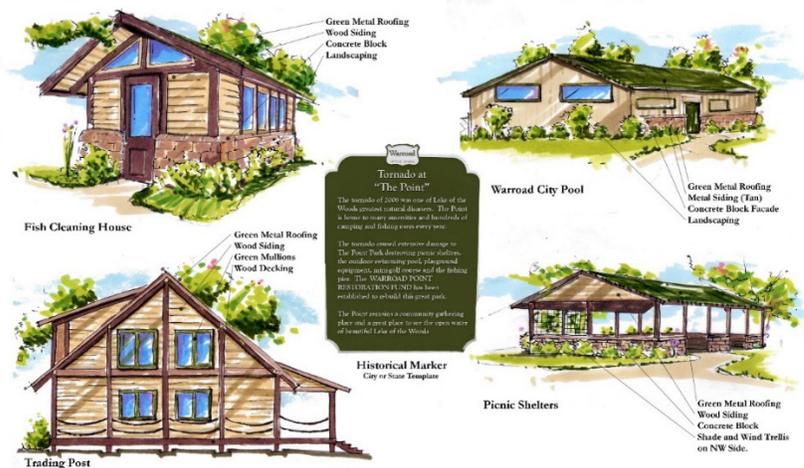


Figure 1: Concept drawings of the site’s new buildings

» Location

Warroad, Minnesota

» Client

City of Warroad

» Contact

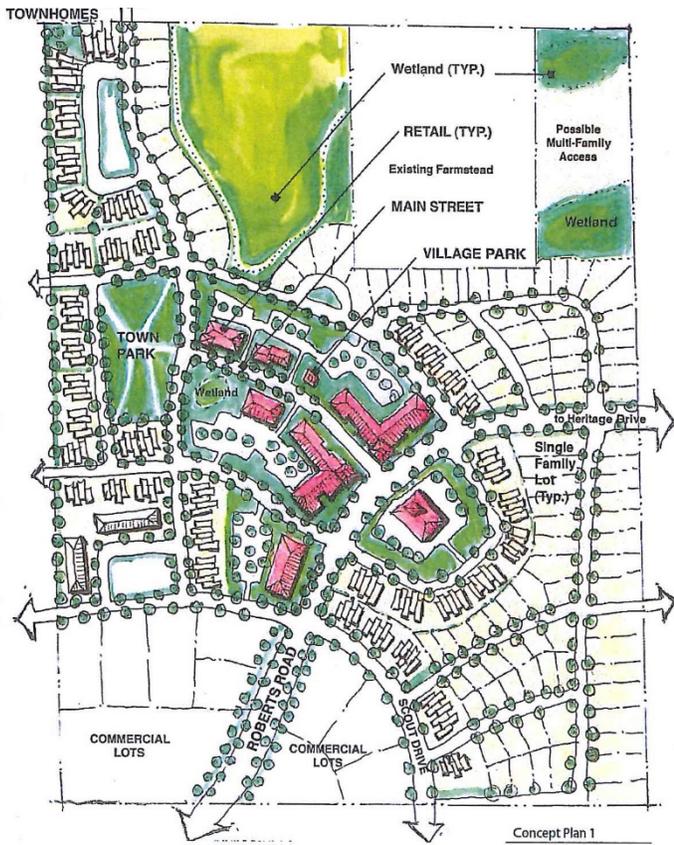
Kathy Lovelace, City Manager
218.386.1454

» Client Benefits

- Improved safety for pedestrians with new walkways.
- A redesigned recreational site in the wake of a disaster.
- Redesigned buildings that followed a unified theme.

(PointMasterPlan_Dom) 1-29-16

BURGUNDY GROUP DEVELOPMENT PLAN SARTELL, MINNESOTA



Background

Sartell has always been called a suburb of St. Cloud. Over the years, the City had an opportunity to identify and make decisions on the future direction of the City. A group of investors hired Domitrovich to develop a mini master plan of 183 acres to show development based upon the City's dreams.

The Project

Domitrovich began with an analysis of land, infrastructure trends, and visioning trends. After data collection was finished, a subdivision was incorporated into the plans. The subdivision included an establishment of a downtown, parks, commercial, land preservation, and residential.

The project was completed in phases that balance the economics of the community and the City's infrastructure projects. ■

» Location

Sartell, Minnesota

» Client Benefits

- A confined master plan that helps the City better envision its possible future growth.
- The potential to establish a downtown area, parks, residential developments, and more.

APPENDIX C – SAMPLE INVOICE

INVOICE



HoustonEngineering Inc.

Remit to:

1401 21st Ave N, Fargo, ND 58102
 Phone: 701.237.5065
 Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Colleen Winter
 Community Development Director
 City of East Bethel
 2241 221st Avenue NE
 East Bethel, MN 55011

April 13, 2016
 Invoice No: 0045326
 Due Date: May 13, 2016

Project R168328-002 Sample City of East Bethel Project

Original Contract Amount \$250,000.00
 Amount Previously Billed \$63,260.25
 Amount Due this Request \$33,763.80
 Budget Amount Remaining \$152,975.95

Professional Services through April 9, 2016

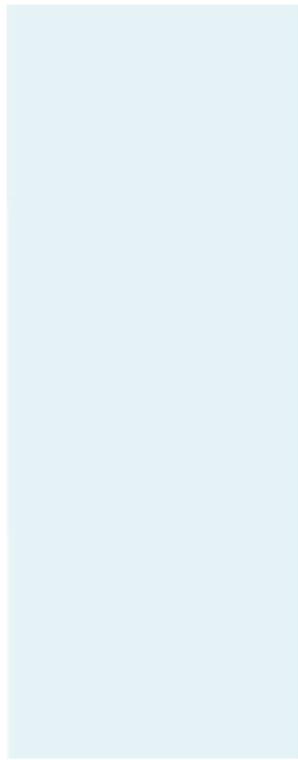
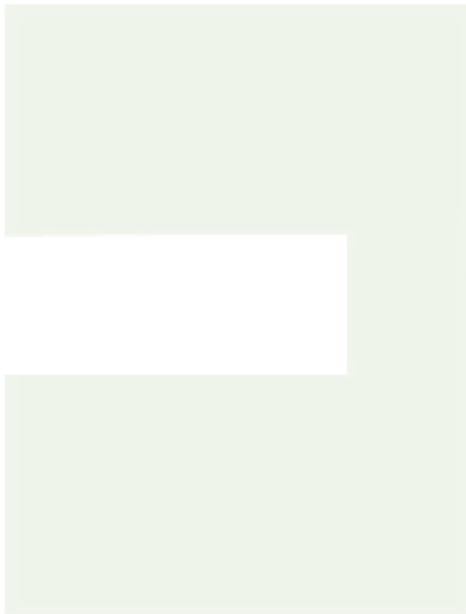
Phase	001	Project Administration			
Professional Personnel					
			Hours	Rate	Amount
		Project Engineer	23.00	152.00	3,496.00
		Design Engineer	1.50	121.00	181.50
		Totals	24.50		3,677.50
		Total Labor			3,677.50
				Total this Phase	\$3,677.50

Phase	002	Preliminary Survey			
Professional Personnel					
			Hours	Rate	Amount
		Land Surveyor	3.00	126.00	378.00
		Two Person Crew	54.50	160.00	8,720.00
		Totals	57.50		9,098.00
		Total Labor			9,098.00

Unit Billing					
		(FGO) Mileage - Survey/Inspection	45.0 Miles @ 0.74		33.30
		(FGO) GPS Equipment Unit Hours	47.0 Hours @ 25.00		1,175.00
		Total Units			1,208.30
				Total this Phase	\$10,306.30

Phase	003	Preliminary Engineering			
Professional Personnel					
			Hours	Rate	Amount
Professional Engineer			74.25	136.00	10,098.00
Design Engineer			34.25	121.00	4,144.25
Graduate Engineer			34.00	109.00	3,706.00
Totals			142.50		17,948.25
Total Labor					17,948.25
				Total this Phase	\$17,948.25

Phase	004	Design and Plan Preparation			
Professional Personnel					
			Hours	Rate	Amount
Professional Engineer			1.25	136.00	170.00
Design Engineer			3.75	121.00	453.75
CAD Supervisor			9.50	97.00	921.50
Senior CAD Operator			2.50	85.00	212.50
CAD Operator			1.00	74.00	74.00
Totals			18.00		1,831.75
Total Labor					1,831.75
				Total this Phase	\$1,831.75
				Total this Invoice	\$33,763.80



Houston Engineering, Inc. • 6901 East Fish Lake Road, Suite 140 • Maple Grove, MN 55369 • 763.493.4522

The City of East Bethel

Proposal

For

**Comprehensive Plan update – Thrive MSP 2040
Zoning Ordinance Update**



Northwest Associated Consultants, Inc.

4501 Olson Memorial Highway, Suite 320

Golden Valley, MN 55422

763-957-1100

Stephen Grittman, Principal

planners@nacplanning.com

sgrittman@nacplanning.com

June 29, 2016



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422

Telephone: 763.957.1100

Website: www.nacplanning.com

June 29, 2016

Ms. Colleen Winter
City of East Bethel
Community Development Director
2241 221st Avenue NE
East Bethel, MN 55011

RE: East Bethel – Comprehensive Plan Update – Thrive MSP 2040

FILE NO: 802

Dear Ms. Winter:

This letter transmits the proposal from Northwest Associated Consultants, Inc. (NAC) to assist the City of East Bethel with the update to its Comprehensive Plan, and related Zoning Ordinance update requirements. NAC is a consulting firm of six planning staff with extensive experience in comprehensive planning, development regulations, and related disciplines, with a particular focus on assisting local government in creating, adopting, and implementing effective land use goals, policies, and objectives.

For East Bethel, we have prepared the following proposal to complete the work identified in the RFP dated June 1, 2016, and are committed to bringing our tradition of personal, small-company service to East Bethel's public officials, staff, businesses, and residents.

We have, over our 45 years, completed literally hundreds of similar projects, including more than a dozen 2030 Comprehensive Plans for metro-area clients in the last round of decennial updates. We know the process, and the Met Council staff that will be critical to an efficient approval process. More importantly, we know that truly successful Comprehensive Plan projects put the community's needs first, and prioritize them over regional goals – these are the Plans that get implemented rather than placed on the shelf doing little more than awaiting the next update.

In this regard, being dedicated to understanding East Bethel's unique issues and attributes, and working tirelessly to develop planning strategies that will result in both local enthusiasm for its direction, and regional acceptance, are NAC's particular focus. We are the City's advocate, and we want to see the community have control over its development patterns, not merely complete an exercise in "box-checking" for regional approval.

In the proposal that follows, we have laid out a brief summary of our process and approach to development of a Comprehensive Plan that the City of East Bethel will be able to

embrace and truly use as a land use guide. We have integrated – as we always do – two key related aspects of work into the program. These are *effective* public participation, and a view to the implementation requirements of the Plan.

By effective public participation, we mean participation that is meaningful to the participants, and meaningful to the contents of the project – public involvement that leads to better understanding of the community’s issues, and full understanding of the steps to achieve that vision.

For implementation, we complete the planning process with a comprehensive, step-by-step strategic implementation list of priorities – ordinance updates, infrastructure issues, and related follow-up tailored to give the community a “to-do” list for ongoing guidance.

In this regard, we have not specified a separate budget for the City’s Zoning Ordinance update referred to in the RFP. Depending on the scope of change that results from the Plan update, zoning (and other) regulation amendments can vary widely, from individual district design, to more extensive general provisions updates, to full re-writes. We would anticipate working closely with the community in subsequent Zoning Ordinance work and budgeting as the Comprehensive Plan project nears completion.

That being said, however, we fully expect to provide in our Implementation work for the Comprehensive Plan project a relatively detailed summary of Zoning Ordinance changes to effect the Plan direction. This implementation work would serve as an outline for the scope of the Zoning Ordinance update project.

We have identified a timeline which provides for completion of the Comprehensive Plan document by the end of 2017 in accordance with the RFP. Full Met Council processing is likely to occur in 2018, and we are committed to meeting the deadline shown in this proposal.

In summary, we appreciate the opportunity to introduce NAC to the East Bethel community, and would sincerely welcome the chance to interview for this project. We believe that our small size, combined with deep and broad experience, would provide a great match for East Bethel’s planning project.

Please do not hesitate to contact us for any additional material that would help in this decision, and we look forward to meeting you.

Sincerely,

NORTHWEST ASSOCIATED CONSULTANTS, INC.



Stephen W. Gritman

Principal

**East Bethel, Minnesota
2040 Comprehensive Plan Update**

**Statement of Qualifications
Northwest Associated Consultants, Inc.**

This document forwards the proposal of Northwest Associated Consultants, Inc. (NAC) for undertaking the East Bethel 2040 Comprehensive Plan Update, due by the end of 2018.

1. General Information and Company Background.

NAC is a local government planning consulting firm, founded in 1973. Our firm consists of land use planning professionals with a wide variety of backgrounds, including architecture, landscape architecture, economic development, zoning, and land use law. We currently serve more than 20 communities throughout central Minnesota, some in, and some out of, the Twin Cities Seven County Metropolitan Area.

We are a firm of planners. We do not provide engineering services, but instead routinely work closely with the municipal engineers that serve our planning clients. As a firm, we have one primary goal – work with our municipal clients to make solid land use planning decisions that will result in the realization of their land use goals, and provide a clear path to implementing those goals that they adopt.

A major portion of our work, perhaps more than any other planning consulting firm, is work with local government in zoning and development review. We are intimately familiar with the way in which Comprehensive Plans get used – or don't get used. To ensure that this process is a worthwhile one for the community (and not just an exercise to meet the technical requirements of the Metropolitan Council), we are always looking forward to how a particular decision will be implemented. We are confident that East Bethel will experience that key aspect of our services if selected for this project.

2. Project Understanding and Process Overview.

A. Planning Process.

Overview. In responding to the direction laid out in the RFP, we envision a process which includes a thorough examination of current City land use policy, acknowledging that the City is seeking to step away from the previously adopted land use patterns. Our process is built upon specific steps designed to raise options, gather public input, and weigh alternatives. While the new data sets will require attention to the regional issues regulated by Met Council, the City would have the opportunity to re-examine its various local planning objectives and consider pursuit of a variety of alternative directions.

As in East Bethel, many of NAC's clients have entered into periods of new growth that has raised significant public policy discussions. We believe that our experience in just these situations is vital to providing the community with not just a range of alternatives, but an understanding of the consequences of various choices, in an effort to develop the land use pattern most likely to reflect the wishes of the community, and success in the marketplace.

City Staff Involvement. We expect that the consultant would lead the project, relying on City Staff for feedback and interpretation of local issues and choices. NAC would work closely with City Staff in a shared lead role for purposes of correspondence with the public and with public officials. As the RFP makes clear, the City's Engineer will be responsible for creating the civil and infrastructure-related planning components of the 2040 project. We expect to coordinate with the Engineer to consider options, and incorporate those documents into the City's land use elements.

Because NAC does not maintain engineering staff independently, we are particularly comfortable with this arrangement, having worked in this manner on all of our many previous Comprehensive Plan projects, both in the Metro area, and beyond.

Public Participation Levels. Public participation would include those efforts identified below, and would directly and robustly engage the public through an initial round of direct interviews with community leaders and officials, neighborhood-level meetings to review localized issues, and an opportunity for an on-line survey option related to specifically focused concepts or alternatives.

Public Official Roles. With a long history of working for local government in planning and zoning, we fully understand both the role of public officials, and the information they need to make informed and effective decisions. We work hard to build our relationship with the community so we can quickly absorb the issues to be addressed. This requires regular interaction with the Planning Commission and City Council members, to understand their approaches to local government and land use policy, and to ensure that the new Comprehensive Plan truly captures the objectives they envision.

B. Public Participation.

Overview. There are many ways to incorporate public interest and participation in a Comprehensive Plan project. We expect to build these into the process, with the expectation that this effort will provide an extensive opportunity for those interested to participate, and provide City Officials will a sufficient level of confidence that there are no unanticipated issues, not yet raised to public consciousness, that need to be addressed in the Comprehensive Plan process.

The purpose of public participation is not an end in itself. Because public engagement can be expensive, it is important to know what purpose is being pursued. It may be public education about City issues and decision-making, an outreach to find new or innovative ideas for public consideration, and/or an effort to build consensus around a chosen path, among many others.

We offer a menu of public engagement choices for the City to consider as a part of the Comprehensive Plan Update process. At this level, we expect to utilize the following public participation efforts, at minimum:

- a. Web-based comment forum.
- b. Personal interviews with community leaders.
- c. Regular reporting to Council and Planning Commission, and/or Steering Committee.
- d. Four (at least) neighborhood-level workshops.

- e. On-line survey of issues and comment.
- f. Issue-identification public open house.
- g. Concept-review public open house.
- h. Public Hearing on Draft Comprehensive Plan Update.

We have built these efforts into the budget found later in this document. In the event the City wishes to pursue more extensive public involvement, there are additional methods to build on the foundation laid above.

Additional public participation options could include any or all of the following efforts:

- i. Random-sample telephone survey of community opinion (outside contractor).
- ii. Mailed/on-line survey of community opinion.
- iii. Focus group meetings on individual issues and/or concepts.
- iv. Community design charrette.
- v. Participation in community events, e.g. Stockyard Days, and other public relations efforts.
- vi. Interactive workshops with local schools, civic groups, and others.
- vii. Other ideas.

These options are highly customized, and depend on a wide variety of options, including sample size, number of expected participants, etc. NAC would expect to meet with City Officials to discuss and design specific options to develop cost estimates and community official roles for any of the chosen alternatives.

3. Project Approach and Work Program Summary.

We know that a successful Comprehensive Plan project is dependent upon a complete understanding of the City's issues and resources, as well as the unique culture that makes East Bethel a distinct place. We begin our process with an extensive round of group and individual interviews designed to elicit a wide-ranging list of thoughts, feelings, concerns, complaints, and dreams that members of the community – including residents and business-people – have about East Bethel. We refer to this stage of work as “Planning Tactics”, and it is the first step in public participation that drives the planning process from the very start. A pared-down outline of our process is as follows:

- Tactics Planning/Issues Identification
- Inventory/Community Profile
- Policy Plan Preparation
- Concept Planning
- Development Framework
- Implementation

With regard to the final component, the City is required to have development regulations which are consistent with its Comprehensive Plan directives. In addition to the housing-specific implementation steps referenced above, this section of the 2040 Comprehensive Plan Update will involve an evaluation of current development regulations, capital improvement programming and budgeting and provide recommendations related to the implementation of Comprehensive Plan directives.

The RFP identifies the need for changes to the City's development regulations to accommodate new land use directions in the Comprehensive Plan. As we have noted above, we believe that we can offer particularly strong credentials in this crucial area.

4. Personnel Qualifications.

Stephen Gritman, NAC Principal, would serve as Principal-in-Charge for this project, and would be involved in all aspects of the project, including public presentation and interactions, project development, and overall direction. Mr. Gritman has been with NAC since 1983, and currently serves as the consulting City Planner for the Cities of Little Canada, Buffalo, and Monticello. He was responsible for the preparation of Little Canada's 2030 Comprehensive Plan Update, and also recently prepared the Comprehensive Plan for Buffalo. In addition to Little Canada, Mr. Gritman led 2030 Comprehensive Plan Update projects in Minnetrista, St. Francis, Orono, Ham Lake, and Mendota Heights. His education includes degrees in Business, Urban Development, and Law.

Bob Kirmis, NAC Senior Planner, would assist with all aspects of the 2040 East Bethel Comprehensive Plan Update. Mr. Kirmis currently serves as the consulting planner for Elko New Market, and has begun work on their 2040 Comprehensive Plan, updating the work he did for the community in 2030. Mr. Kirmis also completed 2030 Comprehensive Plan projects in Loretto and Credit River Township. Mr. Kirmis holds degrees in planning and architecture, and has served with NAC for nearly 20 years, with prior experience in the planning departments of the City of Eagan and the City of Fargo.

Together, Mr. Gritman and Mr. Kirmis would conduct the entire project, with assistance from NAC support staff in research and product development as necessary. The primary support staff for this project would be Ryan Gritman. Ryan has been with NAC for than a year, with prior experience on the staff at the City of Buffalo conducting zoning assistance and land use research. His education includes a degree in Community Development.

5. Selected References.

City of Little Canada: Joel Hanson, City Administrator
John Keis, Mayor (former Planning Commission Chair)
joel.hanson@ci.little-canada.mn.us
651-766-4029

City of Monticello: Angela Schumann, Community Development Director
Brian Stumpf, Mayor
angela.schumann@ci.monticello.mn.us
763-295-2711

City of Elko New Market: Tom Terry, City Administrator
Bob Crawford, Mayor
tterry@ci.enm.mn.us
952-461-2777

6. Project Schedule.

The Metropolitan Council requires that the Comprehensive Plan Update be received no later than December 31, 2018. This program suggests a work schedule of approximately two years, as well as a six month period for referrals and review by adjoining jurisdictions. Formal submission to the Metropolitan Council is anticipated to occur in the Summer of 2018. A graphic timeline is attached to this proposal on a following page.

7. Additional Information.

- a. NAC staff members maintain active membership in the Minnesota APA and legal organizations. As noted above, our staff has worked extensively in planning and zoning implementation, completing numerous zoning and subdivision regulations projects. In addition, we regularly provide training in planning and zoning issues to many of our municipal client Councils and Commissions.
- b. NAC maintains up-to-date technology, including full ARC-GIS capabilities, and familiarity with a variety of related software relevant to the needs of Comprehensive Plan projects. We regularly work with our clients' municipal engineering staff and consultants and provide seamless coordination with any technological needs.
- c. Research and reference resources are available as necessary, including both public and private sources, depending on the needs of the project. For most Comprehensive Plan projects in the Metro Area, Metropolitan Council provides a majority of the data for project development. However, we are prepared to source additional material as needed to support the needs of the client community, whether those are state or regional data sets, or beyond.
- d. NAC is staffed in preparation for the 2040 Comprehensive Plan Update process. At this time, only a few such projects are underway, and East Bethel's project would be a priority for all assigned staff. Subsequent projects awarded would be assigned to other staff to ensure that we are able to meet the requirements of East Bethel's project schedule.

8. Compensation - Project Budget.

The following is a breakdown of estimated project costs for the Comprehensive Plan Update. The listed fees include all staff work, meeting attendance, all incidentals, and the cost of printing all draft reports and other materials. We have not separately identified the pricing for individual elements as requested by the RFP. Because so much of the data is collected together, it is not clear now these elements could be separated without significant cost duplication.

Month	Project Task	Component Cost
1-3	Tactics Planning/Issue Identification	4,900
1-4	Inventory/Community Profile	8,200
5-6	Policy Planning	4,300
7-8	Concept Planning	7,300
9-13	Development Framework	16,500
14-16	Implementation/Adoption	5,500
17-24	Referrals and Editing	2,500
	Total Budget	49,200

** Additional public participation efforts would be quoted separately, with a more detailed scope, depending on the project.*

Notes:

- *City's Engineering costs for transportation and utility plans are not included, as noted in the RFP.*
- *Joint Planning Commission and City Council meetings are encouraged.*
- *Meetings with Metropolitan Council staff may be necessary, and are included in the budget and scope.*
- *Maps to be prepared and produced by NAC as appropriate.*
- *Cost of printing final copies of the Plan not included due to the uncertain nature of the final documents. An estimate of final printing can be generated prior to the public hearing.*

9. Supplemental Information.

- a. NAC maintains full business liability insurance, a copy of which is included with this material. We are happy to update the coverage, including the City of East Bethel as named insured, if we are awarded the project.
- b. As a private firm, we protect our financial data, but would be happy to share our current financial statements for the City's review if selected for interviews.

East Bethel 2040 Comprehensive Plan Update – Tasks and Timelines

	2016					2017							2018				
	8	9	10	11	12	1	2	3	4-8	9	10	11	12	1-6	7	8	9
Project Initiation	●	◆	◆														
Startup Meeting (Work Program to PC & CC)																	
Tactics Planning			●														
Issue Identification via Stakeholder Interviews																	
Inventory / Community Profile				●													
Social Profile																	
Natural Environment																	
Land Use																	
Housing																	
Transportation, Utilities (from City Engineer)																	
Policy Plan					●												
Update Goals, Policies, Recommendations (Detailed Policies to be Incorporated)																	
Concept Plans							●	■									
MUSA / Land Use Plan																	
Transportation Plan (with City Engineer)																	
Development Framework									●								
Preparation of Various Plan Chapters (Land Use, Housing, etc.)																	
Implementation Plan									●								
Evaluation of Current Regulations, Capital Improvement Planning, Implementation																	
Referrals																	
Open House on Draft Plan												■					
Public Hearing on Draft Plan (PC)													●				
Conditional City Approval (CC)														●			
Adjacent Community Review																	
Submission to Met Council																	
Final Approval (CC)																	●*

■ Open House (2) ● PC/CC Meetings (10) * Met Council Follow Up Work ◆ Determine Staff Assignments

NOTES: *Open house meetings may include small group meetings with special interest groups; *Joint PC/CC meetings to be determined
 *Policy Plan to be considered separately by Planning Commission and City Council; *Additional meetings may be required depending upon discussion issues; *Draft version of plan components to be provided to Metropolitan Council prior to formal submission

Attachments:

Resumes

Client List

Employee Rates

Insurance

Sample NAC Invoice



STEPHEN GRITTMAN, AICP

Principal

EDUCATION

- William Mitchell College of Law
 - Juris Doctor
- Cardinal Stritch University
 - Bachelor of Science in Management
- University of Minnesota
 - Bachelor of Science, Urban Studies
- California State Polytechnic University
 - Urban Planning

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- Minnesota Chapter of American Planning Association
- American Bar Association

EXPERIENCE

- 1983-Present
Principal, Northwest Associates Consultants, Inc.
Consulting City Planner: Annandale, MN; Buffalo, MN; Little Canada, MN; Monticello, MN
- 1981-1983
Land Use Planner, K. Bordner Consultants, Inc.,
Bloomington Minnesota
- 1978-1981
Landscape Designer, Braeger Construction,
Upland, California

AREAS OF SPECIALTY

Community Planning

Comprehensive community planning. Policy planning and analysis, strategic planning and goal setting, community needs analysis, growth management strategy planning.

Representative Projects: Comprehensive Plans in Buffalo, MN; Watertown, MN; Monticello, MN; Thief River Falls, MN; Rockford, MN; Little Canada, MN; Excelsior, MN.

Expert Testimony

Testimony, analysis, and report preparation on behalf of cities and private property owners for condemnation commissions. Minnesota Municipal Board hearings and District Court.

Representative Projects: Condemnation – Cities of Minneapolis, MN; Ramsey, MN; Monticello, MN; Victoria, MN.

Annexation – Cities of North Branch, MN; Alexandria, MN, Monticello, MN; Winona, MN; District Court – Various.

Rural Development

Land use policy planning, agricultural preservation, rural residential zoning, annexation and incorporation analysis, rural environmental planning.

Representative Projects: Comprehensive Plan in Goodhue County, MN; Land Use Plan in Stearns County, MN; Annexation Analyses in Alexandria, MN; Winona, MN; Monticello, MN.

Downtown Planning

CBD development and redevelopment design, pedestrian and vehicular circulation system analysis and design, streetscape/storefront design, and historic preservation.

Representative Projects: Downtown Plans in Buffalo, MN; Wayzata, MN; Excelsior, MN. Design Guidelines in Little Canada, MN; Excelsior, MN.

Land Use Planning

Master land use planning, municipal zoning and subdivision ordinance preparation, technical assistance and project review, shoreland zoning preparation.

Representative Projects: Zoning and Subdivision Ordinance in Little Canada, MN; Goodhue County, MN; Rockford, MN; Elko, MN; Stearns County, MN. Technical Assistance in multiple communities.

Park, Trail, and Open Space Planning

Planning and design of parks and open space systems, park use and needs analysis, park/trail system surveys, park site design.

Representative Projects: Parks System Master Plans in Buffalo, MN; Monticello, MN; Parks Planning in Lakeville, MN; Glenwood, MN; Rockford, MN; Monticello, MN.



BOB KIRMIS, AICP

Senior Planner

EDUCATION
 North Dakota State University, Fargo, ND

- Master of Community and Regional Planning
- Bachelor of Architecture in Architecture
- Bachelor of Science in Architectural Studies

PROFESSIONAL AFFILIATIONS
 American Institute of Certified Planners
 American Planning Association
 Minnesota Chapter of American Planning Association

EXPERIENCE

2001-Present	Planner, Northwest Associated Consultants, Inc. Consulting City Planner: Elko New Market, MN; Loretto, MN
1998-2001	Planner, City of Eagan, MN
1988-1998	Planner, Northwest Associated Consultants, Inc.
1986-1988	Assistant Planner, City of Fargo, ND

AREAS OF SPECIALTY

Comprehensive Planning

Assist local and regional governments in the preparation and Implementation of comprehensive plans. Addressing land use, transportation, natural resources, housing, historic preservation, development management and policy planning.

Representative Projects: Comprehensive Plans in Montrose, MN; Otsego, MN

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, subdivision, licensing, and other land use regulations, with experience in specialized topic areas such as environmental regulation, sexually oriented uses and telecommunication regulations. Provide technical assistance in subdivision and site plan review for zoning ordinance and comprehensive plan compliance.

Representative Projects: Zoning Ordinances in Lino Lakes, MN; Otsego, MN; St. Augusta, MN; Elko New Market, MN; Montrose, MN

Site and Project Planning

Planning and design of commercial, industrial and residential development with regard to site function, land use compatibility and coordination with support services and utilities.

Representative Projects: Otsego, MN; Lino Lakes, MN; Montrose, MN; Elko New Market, MN

Demographic Studies

Identify and forecast community growth patterns and demographic characteristics for the purpose of comprehensive and project planning.

Recreation Planning

Planning and design of municipal park site plans and preparation of municipal trail parks.

Representative Projects: Buffalo, MN; Montrose, MN; Monticello, MN

Annexation/Incorporation

The preparation of background studies and analysis on annexation and incorporation matters, plus expert testimony before related State agencies.

Representative Projects: Otsego, MN; St. Augusta, MN

Market Research and Feasibility Studies

Assist clients with the necessary background studies prior to the development of or changes to a site or region. Studies include a thorough research and analysis of demographics, population growth or decline, settlement patterns, land uses, zoning, transportation, and all other physical, social and economic considerations.

Representative Projects: Dodge County, MN

Historic Preservation

Assist local governments in the preparation and implementation of historic (heritage) preservation ordinances.

Representative Projects: Otsego, MN



RYAN GRITTMAN

Planner

<p>EDUCATION St. Cloud State University ▪ Bachelor of Arts in Community Development</p> <p>PROFESSIONAL AFFILIATIONS American Planning Association – Minnesota Chapter</p>
--

EXPERIENCE

2015 to Present	Planner – Northwest Associated Consultants, Inc. Consulting City Planner: Sunfish Lake, MN
2008 to 2015	Operator – Landscape Structures, Inc.
2008 to 2010	Buffalo Parks and Recreation – Buffalo, MN
2006 to 2008	City of Buffalo, MN – City Center

AREAS OF SPECIALTY

Code Enforcement

Investigate citizen complaints, draft letters to property owners in violation. Work with property owners to answer questions and bring property into compliance. Worked with city attorney to enforce further action and court settlement if necessary.

Planning and Zoning Administration

Provide front desk assistance to the City of Buffalo in implementation of zoning ordinance regulations; site plan review; and planning reports.

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, licensing, and other land use regulations, with experience in specialized topic areas such as rental property licensing, highway sound barriers, and brewery / taproom. Provide technical assistance in site plan review for zoning ordinances, conditional use permits, and variances.

Rental Property Licensing Program

Wrote ordinance for rental property licensing program; designed application form; and processed applications once a year. Followed up with non-compliant landlords.

Grant Writing

Wrote a grant for a local manufacturing company to purchase new equipment.

Building Permit Processor

Processed building permits to ensure proper setbacks; zoning; pervious surface requirements; and easement requirements.

America in Bloom Program

Helped coordinate beautification program for the City of Buffalo.

GIS Plat Scanning

Scanned plats for the engineering department for GIS purposes.

Computer Skills

Proficient in Microsoft Word, Excel, Power Point, Access, Outlook, and Publisher; Microsoft Visual Basic; Adobe Acrobat; Adobe Photoshop; data base building; HTML; and CAD.

Planning Commission Minutes

Take minutes at Planning Commission meetings and send minutes out via email the following day.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
 Telephone: 763.957.1100 Website: www.nacplanning.com

Albertville	Planning and Zoning Technical Assistance, Zoning Ordinance Amendments
Annandale	Planning and Zoning Technical Assistance, Extraterritorial Land Use Plan
Brainerd	Zoning Ordinance / Subdivision Regulations
Buffalo	Planning and Zoning Technical Assistance, Comprehensive Plan
Burnsville	Planning and Zoning Technical Assistance, Landscape Ordinance, Architectural Guidelines
Delano	Planning and Zoning Technical Assistance, Zoning Ordinance, Annexation Study
Dundas	Planning and Zoning Technical Assistance, Zoning Ordinance, Industrial Park Study
Elko New Market	Planning and Zoning Technical Assistance, Zoning Ordinance, Subdivision Ordinance, Parks Plan, Comprehensive Plan, Parks and Trails Plan
Howard Lake	Planning and Zoning Technical Assistance
Le Sueur	Planning and Zoning Technical Assistance
Linwood Township	Comprehensive Plan Update
Little Canada	Planning and Zoning Technical Assistance, Zoning Ordinance, Comprehensive Plan
Loretto	Planning and Zoning Technical Assistance, Comprehensive Plan Update
May Township	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Monticello	Planning and Zoning Technical Assistance
New Hope	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Northfield	Planning and Zoning Technical Assistance
Orono	Planning and Zoning Technical Assistance
St. Francis	Planning and Zoning Technical Assistance, Comprehensive Plan Update, Zoning Ordinance Update
St. Paul Park	Planning and Zoning Technical Assistance
Spring Park	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Sunfish Lake	Planning and Zoning Technical Assistance, Comprehensive Plan Update

2016 CHARGE RATES

Effective January 1, 2016

Employee	Private	City
Alan Brixius, Principal	155.00	131.50
Stephen Grittman, Principal	155.00	131.50
Bob Kirmis, Senior Planner	140.00	115.00
Nate Sparks, Senior Planner	97.50	85.00
Michelle Barness, Graduate Landscape Architect / Planner	75.00	65.00
Ryan Grittman, Planner	57.50	50.00
Secretarial	50.00	43.00
Dan Sjordal, R.L.A., Associate	120.00	120.00
Dan Wilson, Financial Analyst	130.00	130.00

Mileage: Current IRS Rate
Photocopies: 15 cents per page
Supplies: Cost plus 15%

AUSTIN MUTUAL INS. CO.

15490 101st Avenue North, Maple Grove, MN 55369
 P.O. Box 1420, Maple Grove, MN 55311

BUSINESSOWNERS DECLARATION

Policy Number	Policy Period	
	From	To
01 BP 1707992 09	12/28/2015	12/28/2016
12:01 A.M. Standard Time at the described location		

0000000481

Transaction

RENEWAL DECLARATION **BILLING PLAN:**
Direct Bill Annual / One Pay

Named Insured and Address	Agent
---------------------------	-------

NORTHWEST ASSOCIATED CONSULTANTS, INC.
 4800 OLSON M HWY
 #202
 GOLDEN VALLEY MN 55422

BLANCHARD-LINDBERG INS AGCY
 PO BOX 575
 HOPKINS MN 55343-0575

Telephone: 952-938-4074 1270200
 CLAIMS REPORTING 1-800-328-4628

In return for payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

Described Premises: See attached schedule
 Business Description: See attached schedule
 Form of Business: Corporation

PROPERTY COVERAGE LIMITS OF INSURANCE: **Limits of Insurance**
 Buildings See attached schedule
 Business Personal Property See attached schedule
 Deductible See attached schedule
 Optional Coverages See attached schedule

LIABILITY AND MEDICAL PAYMENTS:

Except for Damage To Premises Rented To You, each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II in the Businessowners Liability Coverage Form.

	Limits of Insurance
Liability and Medical Expenses	1,000,000 per occurrence
Medical Expenses	5,000 per person
Damage To Premises Rented To You (Fire Legal Liability)	See Attached Schedule
Personal and Advertising Injury	1,000,000
Other Than Products/Completed Operations Aggregate	2,000,000
Products/Completed Operations Aggregate	2,000,000
Property Damage Liability Deductible	No Deductible Applies

MINNESOTA FIRE SURCHARGE	\$0.85
TERRORISM PREMIUM	\$3.00
TOTAL POLICY PREMIUM	\$434.85

Forms and endorsements applicable to all locations
 SEE FORMS SCHEDULE

This declaration, together with the coverage form(s), common policy conditions and forms, and endorsements, if any, issued to form a part thereof, complete the above number policy.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

INVOICE

Payable Upon Receipt - Unpaid Balances After 30 Days Subject to 1.5% Interest Per Month

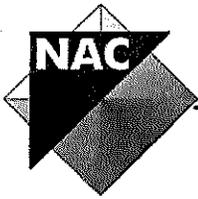
CITY OF ELKO NEW MARKET
City Administrative Offices
P.O. Box 99
Attn: Sandy Green
Elko New Market, MN 55054

May 03, 2016

In Reference To:
April 2016 Technical Assistance - City Projects

Invoice No. 22315-6

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>GENERAL</u>			
BK	4/4/16 Review Renee Christianson email to Mark Guenther re: Wagner property development, follow up email from Renee Christianson requesting copy of preliminary plat/email from Tom Terry re: notification to Planning Commission re: joint Comp Plan work session on 4/14/16 and follow up email to Planning Commission/email from Sandy Green re: 4/14/16 City Council workshop meeting presentation and respond	1.30 115.00/hr	149.50
BK	4/4-4/5/16 Email from Steve Thompson re: 4/14/16 Comp Plan workshop attendance and respond/email from Kent Hartzler re: same/email from Tom Terry re: Kent Hartzler City Council meeting absence/email from Sandy Green re: Maxfield Research map inquiry and respond	1.20 115.00/hr	138.00
BK	4/4/16 Prepare info table for 4/14/16 City Council presentation	3.00 115.00/hr	345.00
BK	4/5/16 Email from Sandy Green re: Maxfield Research map request and specifically shape file accessibility and respond/email to Renee Christianson re: 4/5/16 Planning Commission meeting and minute taking responsibilities/email from Renee Christianson re: 4/5/16 Planning Commission start time and respond	1.00 115.00/hr	115.00
BK	4/5/16 Review Sandy Green email to Rich Revering re: Maxfield Research map inquiry/email from Dawn Weitzel re: 4/5/16 Planning Commission meeting, review provided Anna	1.00 115.00/hr	115.00



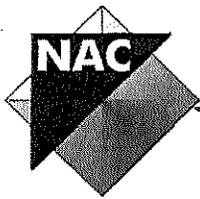
NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 2

		<u>Hrs/Rate</u>	<u>Amount</u>
	Simon letter and respond, follow up email from Dawn Weitzel re: processing of chicken amendment		
BK	4/5/16 Review for 4/5/16 Planning Commission meeting	0.70 115.00/hr	80.50
BK	4/5-4/6/16 Email from Sandy Green re: letter from Anna Simon re: backyard chickens and respond/email from Stephanie Schultz re: Shellie Soleta chicken complaint/email from Tom Terry re: accessory building regulation request from City of Tyler MN and respond to Tyler MN inquiry/finalize 3/8/16 Planning Commission minutes and forward to Stephanie Schultz	1.00 115.00/hr	115.00
BK	4/6-4/7/16 Email from Renee Christianson re: Wagner property development and review report/email from Tom Terry re: 4/12/16 DRT meeting time change and respond/email from Tom Terry re: Todd Bergstrom baseball field improvement inquiry/email from Tom Terry re: Elko Speedway billboard sign history and respond	1.60 115.00/hr	184.00
BK	4/7/16 Email from Rich Revering re: status of 4/14/16 Comp Plan workshop materials, email respond/email from Rich Revering re: County Road 2 meeting outcome and respond to Rich Revering re: Thomas Avenue street connection	1.10 115.00/hr	126.50
BK	4/7/16 Email from Gary Staber re: New Market baseball building and proposed finish materials and respond/email from Renee Christianson re: possible future northerly extension of Thomas Avenue and related issues/email from Tom Terry re: 4/12/16 meeting with on-site marketing and respond	1.00 115.00/hr	115.00
BK	4/7/16 Email from Tom Terry re: 4/12/16 meeting with KJ Walk and respond/email from Peter Langworthy of Bolton and Menk re: Comp Plan update transportation component and review provided materials/follow up call to Sandy Green re: timing of City Council packet distribution	0.90 115.00/hr	103.50
BK	4/8/16 Email from Rich Revering and prepare, assemble Comp Plan update materials for 4/14/16 City Council workshop and forward to Tom Terry	2.50 115.00/hr	287.50



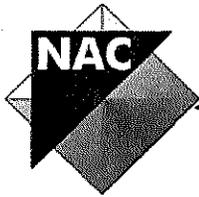
NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 3

		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/8/16 Email from Tom Terry re: 580 Paul Street development inquiry and respond	0.60 115.00/hr	69.00
BK	4/11/16 Email from Stephanie Schultz and review 4/14/16 City Council packet/email from Tom Terry re: 580 Paul Street development issues	0.70 115.00/hr	80.50
BK	4/11/16 Email from Sandy Green re: request to contact property owner at 1143 Dorothy Lane re: shed permit application and email to Chris Meinman re: forthcoming shed permit application and review process/email from Sandy Green and provide email response to John Christianson re: City fence permit process	1.00 115.00/hr	115.00
BK	4/11-4/12/16 Email from Sandy Green and review draft 4/12/16 staff meeting agendas and respond/phone call from Sandy Green re: temporary use of a trailer during reconstruction of fire damaged home, research and respond/email from Stephanie Schultz re: availability of 4/14/16 City Council packet	0.80 115.00/hr	92.00
BK	4/14/16 Review for 4/14/16 City Council meeting/conduct site inspection of Elko Speedway billboard sign	0.90 115.00/hr	103.50
BK	4/11/16 Email from Sandy Green re: revisions to 4/12/16 staff meeting agenda/phone call from Tom Terry and revise Comp Plan workshop materials and resend to Sandy Green	1.20 115.00/hr	138.00
BK	4/12/16 Phone call from Stephanie Schultz re: Greg Miller lot combination inquiry, follow up calls to Greg Miller and Andrea Poehler/review Rich Revering email to Dawn Weitzel re: Thomas Avenue street connection issue/email from Sandy Green and review 4/12/16 staff meeting agendas/call from Andrea Poehler re: Greg Miller lot combination and follow up call to Mr. Miller	1.40 115.00/hr	161.00
BK	4/12-4/13/16 Phone call to Todd Bergstrom re: outcome of staff meeting discussion re: proposed scoreboard billboard and baseball field fencing material/review Rich Revering email to Dawn Weitzel re: Thomas Avenue connection/email from Mark Nagel and review article re: solar farm issues	0.80 115.00/hr	92.00
BK	4/13/16 Phone call from Sandy Green and Mayor Crawford re: status of Paul Davis code enforcement issue at 26800 Dogwood Drive/email to Mark Nagel re: Paul Davis code	1.30 115.00/hr	149.50



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 4

		<u>Hrs/Rate</u>	<u>Amount</u>
	enforcement issue and receive follow up call from Sandy Green and discuss/email from Gary Staber re: new Elko Speedway billboard sign and forward to Tom Terry and Andrea Poehler		
BK	4/13/16 Email from Andrea Poehler re: Elko Speedway billboard and respond/email from Heather Vetter re: absence from 4/14/16 City Council workshop and respond	0.80 115.00/hr	92.00
BK	4/14/16 Forward 4/14/16 City Council workshop exhibits to Rich Revering/email to Sandy Green re: addition of shed permit discussion to 4/26/16 staff meeting/email response to Sandy Green	0.60 115.00/hr	69.00
BK	4/14-4/15/16 Email from Tom Terry re: new Elko Speedway sign and respond/email to Tom Terry re: results of Elko Speedway sign inspection	0.60 115.00/hr	69.00
BK	4/18/16 Email from Andrea Poehler re: Greg Miller lot combination and respond/email from Tom Terry re: "small cell" trend and respond/call to Andrea Poehler re: Greg Miller lot combination/follow up calls to Andrea Poehler and Ellen Paulson at Scott County	1.40 115.00/hr	161.00
BK	4/18/16 Review Andrea Poehler email to Tom Terry re: "small cell" regulations/call to Andrea Poehler re: Greg Miller lot combination issue/follow up call to Ellen Paulson at Scott County/email to Greg Miller and forward deed form	1.10 115.00/hr	126.50
BK	4/18-4/19/16 Email from Ellen Paulson re: sample deed form acceptability and respond/email from Ellen Paulson and review sample City approval stamps and forward to Andrea Poehler	0.80 115.00/hr	92.00
BK	4/19/16 Email from Tom Terry re: alternative Solarstone project review/identified site location alternatives and respond to Tom Terry/email from Andrea Poehler re: Greg Miller lot combination and creation of City "approval stamp" and respond	0.90 115.00/hr	103.50
BK	4/19-4/20/16 Email to Sandy Green re: acquisition of approval stamp for administrative subdivisions/email Renee Christianson re: 4/5/16 Planning Commission minutes and receive response/email from Sandy Green re: ordering of City staff for administrative subdivisions and respond	1.00 115.00/hr	115.00



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 5

		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/20/16 Review Renee Christianson emails to Tom Terry re: mixed income housing workshop conflict	0.40 115.00/hr	46.00
BK	4/20/16 Review Rich Revering email to Tom Terry re: alternative Solarstone development sites/email to Tom Terry re: handling of Elko Speedway billboard sign/email from Sandy Green re: handling of Speedway billboard sign matter	0.60 115.00/hr	69.00
BK	4/21/16 Email from Tom Terry re: preparation of code enforcement letter for Elko Speedway billboard sign and respond/email from Tom Terry re: 4/26/16 meeting re: Christmas tree lot and respond/email from Mark Nagel re: 4/26/16 Christmas tree lot meeting availability	1.00 115.00/hr	115.00
BK	4/21/16 Prepare code enforcement letter to Tom Ryan re: billboard sign/phone call to Andrea Poehler re: remedy options and forward draft to Andrea Poehler for review and edits	2.40 115.00/hr	276.00
BK	4/21/16 Email from Met Council re: 2015 plat approval summary and respond/email from Met Council re: plat approval summary/review Tom Terry email to Planning Commission members re: forthcoming change in meeting schedule	0.80 115.00/hr	92.00
BK	4/21/16 Email to Ben Baker re: City history of shed permit requirements/email from Andrea Poehler re: Elko Speedway code enforcement letter, follow up call from Andrea Poehler and forward to Tom Terry	1.00 115.00/hr	115.00
BK	4/22/16 Email from Andrea Poehler re: shed permit processing/follow up response and email to Tom Terry and Gary Stuber re: attendance at 4/26/16 staff meeting	0.50 115.00/hr	57.50
BK	4/22/16 Email from Sandy Green re: Gary Staber attendance at 4/26/16 staff meeting for shed permit item/phone call from Tom Terry re: shed permit discussion/email from Tom Terry re: 4/26/16 shed permit process and respond	0.80 115.00/hr	92.00
BK	4/22/16 Email from Andrea Poehler re: Greg Miller meeting cancellation and respond/email to Renee Christianson re: status of April Planning Commission minutes	0.60 115.00/hr	69.00



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 6

		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/25/16 Phone call from Patrick Boylan re: park and trail plan update/email from Sandy Green re: review of administrative subdivision stamp and respond	0.60 115.00/hr	69.00
BK	4/25/16 Email from Mark Nagel re: Paul Davis code enforcement letter, revise letter and forward to Mark Nagel/email from Gary Staber re: Elko Speedway code enforcement letter, revise letter and forward revised letter to Andrea Poehler and Tom Terry	0.90 115.00/hr	103.50
BK	4/25/16 Review Sandy Green email to Andrea Poehler re: administrative approval stamp and respond/email to Stephanie Schultz re: status of 5/3/16 Planning Commission packet/review Andrea Poehler email to Sandy Green re: administrative subdivision stamp/email from Andrea Poehler re: Elko Speedway code enforcement letter, finalize and send to Sandy Green for mailing	1.20 115.00/hr	138.00
BK	4/25/16 Emails from Tom Terry and Andrea Poehler re: Elko Speedway code compliance letter/prepare new letter referencing staff meeting set up to discuss issue and forward draft letter to staff for review	1.00 115.00/hr	115.00
BK	4/25/16 Email from Tom Terry re: 4/26/16 Mahowald Builders meeting and respond/email from Tom Terry re: change in location for 4/28/16 City Council meeting	0.60 115.00/hr	69.00
BK	4/25/16 Email from Tom Terry re: status of Windrose South land conveyance and respond/review Andrea Poehler email to Tom Terry re: status of Windrose South land conveyance/emails from Tom Terry and Andrea Poehler re: changes to Elko Speedway code enforcement letter and finalize letter to send to Stephanie Schultz for distribution/review Andrea Poehler email to Tom Terry re: Windrose South status	1.30 115.00/hr	149.50
BK	4/25/16 Email from Tom Terry re: addition of Windrose South code enforcement matter to 4/26/16 staff meeting agenda/phone call from Andrea Poehler re: Windrose South project status/email from Sandy Green and review agendas for 4/26/16 staff meeting	0.90 115.00/hr	103.50



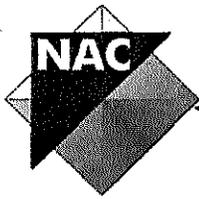
NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 7

		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/26/16 Email from Stephanie Schultz and review 4/28/16 City Council packet	0.60 115.00/hr	69.00
BK	4/26/16 Email from Darin Ibsen re: status of Windrose Park West land conveyance and respond to Andrea Poehler/email from Renee Christianson and review draft 4/5/16 Planning Commission minutes and respond/email from Stephanie Schultz re: changed in 4/28/16 City Council meeting location	1.10 115.00/hr	126.50
BK	4/26/16 Research Windrose South code violations and forward to Andrea Poehler/review Tom Terry email to Darin Ibsen re: status of Windrose Park West land conveyance/email from Dawn Weitzel requesting copy of 4/28/16 City Council packet and respond	1.60 115.00/hr	184.00
BK	4/27/16 Save City Council packet and forward to Dawn Weitzel/email from Tom Terry re: Windrose South code violations and follow up email to Gary Staber re: accessory building and swimming pool permits	0.60 115.00/hr	69.00
BK	4/27/16 Prepare development concept for 580 Paul Street area and forward to staff with description/email from Rich Revering re: 580 Paul Street concept and respond	3.40 115.00/hr	391.00
BK	4/27-4/28/16 Review Rich Revering email to Tom Terry requesting topography map for Bernie Mahowald/phone call from Stephanie Schultz re: finalization of Elko Speedway code enforcement letter/email from Renee Christianson re: 580 Paul Street area concept/email from Stephanie Schultz and review final Elko Speedway code enforcement letter	0.80 115.00/hr	92.00
BK	4/28/16 Forward 4/28/16 City Council meeting exhibit to Rich Revering/review for 4/28/16 City Council meeting/review Heather Vetter email to Tom Terry re: change to Planning Commission meeting schedule	0.90 115.00/hr	103.50
BK	4/29/16 Phone call to League of MN Cities re: permit fee survey availability and follow up email to Andrea Poehler/email from Chris Nelson re: Housing Justice Center re: Comp Plan update timelines and respond	0.90 115.00/hr	103.50
	Secretarial	0.20 43.00/hr	8.60



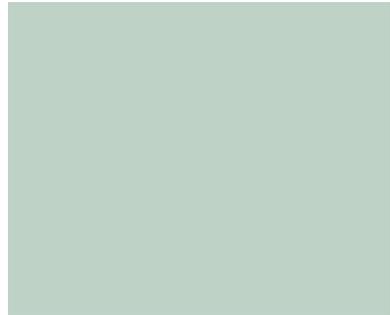
NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF ELKO NEW MARKET

Page 8

	<u>Hrs/Rate</u>	<u>Amount</u>
Subtotal of this Project:	[56.90	6,529.10]
TOTAL AMOUNT DUE THIS INVOICE:	<u>56.90</u>	<u>\$6,529.10</u>



A Proposal to Provide a

Comprehensive Plan Update - Thrive MSP 2040 and Zoning Ordinance Update for the City of East Bethel

June 29, 2016





June 28, 2016

Colleen Winter
Community Development Director
2241 221st Ave NE
East Bethel, MN 55011

Re: **A Proposal for the East Bethel 2040 Comprehensive Plan Update**

Dear Ms. Winter:

WSB & Associates, Inc. (WSB) is pleased for the opportunity to submit our proposal to provide planning services for your community, East Bethel. East Bethel has great potential with its forecast of an additional 3,340 households by 2040. East Bethel is 30 miles from downtown Minneapolis and about 37 miles from downtown St. Paul. This proximity, along with the principal arterial MN Hwy 65, provides great opportunities within the East Bethel 2040 Comprehensive Plan Update.

WSB has a long history of providing GIS services for East Bethel and we are pleased about the opportunity to expand WSB services to include land use planning. WSB's team is led by Eric Zweber, Project Manager, who has an intimate knowledge of the Metropolitan Council and its Thrive 2040 MSP requirements. Eric is prepared to work closely with Hakanson Anderson to ensure that planning, market demands and engineering are in place for East Bethel's next 23 years of growth. Additionally, our team includes Karina Heim providing planning and public engagement support, Molly Patterson-Lundgren who is an expert at zoning ordinances, Bryan Pittman providing GIS services and, if chosen to exercise the economic development option, Jim Gromberg, WSB's Economic Development Specialist.

The WSB planning team has the necessary professional expertise you are looking for and are especially qualified to meet the Metropolitan Council requirements, planning for significant growth along the MN Hwy 65 corridor while maintaining the rural character of the remainder of East Bethel.

Thank you for giving the WSB the opportunity to respond to this proposal. If you have any questions or require further clarifications, please do not hesitate to contact Eric Zweber directly at (763) 762-2837.

Sincerely,
WSB & Associates, Inc.

Eric Zweber, AICP
Senior Planner
ezweber@wsbeng.com

Breanne Rothstein, AICP
Planning Group Manager
brothstein@wsbeng.com



A Proposal to Provide a

Comprehensive Plan Update - Thrive MSP 2040 and Zoning Ordinance Update for the City of East Bethel



June 29, 2016



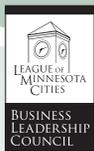
Table of Contents

- General Information..... 1
- Project Understanding 1
- Project Approach 2
- Additional Information 5
- Schedule 6
- Compensation/Fee Schedule 7

Appendix A: Personnel Qualifications – Resumes

Appendix B: References

Appendix C: Supplemental Information



Contact:
Eric Zweber, AICP
(763) 762-2837
ezweber@wsbeng.com

701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800 | Fax: (763) 541-1700
wsbeng.com

General Information

Early in their careers, the founders of WSB recognized that outstanding results are born from outstanding cultures. Since 1995, WSB has remained dedicated to creating a culture of relationship building, forward thinking, and collaboration that enables technically-advanced, thoughtful, and creative engineering and design solutions that build a legacy – *your* legacy.

The firm's investment in staff and client education supports the collaborative, knowledge-driven, and inspiring environment that delivers results. With this, WSB is able to support the innovation and technical excellence clients would expect from a national firm, while maintaining the trusting and meaningful relationships found with a local firm.



Project Understanding

WSB understands that each community is unique. This includes its design character, history and specific challenges. As a largely-developed city, East Bethel's future planning efforts must necessarily focus on infill, redevelopment of under-utilized sites, and ensuring that new development enhances the existing City character.

East Bethel's unique characteristics include (but are not limited to):

- The strength of the four-lane divided MN Hwy 65. East Bethel is located about halfway between Blaine and Cambridge. MN Hwy 65 is also a detriment to development. The highway is limited access with full signalized access at its major intersection. Orderly development cannot simply happen from south to north, but instead must evaluate these major intersections and construct a series of frontage/backage roads with the development.
- Households in East Bethel are larger than average in the Twin Cities, reflecting the large number of households with couples with children. The American Community survey found that in 2014, East Bethel

had an average of 2.75 persons per household and nearly 30% of its homes have more than four persons living in them. The growth projected for the City by the Metropolitan Council plans a decrease in household size down to 2.47 persons per household. It is unlikely that the decrease would be that severe due to the amount of existing and planned single-family homes.

- Housing is more affordable in East Bethel (average housing values and rental rates are lower than the region), however, wages are also lower than the County and the rest of the Twin Cities. Therefore, planning for growth, while ensuring that there is adequate housing for people working in the City, is a particular challenge.
- A priority for the City focusing on recreation assets including Coon Lake, Sandhill Crane Natural Area, Helen Allison Savanna, Gordie Mikkelson WMA, and the Cedar Creek Ecosystem and Scientific Reserve.

WSB will not only evaluate the proper mix of land uses to meet both the Metropolitan Council requirements and the market, but also prepare a plan that helps the City preserve and enhance its unique quality of life. We will strive to work with the City of East Bethel to find the best design solution possible.

Project Approach

Integrated Design Approach

Our Integrated Design Approach (IDA) to design and planning is interdisciplinary and includes a team of professionals with innovative ideas and solutions. We seek to add value to projects by integrating the aesthetic eye of landscape architects, the market understanding and business knowledge of economic development professionals, and the engineering expertise required to ensure the project not only looks good on a sheet of paper, but can actually be built within the commercial, industrial and housing market. IDA helps gain a consensus more efficiently, reduces the uncertainty and skepticism encountered in the planning process, and encourages innovative methods and design viewpoints.

Land Use Planning

WSB has developed an iterative process to develop a comprehensive land use plan. First, we determine and review the existing commercial, industrial and housing markets including using the 2011 Maxfield Anoka County Housing Need Assessment; and utilize WSB's experience as municipal planners, municipal engineers and private land development experience. Second, WSB will prepare two different land use scenarios that will meet both the Metropolitan Council requirements and the existing market factors through different residential densities, infill and redevelopment. Third, WSB will prepare a single land use scenario to evaluate the transportation and infrastructure impact of that scenario. Finally, we will conduct a draft land use meeting with the public to garner comments from residents, land owners and developers. The land use mix and land use locations can be adjusted at each point in the process to ensure that the plan can and will be constructed by developers, the cost of development is as efficient and cost-effective and that the plan achieves the goals of the community. WSB is currently developing both the Medina and Minnetrista 2040 Comprehensive Plans using this iterative process.

East Bethel Staff Involvement

WSB understands that East Bethel wants the selected consultant to lead the comprehensive plan process including the engagement with the City Council, advisory commissions, the Metropolitan Council, adjacent agencies and the residents. The consultant must also maintain a strong and open relationship with City staff. First, WSB would gather and review the existing plans and studies and interview the appropriate City staff to understand what issues were intended to be addressed in these previous plans and studies and if those issues were indeed addressed. After this initial data gatherings, WSB will schedule regular conference calls (at least monthly) with City staff to discuss what analysis has been conducted, what conclusions can be drawn, and to ensure that agenda for the City and public meetings are sufficiently addressing the issues facing East Bethel.

Involvement of Boards and Commissions

The development of the 2040 Comprehensive Plan will predominately involve the Planning Commission with period check-ins with the City Council. We propose nine Planning Commission meetings to review and recommend on topics such as: a joint meeting with the City Council to ensure that the planning and public participation process is appropriate; the community vision; life-cycle housing, housing revitalization, densities and tools available to provide affordable housing; review different density scenarios; future land use; review the infrastructure impacts on development implementation; review of the entire draft Comprehensive Plan; and conduct the Public Hearing for the 2040 Comprehensive Plan.

We propose five meetings with the City Council to: conduct a joint kickoff meeting with the Planning Commission to ensure that the planning and public engagement process is appropriate; review the vision and visioning meeting comments; review community vision; review comments received regarding the draft land use map; review the draft comprehensive plan; and finally approve the comprehensive plan and authorize its submittal to the neighboring communities, agencies and the Metropolitan Council.

Public Engagement

WSB’s public engagement process will begin with a public engagement plan with the City which includes a set of tools that will be used throughout the process and a timeline for when they will be used. In developing the plan, WSB will work with City staff and Planning Commission to: establish a consensus on community engagement goals, identify stakeholders, analyze stakeholders including how the stakeholder or group can contribute and possible barriers to effective engagement, and assign roles and responsibilities throughout the public engagement process.

To accomplish an effective level of engagement, WSB offers three levels, or “tiers,” of public engagement for the East Bethel Comprehensive Plan. Tier 1 is included in the base scope of services, though WSB also offers Tiers 2 and 3 levels of public engagement for a more robust and in-depth process that we have expanded upon in a later section of the proposal. Tiers 2 and 3 are optional services that the City can add-on if desired.

Public Participation Tier 1

The Tier 1 public engagement option includes the minimum public participation required by law, as well as basic formal interactions. Engagement activities in this tier are limited to organized, in-person meetings with the exception of one “pop-up” engagement event.

Kickoff/visioning workshop: Formal interactions will begin with a kickoff open house/visioning workshop to be held at a central location such as the East Bethel City Hall.

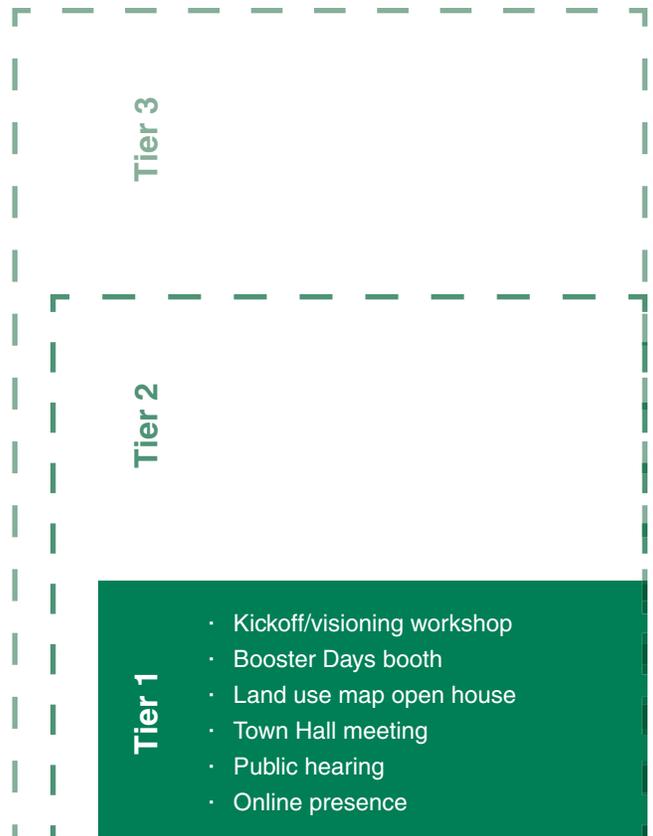
Booster Days booth: Booster Days 2017 is timed ideally with the draft 2040 Land Use Map release. WSB staff will attend Booster Days and conduct a booth to make residents aware of the Comprehensive Plan process, invite them to the August open house and conduct a brief poll.

Land use map open house: With the expectation that the number of households in East Bethel will grow by 80%, the 2040 Land Use Map will be the greatest indicator of that change. WSB will conduct an open house to garner comments on the map after its infrastructure impacts have been determined. This open house will occur nearly six months before the 2040 Land Use Map will be adopted. This will provide residents plenty of time to comment and the City time to make and land use adjustments that are warranted.

Town Hall meeting: The November 2017 Town Hall meeting is ideally timed three months before the expected approval of the 2040 Comprehensive Plan to both show residents any changes made to the 2040 Land Use Map, and to roll out the final draft of the 2040 Comprehensive Plan.

Public hearing: Once the plan has been completed for presentation, our formal interactions will conclude with the statutorily-required public hearing.

Online presence: WSB will create a project website on mySidewalk as a means of two-way communication with the public throughout the planning process. The mySidewalk site will host key questions, topics for ongoing dialogue, and draft documents for feedback. Social media will be used to supplement the mySidewalk site and advertise events. WSB will utilize existing social media accounts, such as Facebook or Twitter accounts.



Areas of Special Interest

Housing Needs

A particular priority for the City is providing a mix of housing options so that people can make East Bethel their home at any stage of their life. More than 25% of East Bethel's existing housing stock was built between 1960 and 1979. Those original homeowners will be looking for housing alternative other than single-family homes requiring yard and snow maintenances as they approach their 70's and 80's. Senior housing with services needs to be considered within the 2040 Comprehensive Plan.

The Metropolitan Council has changed how to accommodate affordable housing within the 2040 Comprehensive Plan with two options.

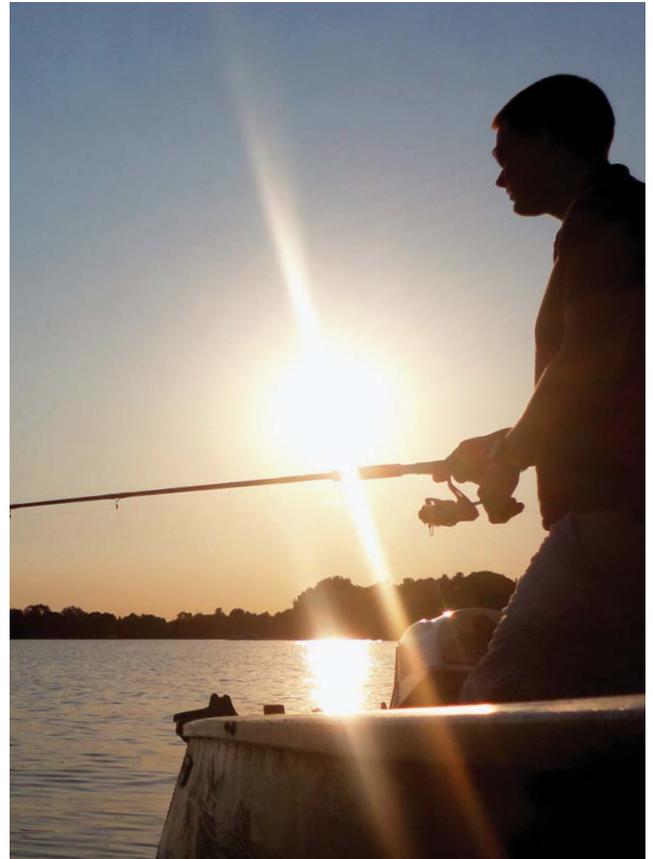
Option 1: The 177 units of affordable housing require at or below 50% AMI will need to have a density of at least 12 units/acre, while the 37 affordable units between 50% and 80% AMI will need to have a density of at least six units/acre.

Option 2: The entire 214 affordable housing requirement can be met through a land use designation of eight units/acre or greater.

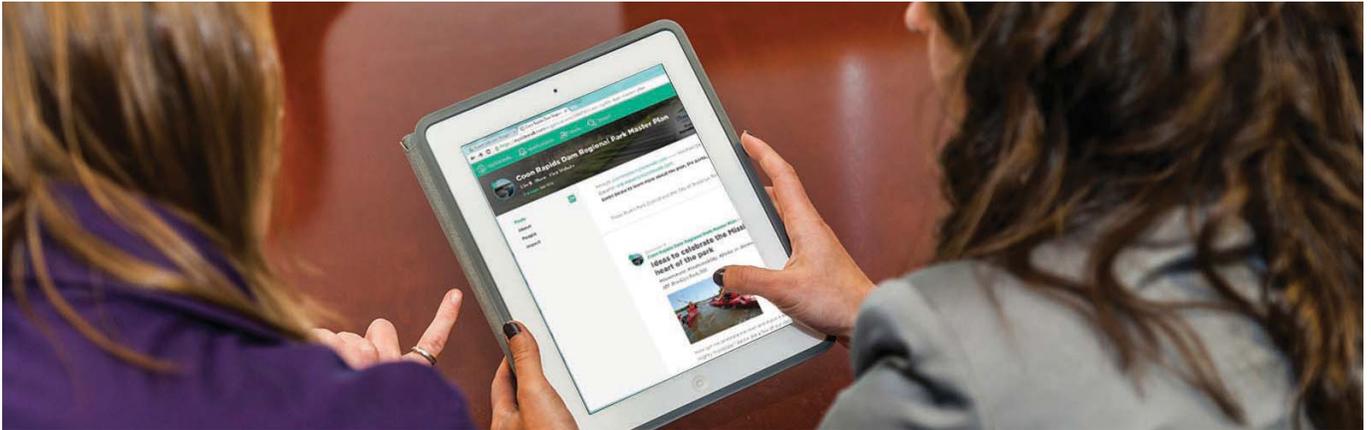
East Bethel currently has no residential land use designations that exceeds six units/acre. Creating a land use strategy that meets the Metropolitan Council's affordable housing requirement will be the greatest task of the 2040 Comprehensive Plan.

Coon Lake

Coon Lake is the largest lake in Anoka County and is partially in Ham Lake to the south and Columbus Lake to the east. The shoreline of the lake is mostly developed with relatively small lots with their own wells and septic systems. Evaluation of how to maintain the water quality and scenic value of this important lake will require that these septic systems be properly maintained and replaced when needed in the future. If the septic systems cannot be maintained adequately, a multi-jurisdictional conversation would need to be conducted to determine an alternate solution.



Additional Information



Use of Technology

The WSB team prides itself on using the most current technology and resources for our work. We have incorporated various tools including mySidewalk, social media, Datalink and ESRI Business Analyst in other projects, and propose to use them for the East Bethel Comprehensive Plan Update as well. mySidewalk is a user-friendly community engagement tool that syncs with Facebook and Twitter for fast and effective engagement. DataLink is WSB's ArcGIS Server application that gives you easy-to-use tools to access, edit, and analyze GIS data. Bryan Pittman has previously worked with the City to implement this tool.

Research Capabilities

WSB has access to a number of data sources that can be used to obtain recent demographic information for Burnsville including publicly available data, such as American Community Survey and Dakota County GIS. We also utilize Metropolitan Council and private databases such as ESRI Business Analyst (ESRI) and mySidewalk to support our planning efforts. ESRI has over 15,000 variables on market data including demographics, market potential, business listings, lifestyles, and consumer spending. ESRI can generate reports from the City to census block level, as well as search radii from specific sites. mySidewalk, which includes hundreds of sources data and dozens of different reporting geographies, can also import shapefiles to CSVs to customize and compile data sets.

Statement of Workload

WSB recognizes that our performance on projects is the single, most important factor in client satisfaction and repeat business. Therefore, we put maximum emphasis on making sure our staff assigned to project teams is available to meet project schedules and provide our clients with the highest quality products. We do weekly and monthly workload planning and our Group Managers and Project Managers have the authority to adjust projects and teams as needed to hit all schedules.

We can state with confidence that we are able to respond to your needs on a short notice and meet your timelines.

Schedule

	2016			2017												2018		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Public Meetings		Visioning								Booster Days community event	Draft land use map			Town Hall meeting				
City Council	Kickoff					Review visioning						Draft land use map			Draft comprehensive plan		Approval	
Planning Commission	Kickoff		Review visioning		Density & housing	Land use scenarios	Land use scenarios		Land use and infrastructure			Review land use map and implementation		Draft comprehensive plan		Public hearing		
Optional Add-on Services																		
Economic Development Authority				SWOT		Strategic plan												
East Bethel Chamber of Commerce							Sunrise Business Breakfast update						Sunrise Business Breakfast (Tier 2)					
Public Meetings							Town Hall meeting (Tier 2)											

KEY:  = Optional Add-on Service

Compensation/Fee Schedule

Base Budget	
Land Use	\$18,500
Housing	\$7,250
Public Participation	\$7,500
Implementation	\$4,500
Assistance	\$2,250
Base Total	\$40,000
Zoning Ordinance Update*	\$95/hr

Add-ons**	
Economic Development	\$8,500
Tier 2 Public Engagement	\$3,000
Tier 3 Public Engagement	\$4,000
Optional Community Survey	\$2,750
Each Additional Meeting	\$1,250

* The scope of the Zoning Ordinance revisions will be determined within the "Implementation" Chapter of the Comprehensive Plan. Those revision will be conducted at an average billing rate of \$95/hr.

**Information about the optional economic development sand Tier 2 and 3 public engagement services can be found in the Supplemental Information section of the proposal.

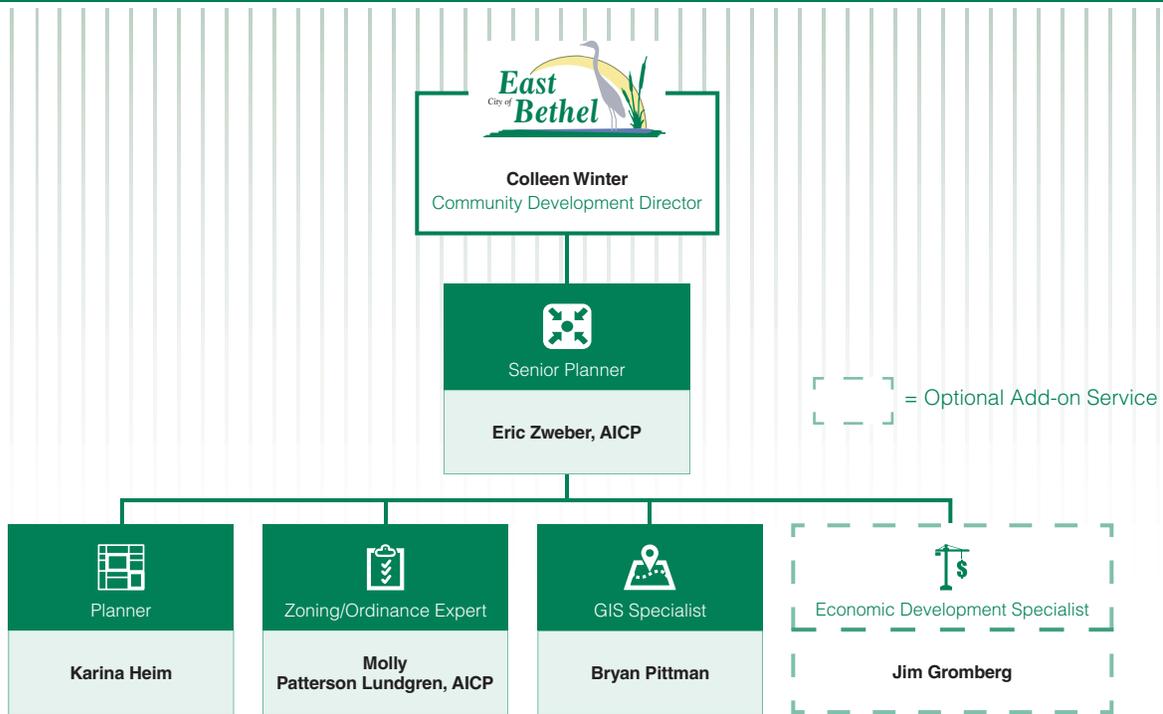
WSB 2016 Rate Schedule		Billing Rate/Hour
Principal		\$158
Associate / Senior Project Manager		\$137 \$147 \$158
Project Manager		\$121 \$127 \$133
Project Engineer		\$104 \$112 \$121 \$127 \$133
Graduate Engineer		\$80 \$85 \$92 \$98
Sr Landscape Architect / Sr Planner / Sr GIS Specialist		\$109 \$118 \$125 \$133 \$138
Landscape Architect / Planner / GIS Specialist		\$66 \$74 \$81 \$89 \$99 \$104
Engineering Specialist / Senior Environmental Scientist		\$90 \$98 \$105 \$112 \$121 \$130
Engineering Technician / Environmental Scientist		\$52 \$60 \$67 \$74 \$79 \$85
Construction Observer		\$87 \$94 \$99 \$105 \$110
Coring Crew		
One-Person Crew		\$162
Two-Person Crew		\$238
Survey Crew		
One-Person Crew		\$132
Two-Person Crew		\$164
Three-Person Crew		\$184
Underwater Inspection Dive Team		\$460
Office Technician		\$42 \$65 \$75 \$85

City of East Bethel Attn: Accounts Payable 2241 221 st Avenue NE East Bethel, MN	September 30, 2016 Project No: XXXXX-XXX Invoice No: 1	
Comprehensive Plan Professional Services from August 01, 2016 to August 31, 2016		
Professional Personnel		
	Hours Rate Amount	
Phase I: Public Participation		
Zweber, Eric	10.00 118.00 1,180.00	
Heim, Karina	10.00 52.00 520.00	
Patterson-Lundgren, Molly	10.00 104.00 1,040.00	
Pittman, Bryan	10.00 109.00 1,090.00	
Totals	30.00 3,830.00	
Total Labor		3,830.00
Billing Limits	Current Prior To-Date	
Total Billings	3,830.00 0.00 3,830.00	
Total this Invoice		3,830.00
Comments: _____		
Approved by: _____		
Reviewed by:		
Group Manager:	Breanne Rothstein, AICP	
Project Manager:	Eric Zweber, AICP	

WSB uses Deltek Project Management software to collect time and expense information for projects. Items are tabulated on a monthly basis and are reviewed by two team members (Project Manager and Group Manager). Invoices can be provided either in an electronic format or hard copy.

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in our hourly rates. Reimbursable expenses include costs associated with plan, specs and report reproduction, permit fee, delivery cost, etc.

Appendix A: Personnel Qualifications – Resumes



Eric Zweber, AICP Senior Planner

Education: Bachelor of Arts in Geography, University of Minnesota

Eric is a senior planner and land use specialist at WSB. He has 15 years of experience working directly with residents, business,

agencies, and other stakeholders on a variety of plans, programs, and projects. Eric has direct experience in single- and multi-family housing, commercial, industrial, institutional, and mixed-use developments. He has experience working for a number of communities in Minnesota, including Rosemount, Victoria and Wayzata, as well as for communities in Oregon and Wisconsin. He has a deep understanding of development and land use and takes a proactive approach to finding design solutions that meet the community’s goals and the existing market forces.



Karina Heim Planner

Education: Masters of Urban and Regional Planning, University of Minnesota; Bachelors of Arts in Environmental Studies – Sociology, Whitman College

Karina is a land use planner and public engagement specialist at WSB. She is a 2016 graduate from the University of Minnesota with a Masters of Urban and Regional Planning. Her experience at WSB has included assisting with the public engagement for the Medina and Minnetrista Comprehensive Plans, as well as conducting development fee and city code reviews for the MN Hwy 13 Redevelopment Study for Savage and the Economic Development Plan for Hastings. Prior to joining WSB, Karina worked for four years in the non-profit sector as a case manager and program coordinator in the housing and basic needs services sector. Karina will serve as both Eric and Molly’s primary back-ups as needed for the City of East Bethel.



Molly Patterson-Lundgren, AICP Zoning/Ordinance Expert

Education: Master of Arts in Urban Planning, Minnesota State University – Mankato; Bachelor of Arts in American Studies and Historic Preservation, St. Cloud state University

Molly has more than 15 years of experience in community development and planning. Molly was the City Planner for the City of Wabasha for nine years where she developed new zoning and signage regulations and oversaw the review of controversial projects related to the growing silica sand mining and transportation industry in Southeast Minnesota/Western Wisconsin. She successfully guided local government officials' review and regulation of two railroad loading facilities, managing the public hearing process and ongoing City efforts to update and refine its local review practice. As a planner for Scott County Minnesota during its period of rapid growth, her work included preparation of the Southeast Scott Comprehensive Plan Update, which considered growth management and land use needs over multiple jurisdictions in the I-35 corridor. Molly's experience includes development of shoreland standards for the Cities North St. Paul, Richfield, and New Brighton. She currently provides on-going planning and zoning administration for the City of Albert Lea.



Bryan Pittman GIS Specialist

Education: Master of Geographic Information Systems, University of Minnesota; Bachelor of Science in Environmental Science, University of Delaware

Bryan has 14 years of experience within the Geographic Information System (GIS) field. Bryan is

proficient with all products under the ArcGIS Platform. His experience working with various cities, counties, and states includes creating customized web mapping applications, creating and working with data models for utility and fiber data, easement and utility base map creation, creating and managing applications for sign collection and management, and Lidar data and spatial/3D visualizations and analysis. Bryan has been the lead GIS person on a number of different comprehensive plan updates with the most recent being for the Cities of Medina and Minnetrista.

Bryan has also worked closely with the City of East Bethel as part of the GIS and DataLink implementation project which began early in 2015. As part of this project, Bryan conducted a comprehensive needs analysis to determine and develop long term GIS strategies. He was instrumental in deploying WSB's DataLink Web GIS Platform which gave city staff the ability to easily access and analyze the City's GIS data through a web browser. Bryan still regularly communicates with City staff about upgrades and enhancements to DataLink that will continue building on the success of the GIS implementation project. WSB has other GIS specialists, who will support Bryan if needed for the City of East Bethel.



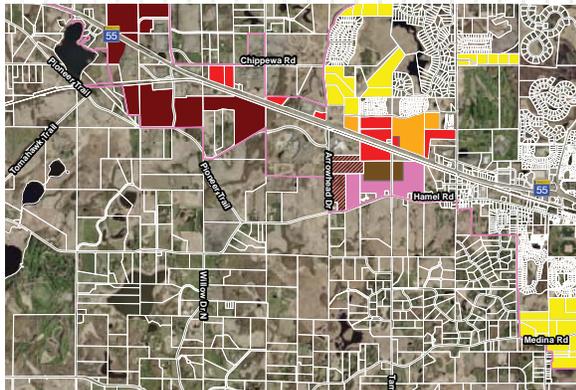
Jim Gromberg Economic Development Specialist

Education: Master of Business Administration, St. Cloud State University | Bachelor of Arts in Public Administration, St. Cloud State University

Jim has over 25 years of experience in economic development including both redevelopment projects and greenfield developments. Most recently, Jim was the State of Minnesota's Business Development Representative for the Twin Cities metro area, focusing on the attraction of new businesses to the state and assisting businesses in expanding their current locations. Jim has also served as the Vice President for Business Banking for Landmark Bank focusing primarily on SBA lending, the Business and Community Relations Manager for Connexus Energy, City Manager for Isanti, and Economic Development Coordinator for the City of Ramsey. Jim has also served as the President of the Economic Development Association of Minnesota, President of the Anoka Area Chamber of Commerce, Vice-Chairperson of the Anoka-Ramsey Community College Foundation, and Mid-America Economic Development Council Board of Directors.

Appendix B: References

Comprehensive Plan City of Medina

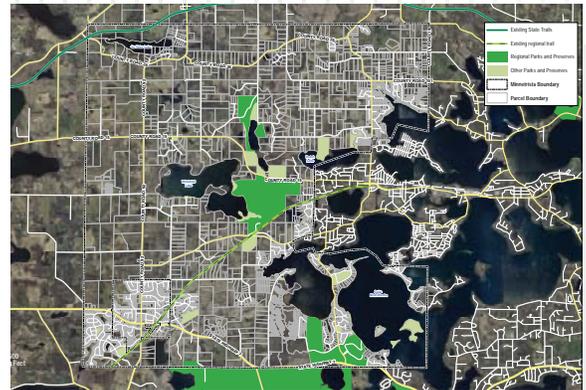


WSB is currently developing the City of Medina (2014 population 5,831) 2040 Comprehensive Plan with the assistance of City staff and a Steering Committee. WSB is completing all Metropolitan Council required elements including affordable housing, land use, transportation, sanitary sewer, water supply and surface water resource management. We have conducted the draft land use map public meetings in May in which over 60 residents attended.

Stakeholder engagement will include pop-up meetings, citizen forums and My Sidewalk. My Sidewalk was slow to take off in Medina because the City does not have a social media campaign (neither a Facebook page nor a Twitter account), but residents have begun to engage with the program with 9,216 views as of May 19. The 2040 Comprehensive Plan is expected to receive preliminary approval and be submitted to the neighbor community review in the 4th Quarter of 2016.

City of Medina
Dusty Finke
City Planner
(763) 473-8846
dusty.finke@ci.medina.mn.us

Comprehensive Plan Update City of Minnetrista



WSB is currently developing the City of Medina (2014 population 6,763) 2040 Comprehensive Plan with the assistance of City staff and a Steering Committee. WSB's first requirement was to work with Metropolitan Council staff to fix an error in the Metropolitan Council's sewer and unsewered household forecast.

WSB is completing all Metropolitan Council required elements including affordable housing, land use, transportation, sanitary sewer, water supply and surface water resource management and an unrequired campus and parks plan. The 2040 Comprehensive Plan is expected to receive preliminary approval and be submitted to the neighbor community review in the third quarter of 2017.

City of Minnetrista
Dave Abel
Community Development Director
(952) 446-1660
dabel@ci.minnetrista.mn.us

Comprehensive Plan Update City of Elk River



WSB is working with the City of Elk River on an update of its Comprehensive Plan. The update will be completed entirely by WSB and will include an update of all plan chapters, as well as set new goals and policies to address issues facing the community today. As is our approach to developing comprehensive plans, the process is focused on collaboration and stakeholder engagement. In Elk River, a Project Advisory Committee (PAC) includes members of City staff and the WSB team, and a Citizen Advisory Committee (CAC) is a broad-based citizen committee that includes members from the Planning Commission, the City Council, the HRA, the EDA, the Chamber of Commerce, the school district, and others. These groups were formed to effectively manage the planning process and make decisions. Work includes four meetings with the PAC and seven meetings with the CAC. Other creative engagement strategies are being utilized, including online survey software, social media, communicating with residents at community events, and engaging children through summer programs. As a way to allow stakeholders proper time to review the plan and give feedback, technical memos on each chapter of the plan are being provided throughout the planning process one at a time. The finished Comprehensive Plan will be a document that the City of Elk River can use every day as it works toward the implementation steps and sets new policy.

City of Elk River
Jeremy Barnhardt
Community Development Director (City of Orono)
(952) 249-4626
jbarnhart@ci.irono.mn.us

Clearwater Plan Update City of Clearwater



In 2014, WSB completed a Comprehensive Plan Update for the City of Clearwater. Situated strategically on the Mississippi River and I-94, Clearwater has many assets and opportunities to highlight. WSB helped the City envision their future, identify priorities, and put together a robust implementation plan to achieve their goals. The WSB team helped them create a concise document with actionable steps, including a parks and trails plan and a re-analysis of their land use map. The Plan also includes recommendations for economic development opportunities of their well-suited location on I-94.

City of Clearwater
Pete Edmonson
Mayor
(320) 223-1519
pete.cityofclearwater@gmail.com

WSB has previously provided East Bethel with GIS services.

Appendix C: Supplemental Information



Recommended Optional Elements

Economic Development

The City of East Bethel is outer-ring suburb that has seen growth in population over the course of the last ten years and will continue to see significant growth for the next 20 years and more. The community has been overshadowed by its larger neighbors to the south (Blaine) and its greater Minnesota regional centers to the north (Cambridge). This position has disadvantages for being a site for new business development since its land values are greater than Cambridge due to the proximity to the Twin Cities and the additional costs to deal with the additional regulation requirements within the Twin Cities without the proximity and transportation advantages of Anoka County communities like Blaine and Coon Rapids. East Bethel should focus on outside assistance and cooperation to attempt to mitigate these disadvantages. East Bethel should look to make use of any state's assistance programs available for projects in the community but also continue to work with organizations to maximize the value of being located within the seven-county metropolitan area.

If East Bethel chooses to approve the economic development add-on element, WSB will also engage the economic development agency twice: first to conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise; and second to review and approve the strategic plan. WSB will also meet with the East Bethel Chamber of Commerce to provide an update review economic development concepts in the draft Comprehensive Plan.



Public Participation Tier 2

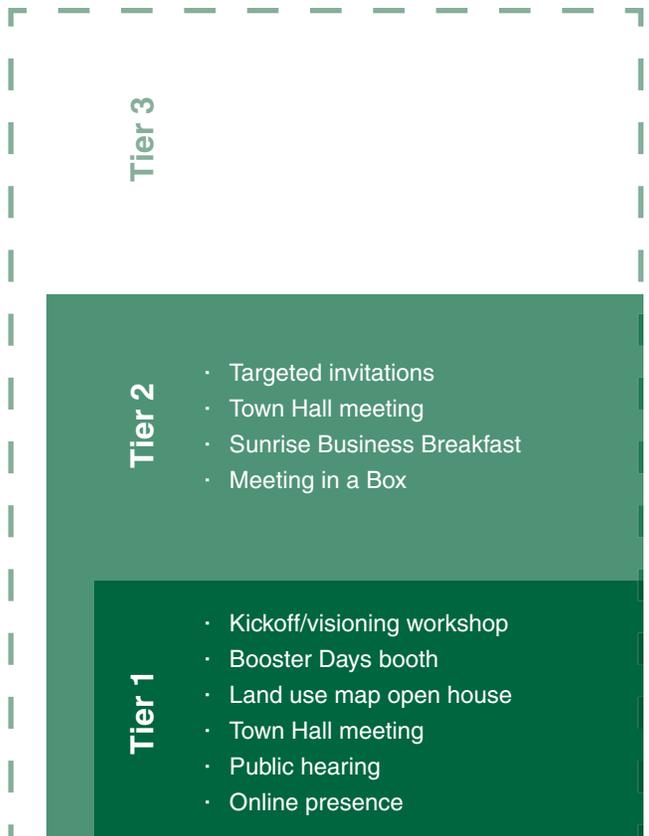
In addition to the public engagement described in the optional Economic Development Element, our proposed optional Tier 2 public engagement package includes all of the meetings from Tier 1, plus some additional informal interactions to provide opportunities for resident participation at common gathering places.

Targeted invitations: WSB will work with staff to send targeted invitations to formal events to specific groups that may not typically attend City events. These include, but are not limited to, senior citizens, residents of low income neighborhoods and group housing, and existing mailing lists from previous efforts such as the Smith Avenue Renaissance Plan.

Town Hall meeting: The April 2017 Town Hall meeting is timed early in the planning process where interactive polls and preference surveys can be conducted to involve residents before any major land use decisions are made. WSB staff would attend the April 2017 Town Hall meeting with short interactive exercise for residents and more hefty take-home material that residents could mail or email back to the City.

Sunrise Business Breakfast: Traditional public engagement focuses on the residents of the City which can ignore business owners whom live outside of the City. The Sunrise Business Breakfast is an ideal environment to gather comments and support from the commercial service and employment businesses that are so important to the community. This engagement activity would occur in October 2017.

Meeting in a Box: A Meeting in a Box is a portable format that any individual can take to host their own discussion. WSB will develop meeting materials and facilitator instructions so that City staff, community leaders and stakeholders can hold their own community workshops.



Public Participation Tier 3

Finally, Tier 3 includes the most intensive, targeted outreach to a wide range of constituents. Tier 3 strategies include all of those described in Tiers 1 and 2 plus more opportunities to reach out to those typically underrepresented. In Tier 3, the WSB team will develop specific strategies to involve the City's Hispanic population, seniors and low income neighborhoods.

Neighborhood/site walkabouts: Gatherings held out in the field, while walking neighborhoods and sites of interest, allow the project team to understand specific areas of the City through the eyes of the participants. Gatherings such as these also tend to elicit more candid feedback and get larger numbers of residents to participate. Meetings are conducted on resident's "own turf," where people feel safe and welcome to participate.

Outreach through Early Childhood Family Education (ECFE): Coordinating with community education, team members would accompany ECFE staff to meet directly with families with young children. Each meeting is short but provides an easy and safe way for residents who do not typically participate in the planning process to express their visions, ideas and concerns. WSB is currently using this method of outreach in conjunction with the St. Anthony Comprehensive Plan.

Childcare and meals: To encourage broader participation in community workshops, including families with young kids, the WSB team will arrange for childcare, activities, meals and snacks to be provided at all events.

***Optional community survey:** As an additional, optional service to the Tier 3 public engagement, we can complete a comprehensive community survey which will include questions about assets, challenges, emerging issues and priorities for the City. The survey will be published in multiple languages and made available in hard copy and online formats. Key survey distribution locations will include the library, senior center, City Hall, local parks and community events.

**This is an optional add-on to the Tier 3 public engagement. See Compensation/Fee Schedule section of the proposal for a cost breakdown.*



Copy of Insurance Certificate

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 10/01/2015														
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>																
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																
PRODUCER H. Robert Anderson & Assoc., Inc. 8201 Norman Center Drive Suite 220 Bloomington, MN 55437	CONTACT NAME: PHONE (A/C, No, Ext): 952.893.1933 FAX (A/C, No): 952.893.1819 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: The Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER B: The Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C: The Travelers Indem Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER D: XL Specialty Insurance Co.</td> <td>37885</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Phoenix Insurance Company	25623	INSURER B: The Travelers Indemnity Company	25658	INSURER C: The Travelers Indem Co of America	25666	INSURER D: XL Specialty Insurance Co.	37885	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #															
INSURER A: The Phoenix Insurance Company	25623															
INSURER B: The Travelers Indemnity Company	25658															
INSURER C: The Travelers Indem Co of America	25666															
INSURER D: XL Specialty Insurance Co.	37885															
INSURER E:																
INSURER F:																
INSURED WSB & Associates, Inc. 701 Xenia Avenue South Ste. 300 Minneapolis, MN 55416																
COVERAGES CERTIFICATE NUMBER: 2015 - 2016 1 REVISION NUMBER:																
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS									
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			680 8388R315 15	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$									
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA 8391R701 15	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$									
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP 8404R215 15	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$									
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB 3930T72 0 15	10/01/2015	10/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000									
D	Professional Liability			DPR9726606	10/01/2015	10/01/2016	Each Claim/ \$ \$5,000,000 Annual Aggregate \$ \$10,000,000									
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																
<p>This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverages afforded by the insurance policies.</p>																
CERTIFICATE HOLDER				CANCELLATION												
BEING ISSUED FOR INFORMATIONAL PURPOSES ONLY				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 												
© 1988-2010 ACORD CORPORATION. All rights reserved.																
ACORD 25 (2010/05)		The ACORD name and logo are registered marks of ACORD														

Accountant's Letter

We are providing an accountant's letter, below, as a demonstration of financial stability and good standing. Our 2015 financials are currently being audited. Should you require additional information regarding our latest detailed audit or financial report, we would be happy to share that information confidentially upon request.



September 1, 2015

To Whom It May Concern:

As the accountant for WSB & Associates, Inc., I have been asked to submit a statement regarding the company's financial stability and adequacy of its accounting system.

Boulay PLLP has been the accounting firm for WSB & Associates, Inc. since 1995. The nature of the services we have performed for the company are as follows:

- Preparation of annual income tax returns
- Miscellaneous business and tax consulting
- Tax Planning

We have not audited, reviewed or compiled any monthly, quarterly or annual financial statements. Based on the limited services we have performed, it is my opinion that the company was financially stable as of the year ended December 31, 2014. I have not seen any internally prepared financial statements for 2015, but based on conversations with the company's accountant, I have no reason to believe the company's financial stability has diminished since the first of the year.

If I can be of further assistance, feel free to contact me.

Sincerely,

Gregory M. Margarit

D 952.893.3827 | gmargarit@boulaygroup.com

/ams



City of East Bethel City Council Meeting Agenda Information

Date:

July 6, 2016

Agenda Item Number:

8.0 G.4

Agenda Item:

2017 Preliminary Budget and Law Enforcement Services Contract

Requested Action:

2017 Preliminary Budget Meeting Schedule and Action Items

Background Information:

The City Council received a proposal from the Anoka County Sheriff's Office (ACSO) for a 2017 contract for law enforcement services. The proposed contract for 36 hour patrol coverage with 20 hours per week for a Community Service Officer (CSO) requests a budget of \$1,033,213 or an increase of 0.7% over the 2016 budget of \$1,026,000. The net dollar increase is proposed to be \$7,213.

The alternative proposal presents a contract with 36 hour patrol coverage but no CSO service. This contract cost for this offer is \$988,321.

Attachments:

Attachment 1 – Proposed 2017 ACSO Proposed Contract Budget with CSO

Attachment 2 – Proposed 2017 ACSO Proposed Contract Budget with no CSO service

Fiscal Impact:

As noted above

Recommendation(s):

As the CSO affords the opportunity to have an additional uniformed officer on patrol for approximately 24% of the labor cost of an individual sworn deputy and provides valuable courier service for the City, Staff recommends Council consider directing the ACSO to prepare the 2017 Law Enforcement Services Contract for 36 hour per day patrol coverage and 20 hour per week CSO service in the amount of \$1,033,213.

Staff also discussed the 2017 Draft Preliminary Budget with the Council. Staff requests that Council schedule any additional meetings necessary to complete this review and revision.

City Council Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.) 7.6 Deputies at \$5,870 /month		535,322
2.) 7 Overtime (Average hours/month per Deputy)		32,428
B. Non-Sworn C.S.O.		\$16,796
C. Benefits for Sworn and Non-Sworn Personnel		
P.E.R.A. (Sworn)	91,976	
P.E.R.A. (Non-Sworn)	1,260	
FICA	1,285	
Medicare	8,232	
Severance Allowance	14,454	
Unemployment Compensation	877	
Life Insurance	319	
Health Insurance	114,000	
Dental Insurance	3,625	
Long Term Disability Insurance	1,249	
Worker's Compensation	8,827	
Uniforms	7,808	
<i>Total Benefits</i>		253,911

TOTAL PERSONNEL COSTS

\$838,457

II. VEHICLE

A. Police Equipped Vehicles	1.5 Squads	44,175
B. C.S.O. Vehicle	1 Vehicle	7,200
C. Maintenance Costs		
1.) Vehicle		73,086
2.) Emergency & Communications Equipment & replc/maint fees		9,241
3.) Emergency Vehicle Equipment replc. Fee		2,000
3.) Insurance		8,400
4.) Cellular Telephone		5,563
<i>Total Maintenance Costs</i>		98,290

TOTAL VEHICLE COSTS

\$149,665

III. Administrative Costs

A. PSDS Maintenance costs	7,625
B. Administrative, Clerical,+ substation computer line charge, Etc.	85,346
<i>Total Administrative Costs</i>	\$92,970.74

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,081,093

*Less Amount Received From State for Police State Aid

47,880

NET COST TO CONTRACTING MUNICIPALITY

\$1,033,213

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6,300 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.6 Deputies at \$5,870 /month	535,322
2.)	7 Overtime (Average hours/month per Deputy)	32,428
B. Non-Sworn C.S.O.		\$0
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	91,976
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	8,232
	Severance Allowance	14,454
	Unemployment Compensation	852
	Life Insurance	319
	Health Insurance	114,000
	Dental Insurance	3,625
	Long Term Disability Insurance	1,249
	Worker's Compensation	8,573
	Uniforms	7,220
	<i>Total Benefits</i>	<i>250,500</i>
TOTAL PERSONNEL COSTS		\$818,250

II. VEHICLE

A. Police Equipped Vehicles	1.5 Squads	44,175
B. C.S.O. Vehicle	0 Vehicle	0
C. Maintenance Costs		
1.)	Vehicle	62,711
2.)	Emergency & Communications Equipment & replc/maint fees	6,952
3.)	Emergency Vehicle Equipment replc. Fee	2,000
3.)	Insurance	5,600
4.)	Cellular Telephone	5,563
	<i>Total Maintenance Costs</i>	<i>82,826</i>
TOTAL VEHICLE COSTS		\$127,001

III. Administrative Costs

A. PSDS Maintenance costs	7,625
B. Administrative, Clerical,+ substation computer line charge, Etc.	83,325
<i>Total Administrative Costs</i>	<i>\$90,950.00</i>

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

	\$1,036,201
*Less Amount Received From State for Police State Aid	47,880
NET COST TO CONTRACTING MUNICIPALITY	\$988,321

*This figure is determined by the State and is subject to fluctuation.
The latest estimate is \$6,300 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1